

SOP NUMBER: 227-10-2016

ACADEMIC YEAR: 2016/17 ONWARDS

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TITLE:

Educational Visits SOP**Summary of Contents:**

This document sets out the practical implementation of educational visits and provides staff, students and volunteers with guidance on procedures to ensure they are kept safe from harm “*so far as is reasonably practicable*” when participating in Educational Visits.

Date Created:
October 2016**CMT Approval Date:**
20 November 2016**Responsible Owner:**

Head of Quality, Excellence and Development

REVIEW INFORMATION

First Created: November 2016

Reviewed: August 2017
November 2017

Next Review Due: November 2018

Requires CMT Approval (yes/no): Yes

Related Documents

- Health and Safety Policy
- General Health and Safety SOP
- Care, Welfare and Safeguarding Policy and SOP

Previous Reference (for control purposes):

S026:08/09

066-09-2013

Equality of Opportunity and Good Relations Screening Information (Section 75):

Date SOP Screened – October 2016

1.0 Background

- 1.1 SERC is committed to the continuous development of all students, and recognises that taking part in educational excursions and residential help to develop their investigative and teambuilding skills, encourage greater independence, and prepare students for the workplace.
- 1.2 The following procedure and guidance are designed to ensure that a suitable and sufficient risk assessment is carried out, so that participants can have a safe and enjoyable experience. NB: This SOP should be used in compliance with SERC's Health and Safety Policy.

2.0 Scope

- 2.1 **An Educational Visit is defined as any off-campus activity**, undertaken by students and/or staff for the purposes of teaching and/or research. This can range from low risk visits to places within the local area (shops, cinemas, museums, etc.) to taking part in higher risk adventure activities, overnight stays, travelling abroad, or a combination of these.
This SOP does not cover staff travelling on business trips at home or abroad.
- 2.2 As Educational Visits can be diverse in terms of risk, this procedure outlines 5 types of activity (high to low risk) to assist with the assessment process:
 - Type 1 - Excursions involving high risk activities e.g. participating in white water rafting, camping, rock climbing, caving, kayaking or working with animals on a farm visit, etc.
 - Type 2 – Visits to a country outside the UK
 - Type 3 – Overnight/Residential stays within the UK
 - Type 4 – Full day trips within the UK
 - Type 5 – Local trips, low risk and short in duration (e.g. museums, galleries, cinema, etc.)*Full details of each risk type are in Appendices 2 to 6 of this SOP.*

3.0 Risk Assessment

- 3.1 The Management of Health and Safety at Work Regulations requires a suitable and sufficient assessment of risk to the health and safety of staff, students, and others who may be involved with any trip and/or activity.
- 3.2 There are a variety of activities which may involve significant risk. Where high risk is established, this can be successfully controlled by implementing the correct procedures. If an unacceptable level of risk cannot be successfully removed or controlled, then the activity should be cancelled on those grounds alone. Preparation and planning is the key to successful and safe trips.
- 3.3 All trips, regardless of destination or duration, will require risk assessment and documentation to be completed and recorded. The level of detail for a high risk activity (Type 1) risk assessment would not be expected for a short duration low risk trip (Type 5). The College risk assessment procedure and form are on the Health and Safety Team Site. The risk assessment form is also attached at Appendix 10 and should be used to record the assessment.

- 3.4 Used correctly, a suitable and sufficient risk assessment should help apply the correct level of measures to ensure that the activity and trip is safe. Risk assessment should be seen as a positive measure, providing confidence to the organisers and students for the success of the trip. It is important to strike the right balance and understand that all risks will not be eliminated. It is about putting sensible and proportionate precautions/measures in place.
- 3.5 **NB:** Only staff members holding the requisite driving qualifications i.e. D1 Licence and Qualification Card shall be permitted to drive the college minibuses. Under no circumstances should you personally seek permission to drive a college minibus unless you are qualified to do so. Any journey undertaken without the appropriate documentation will not be deemed legal and could result in legal action against the college and the individual driving the minibus.
- 3.6 Finally, risk assessment should be a continual process throughout the trip, to ensure that all risks are considered, managed, and controlled. The risk assessment is completed in advance of the excursion. However, circumstances may change during the excursion, so organisers should be prepared to revise their assessment if necessary. The Risk Assessment should include the name of the individual qualified and licenced to drive the minibus if applicable.

4.0 Procedure

- 4.1 The procedure for Educational Visits is summarised for staff ease of reference in a flow chart in Appendix 1 (page 5).
- 4.2 Overall responsibility for trips lies with the Head of School, who should:
- Approve the trip
 - Approve and appoint a designated trip leader
 - Ensure a suitable risk assessment is carried out
 - Ensure that any additional relevant documentation is completed
 - Countersign the risk assessment
- 4.3 The designated trip leader must ensure that:
- A risk assessment is completed and communicated effectively to all concerned
 - Parental consent forms are obtained for under 18s as necessary
 - Supervision (staff/student ratio) is adequate for size of group
 - All documentation is completed and in order (dependent on excursion type)
 - He/she will be the contact person in an emergency situation and
 - All PPE including high vis jackets (if appropriate) are provided
- 4.4 Lecturers and/or Support staff should assist the trip leader in supervision and all relevant aspects of the trip
- 4.5 Students will conduct themselves in a manner expected by the College, follow instructions of supervisors and bring to the attention of the trip leader any matter that may cause harm to people or damage to equipment.
- 4.6 The Health and Safety (H&S) Unit will:
- Monitor and review this procedure during their H&S audits

- Provide assistance and guidelines on completion of risk assessment form if required
 - Provide advice on any matters regarding H&S on excursion if called upon
- 4.7 For all trips there are 2 internal forms that must be completed. The Application for the Approval of an Educational Visit Form (Appendix 8) should be completed by the Trip Leader and authorised by Head of School/Unit. Once approved then work can begin on completing the College Health and Safety Risk Assessment form (Appendix 10) and other supporting documentation as required.
- 4.8 As outlined in Appendices 2-6 College Excursions fall into five types. Each requires a different level of time, care, documentation, authorisation, arrangements and resources, depending on the type. However, there may be standard activities which form a regular part of the curriculum, in which case approval can be produced at the start of each academic year. This is at the discretion of the Head of School. **NB:** It is important to ensure that there is a risk assessment available for the activities taking place. It is important to ensure that any generic risk assessments for standard activities are reviewed at regular intervals, to guard against complacency.
- 4.9 The following sections detail the documentation required for each of the five types. It may also be necessary to carry out additional individual assessments for students who have a physical, sensory or health issue. The elements to be considered under the risk assessment are not necessarily appropriate for every trip. **NB:** Guidance on completing the documentation is outlined at Appendix 7 (pages 11-15).

5.0 Communication Plan

This procedure will be communicated via the Learning Engine on the Staff Intranet

6.0 Responsible Owner

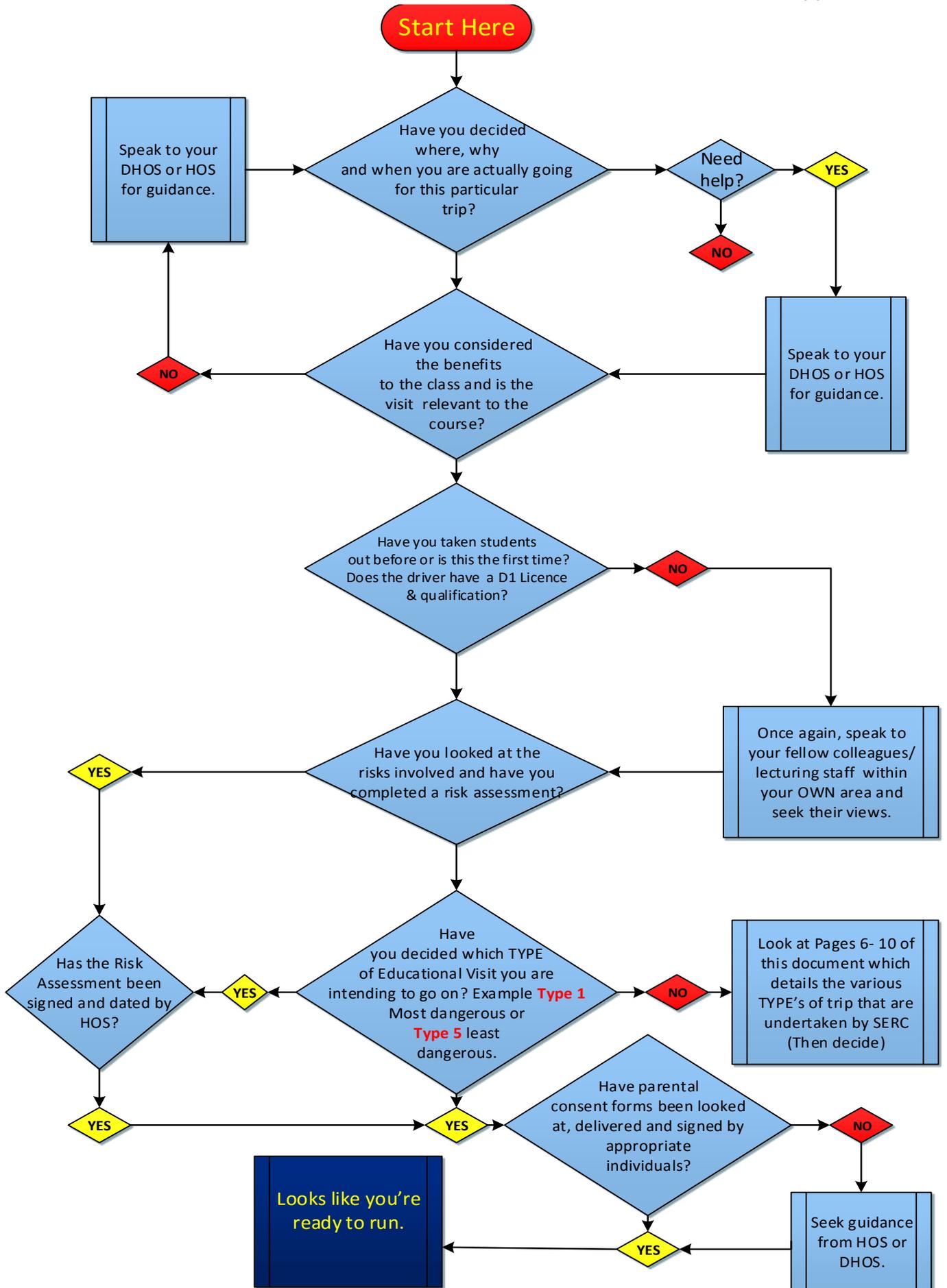
Head of Quality, Excellence and Development

7.0 Created

October 2016

8.0 Review Date

This procedure will be reviewed (and updated where applicable) annually or sooner if legislation dictates



Type 1 - Excursions involving hazardous activities

In most cases the college will use AALA licensed (Adventure Activity Licensing Authority) companies for adventure activities. However not all providers are required to hold a licence.

The following documentation is required:

1. Excursion approval form completed by Trip Leader and authorised by Head School
2. Risk Assessment form

Elements to be considered as part of risk assessment process (see Appendix 10):

- nature of activity (hazards/risks)
 - travel arrangements
 - location and duration of excursion
 - qualifications and experience of College staff related to the activities
 - suitability of equipment
 - staff and student gender mix
 - age, maturity and ability of students
 - size of group and staff/student ratio
 - first aid provision
 - accommodation (if staying)
 - fire precautions (if appropriate)
 - weather conditions (if appropriate)
 - communication and contact arrangements
 - responsibilities during free time
 - emergency arrangements
 - cultural considerations (if appropriate)
 - anticipation of equalities issues
 - Qualification of minibus driver i.e. D1 licence.
3. Risk assessment of any outside provider
 4. Any other relevant documentation with regard to outside provider i.e. AALA
 5. Parental Consent if student under 18 years of age
 6. Relevant medical information for group members (ensuring steps to protect sensitive personal data are undertaken under Data Protection Act 1998)
 7. Emergency contact details for each student to be held by Trip Leader and Head of School or Line Manager

Type 2 – Excursion to a country outside the UK

For advice on foreign travel you should contact the Director with responsibility for international activity.

The following documentation is required:

1. Excursion approval form completed by trip leader and authorised by Head of School
2. Risk assessment form

Elements to be considered as part of risk assessment process (see Appendix 10):

- nature of activity (hazards/risks)
- travel arrangements
- location and duration of excursion
- qualifications and experience of college staff & driver of minibus. (D1)
- suitability of equipment
- staff and student gender mix
- age, maturity and ability of students
- size of group and staff/student ratio
- first aid provision
- accommodation
- fire precautions (if appropriate)
- weather conditions (if appropriate)
- communication and contact arrangements
- responsibilities during free time
- emergency arrangements
- inoculations (if appropriate)
- cultural considerations
- anticipation of equalities issues
- Foreign Office advice

3. Risk assessment of an outside provider where necessary
4. Any other relevant documentation with regard to outside provider
5. Parental Consent if student under 18 years of age
6. Relevant medical information for group members

Type 3 – Overnight stays within the UK

The following documentation is required:

1. Excursion approval form completed by Trip Leader and authorised by Head of School
2. Risk assessment form

Elements to be considered as part of risk assessment process (see Appendix 10):

- nature of activity (hazards/risks)
- travel arrangements
- location and duration of excursion
- qualifications and experience of college staff
- staff and student gender mix
- age, maturity and ability of students
- size of group and staff/student ratio
- first aid provision
- accommodation
- fire precautions
- weather conditions (if appropriate)
- communication and contact arrangements
- responsibilities during free time
- emergency arrangements
- cultural considerations (if appropriate)
- anticipation of equalities issues
- Qualification of minibus driver i.e. D1 licence.

3. Risk assessment of any outside provider
4. Any other relevant documentation with regard to outside provider
5. Parental Consent if student under 18 years of age
6. Relevant medical information for group members
7. Emergency contact details to be held by Trip Leader and Head of School or Line Manager

Type 4 – Day long trips within the UK

The following documentation is required:

1. Excursion approval form completed by Trip Leader and authorised by Head of School
2. Risk assessment form

Elements to be considered as part of risk assessment process (see Appendix 10):

- nature of activity (hazards/risks)
- travel arrangements
- location and duration of excursion
- qualifications and experience of college staff
- staff and student gender mix
- age, maturity and ability of students
- size of group and staff/student ratio
- first aid provision
- weather conditions (if appropriate)
- communication and contact arrangements
- responsibilities during free time (if appropriate)
- emergency arrangements
- cultural considerations (if appropriate)
- anticipation of equalities issues
- Qualification of minibus driver i.e. D1 licence.

3. Parental Consent if student under 18 years of age
4. Relevant medical information for group members
5. Emergency contact details to be held by Trip Leader and Head of School or Line Manager

Type 5 – Local short duration trips

The following documentation is required:

1. Excursion approval form completed by Trip Leader and authorised by Head of School
2. Risk assessment form

Elements to be considered as part of risk assessment process (see Appendix 10):

- nature of activity (hazards/risks)
- travel arrangements
- location and duration of excursion
- staff and student gender mix
- age, maturity and ability of students
- size of group and staff/student ratio
- first aid provision
- weather conditions (if appropriate)
- communication and contact arrangements
- responsibilities during free time (if appropriate)
- emergency arrangements
- cultural considerations (if appropriate)
- Qualification of minibus driver i.e. D1 licence.

3. Parental Consent if student under 18 years of age
4. Relevant medical information for group members
5. Emergency contact details to be held by Trip Leader and Head of School or Line Manager

Guidance on Documentation

The SERC Risk Assessment (25 key areas)

The 25 areas to be considered as part of risk assessment are covered below. Not all of these will be applicable for every excursion. Clearly a Category 1 excursion (involving hazardous activities) will require a more detailed risk assessment than a Category 5 excursion (local short duration trip). However, this sequence of points to be considered provides a systematic checklist for responsible staff.

1. Nature of Activity

Provide details of activities taking place. Is the group of students supervised or not? Are activities indoor and/or outdoor? What are the hazards associated with the activities and what control measures are in place? The range of activities are diverse and the health and safety hazards/risks associated with each will be different e.g. swimming, adventure activities, residential, visiting buildings, coastal visits, field work, farm visits etc.

2. Transport/Travel arrangements

Are students/staff making their own way to/from location or travelling in a group? Are they walking, travelling by public transport (bus, train or aeroplane) or hired coach/mini-bus? Is transport accessible for disabled, those with impairments etc.?

If travelling by private car or college minibus, the College has a responsibility to ensure that drivers have an appropriate valid D1 driving licence/qualification and insurance for the participants, and that the vehicle is roadworthy. Any member of staff using their own car to carry participants on excursions must ensure: (a) their vehicle is properly licensed, (b) it has an up to date MOT, and (c) that the insurance covers use for College business.

If travelling by hired coach/minibus, the College must use a reputable company holding the appropriate Public Services Vehicle (PSV) operators' licence. The vehicle should have seat belts and these should be worn while in the vehicle. Trip organisers should check that the company has appropriate insurances and that relevant vetting/Enhanced Disclosure checks are carried out. **NB: Any journey undertaken by staff members driving the minibus without the appropriate D1 Licence & qualification may face prosecution, penalties and possible disciplinary action taken against them.**

3. Location and duration of excursion

Provide details. Is it a morning excursion to a museum in Belfast city centre or an overnight stay or staying abroad? The level of detail and information required for an overseas excursion will be much greater than a walk to a museum in Belfast.

4. Qualifications and Experience of staff

The qualifications refer to any specialist qualifications staff have (related to the activities or first aid) and the experience relates to the experience they have in terms of being on excursions of this nature before.

5. Suitability of equipment (if appropriate)

Any equipment the college provides for an excursion needs to be suitable for the activities taking place. Organisers also need to consider any manual handling risk if equipment is heavy. Any outside provider you use for activities will be responsible for all equipment they provide.

6. Staff and student gender mix

Ideally if the student group is mixed then staff accompanying the group should comprise at least 2 staff – one male and one female. This may not always be possible, depending upon staff availability and the nature of the trip. Note guidance on Staff/student ratio and Age, Maturity and Ability of students.

7. Age, Maturity and Ability of students

Young people (U18) require an extra duty of care due to lack of maturity, inexperience, lack of awareness etc. Have many of the students been on excursions before? Are there students that are vulnerable adults, have a disability; require additional support or medical needs? The composition of the group will be a factor when deciding the staff/student ratio.

The Trip Leader will need to obtain details of medical conditions, and any other relevant information relating to medication, allergies, phobias, special dietary requirements, special transport etc. Under Data Protection legislation, where this includes sensitive personal data, permission is required from the individuals concerned to collect and store such data. Such data needs to be protected, then subsequently destroyed.

8. Staff/student ratio

The ratio depends on many factors therefore a definitive answer cannot be given; however, the following considerations should be addressed before deciding on an appropriate ratio.

- Age and sex of students
- Students ability
- Number of students involved
- Identified special educational or medical requirements
- Previous experience of trips
- Previous experience with activities involved
- Responsibility and discipline shown by the group
- Type of visit
- Type of activity
- Location and duration of visit
- Travel arrangements
- Time of year
- Experience and quality of staff
- Requirements of organisations or locations to be visited
- First aid cover requirement

The following guidance gives example of ratios, but this guidance is **not definitive** and each case should be considered on its own merits. The ratio indicates proportion of staff to students:

Ratio 1:10 - Trips abroad with minimum of 2 adults of opposite sex if group is mixed party

Ratio 1:15 - Residential visit (UK) with minimum of 2 adults of opposite sex if group is mixed party

Ratio 1:20 - For day visits outside walking distance of campus minimum of 2 adults of opposite sex if group is mixed party

Ratio 1:25 (or normal class size) - For short local visits (perhaps during a lesson) where one adult may be sufficient even if mixed party

It is possible for ratios to be lower. The risk assessment should contain information regarding the risks and support the reasons for the chosen ratio. If special needs are required, then more staff should be employed on the trip and the ratio should reflect the additional requirements.

While ratios do not guarantee total safety, the duty still remains with the organiser to ensure that all significant risks are taken into account, all necessary criteria have been assessed and only then ensure adequate supervision for the group is available in relation to the gender mix and ability. The ratio can only be justified after an adequate risk assessment has been carried out and all factors have been taken into account.

9. First aid provision

You need to assess the level of first aid that might be needed. The provision will be dependent on the duration, location, activities and group numbers etc.

The minimum provision is one person appointed to be in charge of first aid arrangements, and a first aid kit. However, it is recommended that there is at least one qualified first aider for adventure activities, excursions abroad or residential visits.

10. Accommodation (if staying)

Check accommodation is suitable for all groups and accessible for disabled. The premises are secured against possible intruders, room doors and windows lock. Staff have list of rooms and number of beds in each room.

11. Fire Precautions (if appropriate)

When staying at accommodation overnight or for a number of days ensure all students/staff are made aware of the Fire Evacuation procedures and assembly point. Ensure arrangements in place for anyone requiring assistance to evacuate.

12. Weather conditions (if appropriate)

Extremes of weather can increase the risk to health and safety. You need to ensure appropriate clothing and footwear is worn to suit the weather. If it is sunny there may be a high exposure to UV, so sunscreen, hats and water may be required. Depending on the activities and the severity of the weather you may have to re-assess whether to proceed or not on the day of the activity.

13. Communication and contact arrangements

This covers communication with parents/guardians and students. Parental consent is required for Under 18s and they need to be provided with details of the excursion for adventure activities, residential and trips abroad.

Staff should communicate to all participants the details of the trip, induction covering rules and standard behaviour expected on transport and throughout excursion, rendezvous procedures, contact phone numbers and arrangements. This information may be provided on a handout. It should also include information on to avoid specific dangers, safety precautions, what to do if separated from group etc.

14. Responsibilities during free time

Ideally students will be supervised at all times. In cases where students are not supervised or have free time then staff need to ensure that:

- Students know time and location for meeting points or regular contact takes place
- Appropriate arrangements are in place for young persons (under 18) and any other vulnerable students
- Students preferably stay in groups

15. Emergency Arrangements

If an emergency occurs on an excursion some of the main factors for trip leaders to consider are as follows:

- Establish nature and extent of emergency as quickly as possible
- Ensure the group are safe and looked after
- Establish the names of any casualties and get immediate medical attention
- Ensure a Leader accompanies casualties to hospital
- Collect details of incident
- Inform the College contact with relevant details
- Ensure no-one in group speaks to the media
- The College contact will notify higher management, parents, police and designated media contact as appropriate and as soon as possible.

16. Inoculations (if appropriate)

If going abroad check the Foreign Office Website for guidance on what, if any, inoculations are required. This should be done well in advance, as some inoculations/medication may require to be taken in the weeks leading up to the travel date.

17. Cultural and Equalities considerations

Check the Foreign Office website or the internet for the country/place you are visiting or with the travel agents for advice on any relevant culture and custom.

Also consider social attitudes and legislation that may have a negative impact on relevant protected characteristics (race, sex, disability, sexual orientation, religion and belief, age, gender reassignment, and pregnancy and maternity). Consider locations/activities all groups can participate in.

18. Foreign Office advice (if appropriate)

Check the Foreign Office website for info on passport/visa requirements, security, how safe it is to travel, areas to avoid, how to look after your own safety, emergency medical facilities, relevant culture and customs. This advice should be taken into account, and in the case of a hostile environment you will be advised not to travel.

19. Insurance

The College has Employer's Liability and Public Liability Insurance. However, no trip should go ahead until the organiser is satisfied that insurance is in place to cover:

(a) personal injury covering students and staff and (b) public liability where a claim could be made against the organiser/supervisor of the trip.

Whether the trip is in the UK or overseas, the organiser should seek advice from the Estates Dept. to ensure the activity or trip is covered by the college insurance.

Additional arrangements may be necessary to obtain insurance cover for activities abroad, for activities of a hazardous nature, and for participants with medical conditions.

For trips outside the UK, ensure that all group members have a note of the emergency insurance contact number, as this is required in some countries before medical treatment is provided.

20. Exploratory Visit

If considered appropriate and realistic an exploratory visit should be undertaken. If this is not possible, costly, or unrealistic then specific information by letter from the venue, from other users who have recently visited it and information from local organisations such as tourist boards should be obtained and a decision made as to whether there is enough information to carry out a suitable and sufficient risk assessment.

21. Security

Security on any trip is essential and the whereabouts of all students should be known at all times. In the light of current security issues within the United Kingdom and abroad, measures should be in place to ensure the safety of all participants on excursions.

If travelling abroad then obtain advice as appropriate from the British Embassy or Foreign Office. This should be sought prior to the trip being undertaken and all relevant risks noted on the SERC risk assessment form.

A party details form, (day trips or residential / foreign trips) of all participants, staff etc. should be included with your information submission prior to departure.

This form should contain details of all participants on the trip including staff members, time of departure, expected return, contact phone number, destination, means of transport and transport provider contacts.

Parents/ carers or guardians should be informed of flight, travel arrangements and contact details as necessary. They should also be made aware of the fact that flights can be delayed and to contact the airport or travel centre prior to arriving to pick up students

22. Risk Assessment of Outside Provider

As a general rule you should ask any provider for a copy of risk assessments for activities to be undertaken.

If you plan to use adventure activity facilities, you should check whether the provider is legally required to hold a licence for the activities it offers and if the provider actually holds a licence. The Adventures Activity Licensing Authority can check on the licence status of a provider. Holding a licence means the provider has been inspected, and the Licence Authority are satisfied appropriate safety measures are in place for the provision of the specified licensed adventure activities.

Not all providers are required to hold a licence and not all activities require a licence. However, if you propose to use a non- licensed provider then you need to obtain the following in writing:

- Copies of risk assessments
- Confirmation that the provider's staff are competent to instruct and lead a group
- A list of staff with their experience and qualifications
- Assurance that equipment is appropriate and maintained in a safe condition
- Assurance that there is provision for first aid
- If staying overnight – assurance that residential fire procedures are in place and that a drill will be organised if necessary

23. Consent from Parents/Guardians

Parental consent must be obtained in writing for all students under 18 years of age. Form is at Appendix 9.

24. Emergency Contact Details

The trip leader and Head of School/Line Manager should keep appropriate records. The following list is not exhaustive and also not necessary for every excursion:

- A list of group members, names, addresses and emergency contact numbers
- A copy of all contact names and parental consent forms
- A detailed itinerary of the visit
- A list of group members requiring to take medication

25. Application for the Approval of an Educational Visit

See form at Appendix 8. The trip leader must complete this form and submit it to Head of School for approval. This single form covers all types and only the relevant parts need to be completed. A health and safety risk assessment form (Appendix 10) must be completed for every approved excursion as well as other relevant documentation required under each excursion category.

Application for the Approval of an Educational Visit

Appendix 8

School:			
Course/Class:			
Group Leader:			
<i>The group leader should obtain parental consent for under 18s and complete the risk assessment form.</i>			
1. Purpose of visit and specific education objectives:			
2. Places to be visited:			
3. Dates and times:			
Date/time of departure:			
Date/time of return:			
4. Transport arrangements:			
5. Organising company/agency (if any):			
Name:			
Address:			
Tel:			
Licence No if registered with Local Authority:			
6. Accommodation to be used (if any) – Name/Address/Tel No:			
6. Details of activities to be undertaken:			
7. Names of any staff accompanying the party:			
8. Size and composition of group:			
Total number of students:		Number of Under 18s:	
Number of males:		Number of females:	
Staff/Student ratio:			
9. Name, telephone number of Emergency Contact in College who will hold all information about the visit or journey in case of an emergency:			
10. Existing knowledge of places to be visited and whether an exploratory visit is intended:			
11. First aid arrangements and arrangements for students with special educational or medical needs			

I confirm that all relevant information and the Health and Safety Risk Assessment will be completed as necessary for this Educational Visit. All sensitive personal data will be stored and secured in accordance with the Data Protection Act 1998.

Signed by Group Leader	
Date of Signature	
Approval by Head of School/Unit	
Date of Signature	

Parental Consent Form for an Educational Visit

Appendix 9

This form should be completed by parent or guardian of students under 18 years of age

Name of Student:	
Student ID:	
Details of Trip/Journey/Visit/Activity	
Destination:	
Travel arrangements/activities:	
Date:	
Visit time start:	
Visit time return:	
Medical Information:	
(a) Does he/she suffer from any disability or conditions requiring medical treatment, including medication? If YES provide brief details:	
(b) Does he/she have any allergies? If YES provide brief details:	
(c) Please indicate if he/she has any cultural needs (dress, dietary, toilet arrangements etc.).	

I agree to (name) taking part in the above mentioned college event and participating in the activities described. I acknowledge the need for obedience and responsible behaviour on their part.

Emergency Contact Details	
Name of Parent/Guardian:	
Phone number (day):	
Mobile number:	
Signature of Parent/Guardian:	
Date:	

All sensitive personal data will be stored and secured by the College in accordance with the Data Protection Act 1998.

Risk Assessment Form for Educational Visits

Appendix 10



Risk Assessment

Name of person carrying out Risk Assessment Date assessment was carried out.....

Review Date

Area Activity /	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom (Please print)	Date of Action	Done ✓

Assessment approved by (Head of School/Unit or Campus Management):		Date of Approval:	
Assessment uploaded to Health and Safety team site by:		Date Assessment uploaded:	

Frequently Asked Questions

Question:

- Do I have to complete a Risk Assessment before taking students on an educational visit?

Answer: YES.

Question:

- Can the students take their own cars instead of using the SERC mini bus?

Answer: If the SERC Minibus is available then consider using this first. Students using their own transport increases RISK.

Question:

- Where can I find the risk assessment to complete?

Answer: It is located on the Health and Safety Team Site and also in Appendix 10 (page 18) of the Educational Visits SOP.

Question:

- What is the ratio for students and staff?

Answer: For ratios please refer to Appendix 7 (page 12) of the Educational Visits SOP.

Question:

- Do I need to have a first aider with me on the educational visit?

Answer: Your completed Risk Assessment will identify this. Don't forget that SERC minibus drivers are qualified First Aiders.

Question:

- Are the students covered by insurance encase of an accident whilst travelling?

Answer: Normally all trips are covered by SERC insurance but check this out first and include in your Risk Assessments.