

706E

Health and Safety on Educational Trips – English Sites

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Annexes and Supplementary Info	
Policy Owner	Craig Barrington
Policy Owner Signature	

Health and Safety on Educational Trips – English Sites

1. Introduction

It is important that pupils and students and adults alike are given as many opportunities to learn and grow in confidence as possible. When deciding on school activities and visits it is important to first determine if they are routine and may just require some additional safety measures to those already identified, or more complex and need thorough and well thought out planning and risk management to ensure safety of individuals and groups.

2. Scope

SENAD aims to offer a broad and balanced range of challenging, exciting and stimulating educational visits and trips to support learning and to build confidence and improve people's quality and enjoyment of life. SENAD believes these opportunities have a positive impact on raising standards, being a valuable and important part of the learning process for pupils and students and adults who benefit from new experiences.

They serve to:

- Bring breadth to the learning experience
- Stimulate enquiry and introduce new understanding
- Encourage teamwork, tolerance and improve quality in relationships between all those involved
- Extend, enlighten and enrich the participants learning experience
- Enable pupils and students and adults to practice skills in real life settings

Senad will ensure visits will be consistent with the aims of the school and be fully researched, risk assessed, approved, clearly targeted and reviewed.

SENAD recognises that the selection of appropriate venues and activities that can enhance the experience and enjoyment without compromising the health and safety of those who are involved, are crucial to the success of the visit. Equally crucial to the success of educational visits is the need to involve parents and to gain their support where possible.

SENAD will ensure that only competent persons and organisations will be selected for the purpose of planning and organising any visits and all and any venues visited will be carefully assessed beforehand.

3. Responsibilities

3.1 Chief Executive Officer

The CEO has the responsibility to ensure that the educational trips health & safety policy is implemented, that the policy is effective and allows for sufficient resources to enable the policy to be delivered. The CEO will monitor the overall effectiveness of the policy

3.1.1 Senior Management (Directors of Education & Care)

The senior team will ensure that:

- Appropriate resources are made available and facilities are in place to manage the risks.
- Systems are in place to manage all aspects of this policy, procedures, safety concerns or breaches, and that robust control measures are in place and effective.
- That educational trips are correctly planned, risk assessed and authorised
- Carry out review and suitability of planning and risk assessment

3.1.2 Group Health and Safety Officer

The Group Health & Safety Officer will ensure that this policy, planning, risk assessment and procedures are in place and effective

Further duties will extend to:

- Carrying out observations in accordance with site health and safety inspections as required as part of normal daily duties
- Advise and report as required to Education Director or Care Director any concerns, issues or breaches of policy and procedures observed
- Verify that all staff have access to the latest and current policy, procedures and safety guidance.

3.1.3 Heads of Service and Service Managers duties:

Heads of service will ensure that any staff undertaking educational trips complete full planning, risk assessment and gain correct authorisations prior to any trips taking place, and that they have an oversight of the trips planning & assessment. No trips can take place unless management have signed off at their level or passed to Education or Care directors for approval where required.

3.1.4 Employees Duties

All staff engaged with educational trips must make sure that they complete the planning phase, carry out full and in-depth risk assessment for the activity, and that of the service user's participation of any such activity or trip. Trips will be passed to line manager to be authorised by appropriate persons, and all staff participating on any trip will familiarise themselves with all risk assessments prior to trips commencing.

4. Policy

4.1 Planning

4.1.1 All educational trips will be planned in advance, and will follow guidance in respect of the type of educational trip or activity.

4.1.2 All planning, will take into consideration the educational benefits, practicality of the trip or activity, consider the young person's ability to participate in any trip or activity.

4.1.3 Planning will fall into the following categories:

L4 - Regular one-off visits during the education day - shops, library, playgrounds, parks etc

L3 – One off visit to animal parks, theme parks, museums, stately homes

L2- Visits outside of School hours- Cinema, theatre, restaurants.

L1- Outdoor education of all types / overnight stays / overseas trips

Guidance on completing planning is located in annexes at the end of this policy

4.1.4 Staff planning trips and activity are to be familiar with guidance within oeapng.info to assist in their understanding of their legal responsibilities, and guidance as follows:

[New: outdoor education guidance for first contacts during an emergency incident | \(oeapng.info\)](#)

[An invaluable checklist for Overseas Visit Leaders | \(oeapng.info\)\]](#)

[6h-FAQ-adventure-activity-qualifications.pdf](#)

[The Adventure Activities Licensing Regulations 2004 \(legislation.gov.uk\)](#)

[Latest outdoor education guidance for parents and guardians | \(oeapng.info\)](#)

Guidance on completing planning are located in annex's at the end of this policy

4.2 Risk Assessment

- 4.2.1 All trips or activities at any category will be thoroughly risk assessed using form 217.1 (annex 1)
- 4.2.2 Venue risk assessments will form part of the SENAD process- these are to be obtained from venues wherever they are available.
- 4.2.3 Young person's risk assessments must be updated and reviewed in conjunction with the planned trip or activity

4.3 Authorisation

All Trips or activity will be authorised by the appropriate person/s

- L4- risk assessed, verified, authorised by Education Manager
- L3- risk assessed, verified, authorised by Education Manager + Head of School/ Care
- L2- risk assessed, verified, authorised by Education Manager + Head of School / Care
- L1- risk assessed, in depth planning verified, authorised by Education Manager + Head of School /Care + Director of Education /Care

*Group Health & Safety Officer to be consulted as needed for any advice, guidance or planning assistance for any level of trip /activity

4.4 Timescales

Suitable time will be given for the completion of all planning, risk assessment and authorisation for all trips and activity.

L4 trip or activity – providing all planning and risk assessment are suitable and sufficient – 4 hours' notice minimum required to EVC

L3 trip or activity – Providing all planning and risk assessment are suitable and sufficient 24 hours' notice required to EVC

L2 trip or activity – Providing all planning and risk assessments are suitable and sufficient – 24 hours' notice required to EVC

L1 trip or activity – Providing all detailed planning and risk assessments are suitable and sufficient – 2 weeks' notice to be given to Education Director / Care Director for overnight stays of 1 night.

7 weeks' notice to be given to Education /Care Director for residential or overseas trips over 1-night duration.

Level 4	4 Hours' notice to EVC	
Level 3	24 Hours' notice to EVC	
Level 2	24 Hours noticed to EVC	
Level 1	2 Weeks (1 night stay) notice to directors	7 Weeks (over 1 night) notice to directors

5. Training

Training will be given to all staff involved with the planning of all trips / activity . Training will cover Risk assessment process and completing the L1 trip activity planning documentation.

Training will be updated regularly at least once per year.

6. Monitoring and Review

The effectiveness of this policy will be regularly reviewed by CEO ,Senior management and Health & Safety Officer during on site SMV , or observation visits. Changes or enhancement to this policy will follow any significant legislation changes, following any incident or as enhanced practises are identified.

Annex 1- Planning Level 4 / Level 3 activity / trip

1. For regular off-site visits during the education day (not involving adventurous activities) such as visits to local shops, libraries, parks and playgrounds the head of Education/Deputy Headteacher should be consulted to ensure the visit matches with educational plans for that child/class group.
2. The Educational Visit Co-ordinator (EVC) will check the planning, activity/site risk assessments and any child specific risk assessments before signing off the visit.
3. Where the visit is a regular activity shown on the class timetable approval only needs to be given once at the start of each half term. However, if significant changes are made to the plans such as a new pupil joining the group, the plans must be re-checked and re-approved.
4. Form 217.1 risk assessment to be completed and signed off by EVC
5. Individual Risk Assessment must be considered for suitability for the activity / trip on the day

Planning Level 3 activity / trip

1. For one-off visits such as to an animal park, theme park, Stately Home, museum etc that support the topics being taught during that term, the EVC will discuss the plans with the class teacher.
2. Plans to manage all the risks involved and any contingency planning such as vehicle break down, plans to return to school in the event of an accident or incident. The Head of site – or deputy/EVC if delegated by the Head, can approve these visits.
3. Venue risk assessments should be obtained wherever possible prior to trip /activity
4. Form 217.1 Risk assessment to be completed (in conjunction with venue RA) and signed off
5. Individual risk assessment must be considered for suitability for the activity/ trip on the day

Refer to guidance located on the oeapng.info

Annex 2 – Planning level 2 activity / trip

Any off-site visit that takes place beyond the school day – but does not involve an overnight stay – eg cinema or theatre trip in the early evening

1. Plans to manage all the risks involved and any contingency planning such as vehicle break down, plans to return to school in the event of an accident or incident. The Head of site – or deputy/EVC if delegated by the Head, can approve these visits.
2. Venue risk assessments should be obtained wherever possible prior to trip /activity
3. Form 217.1 Risk assessment to be completed (in conjunction with venue RA) and signed off
4. Individual risk assessment must be considered for suitability for the activity/ trip on the day
5. The following guidance to be understood regarding first contacts:

[New: outdoor education guidance for first contacts during an emergency incident \(oeapng.info\)](http://oeapng.info)

Annex 3 – Planning an overnight / residential / overseas trip L1

1. If a residential or overnight or overseas visit is planned, this needs to be completed at least 2 weeks in advance (for single overnight) and 7 weeks' notice for (more than one night)as approval needs to be sought from the Director of Education ONCE everything else is in place. This gives time for additions and amendments to be made should they be required. For support when planning an overseas visit see [An invaluable checklist for Overseas Visit Leaders | \(oeapng.info\)](http://oeapng.info)

2. Trips will follow the detailed planning format and each section to be completed in full as per the L1 planning template example 706.1 and will include:

Section 1 – Trip / Activity information aims and objectives

Section 2 – Emergency Action Safety Plan

Section 3- Time line of events

Section 4 – Nominal (Staff, Young persons & all support staff)

Section 5- Movement / transport details

Section 6- Feeding plans

Section 7- Kit lists

Section 8- Location / Venue / Accommodation risk assessments

Section 9- Activity risk assessments

Section 10 – Individual risk assessments

Section 11 – Consent forms

Section 12 - Directors Authorisation