

MPW Cambridge

Health and Safety of Students on Educational Visits Policy

This document summarises the advice contained in the DfEE Good Practice Guide entitled *Health and Safety of Pupils on Educational Visits*. The advice given is that which is particularly relevant to the type of educational visit commonly arranged by the college.

Approval for Visits

There should be a written procedure for arranging visits, which tutors should follow. The Principal's agreement must be obtained before a visit takes place.

Principal's Responsibility

It is the responsibility of the Principal to:

- Ensure adequate Child Protection procedures are in place.
- Ensure a risk assessment has been completed and appropriate safety measures are in place.
- Appoint a suitable group leader.
- Obtain parental consent forms for under 18s.
- Arrange adequate first-aid provision.
- Ensure an appropriate mode of travel.
- Advise travel times out and back, including pick-up and drop-off points if applicable (and contingency plan for delays).
- Arrange adequate insurance cover.

Risk Assessment

A risk assessment should be completed by the *group leader* before the visit, and should be approved by the Principal. The risk assessment must involve a prior visit to the location of the activity, even if overseas. The risk assessment need not be complex, but should be comprehensive enough to include an assessment of the health and safety precautions taken by third parties (e.g., coach companies, field centres) on which the trip is dependant. It should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?
- Is a suitably stocked first-aid box available?

Group Leader's Responsibility

It is the responsibility of the group leader to ensure that:

- There is a ratio of 1 adult to 15-20 students.
- If students are under 18, supervision of their behaviour and actions should be provided from the formal start of the visit to the formal end of the visit. These formal times will be reported to parents in advance. If students are given 'unsupervised' time during a visit they should be informed clearly of a reporting back time and parents should be informed that there may be some unsupervised time.
- If students are under 16 and the group consists of both males and females, then one male and one female adult should accompany the group. Accompanying adults must have undergone an Enhanced CRB check.
- All adult supervisors must understand their roles and responsibilities at all times. Supervisors should be aware of any students who may require closer supervision, such as any with special needs or those likely to cause trouble.
- Head counts should take place regularly, particularly before leaving any venue.
- That they have a 'plan B' to cover all eventualities.

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Information to Parents

The following information should be given to parents:

- Date(s) of the visit.
- Visit's objectives.
- Time/location of departure.
- Time/location of return.
- Details of any unsupervised time.
- Pick-up and drop-off points, if appropriate.
- Mode of travel including the name of any travel company.
- Name, address and telephone number of any hotel, field centre or other overnight accommodation.
- Size of the group and the level of supervision.
- Name of the group leader and other staff.
- Standards of behaviour expected (e.g., with reference to alcohol, sexual behaviour, smoking, general group discipline).
- What students should/should not take (including money)?
- Details of insurance cover.

Transport Legislation

The Principal should satisfy himself that all travel arrangements are suitable. Coaches and minibuses must be hired from reputable companies, known to provide fully stocked first-aid boxes. The driver is responsible for the vehicle during the visit. All minibuses and coaches carrying students *under 15* must be fitted with a seat belt for each child. All students must be told to wear their seat belts (and be checked that they are) by the group leader at the start of each part of the journey.

Insurance Cover

Insurance cover should include:

- Employer's liability.
- Public liability.
- Personal accidents cover for teachers and students.
- Costs of medical treatment.

Emergency Procedures

If an accident happens the priorities of the group leader are to:

- Establish the nature and extent of the accident as quickly as possible.
- Ensure that the entire group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- Inform the police if necessary.
- Inform the college and anyone else who needs to know. The Principal will normally be responsible for making first contact with parents and MPW's insurers but the group leader may need to be informed of relevant telephone numbers for future calls.
- Write down all relevant facts and witness details and preserve any vital evidence.
- Keep a written account of all events, times and contacts during and after the incident.
- Complete an accident report form as soon as possible.
- Ensure no-one in the group speaks to the media and no names are given to the media.
- Ensure no-one discusses legal liability with other parties.