



**POLICY STATEMENT  
ON  
HEALTH AND SAFETY**  
Relating to School Visits

## Policy Statement on Health and Safety for School Visits

### School Visits – General

1. Wherever possible the member of staff in charge of the visit should make a preliminary visit to the venue. During the visit, safe areas, areas of 'low risk' and areas of 'high risk' must be identified and a complete itinerary drawn up.
2. Following the preliminary visit the staff member should:
  - a) supply the Headmaster with a complete itinerary and list of accompanying adults;
  - b) supply the Headmaster with a list of 'high risk' and 'low risk' areas;
  - c) brief all accompanying staff;
  - d) brief the children.
3. The pupil : adult ration should be a **minimum** of 1 adult : 10 children in the Junior school, and a **minimum** of 1 adult : 5 children in the Infant school.
4. The member of staff in charge should have a list of names of those pupils in the party.
5. If it is not possible to make a preliminary visit, the member of staff in charge should contact the venue and obtain detailed information, including maps/diagrams.
6. When the Headmaster has given permission for the visit, the parents can be informed. The letter should end with a returnable slip,
7. The party leader must carry a First Aid kit.
8. At the end of the school trip if parents fail to collect a child, the member of staff in charge, or an appointed deputy, shall wait with the pupil until the parents arrive.
9. Only coaches fitted with seat belts should be booked.

## **School visits**

### **Headmaster's responsibilities regarding health and safety.**

The Headmaster should ensure that:

- ✓ Adequate child protection procedures are in place.
- ✓ All the necessary preparation has been completed before the visit begins.
- ✓ A risk assessment has been completed and safety measures put in place.
- ✓ The group leader has been allowed sufficient time to organise the visit properly.
- ✓ Supervision ratios are appropriate.
- ✓ Non-teacher supervisors are appropriate person to supervise children.
- ✓ Parents have signed a consent form.
- ✓ There are adequate arrangements for medical needs and special educational needs of pupils.
- ✓ There are adequate first-aid facilities
- ✓ Travel arrangements are appropriate and travel times out and back home are known.
- ✓ If governing body approval is needed, it has been given.
- ✓ There is adequate insurance cover for the visit.
- ✓ The address and telephone number of the venue and a contact name are available.
- ✓ The group leader and group supervisors have a copy of the emergency procedure and so does the nominated school contact; the same people should have a list of the names of all the pupil sand adults on the visit, contact details and, in the case of adults, next of kin.
- ✓ There is a contingency plan for any delays or other changes in the itinerary, including a late return home.

## School visits – Risk Assessment

A risk assessment must be completed and approved by the Headmaster before the visit. The preparation of a risk assessment should not be seen as something which prevents an activity taking place, but as a pro-active measure to ensure that the activity takes place in safe circumstances and in a controlled environment.

Five stages of risk assessment:

- 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?

When assessing the risk in relation to a school visit, the following factors are important:

- The type of activity and the level at which it is undertaken.
- The age, competence, fitness and temperament of the group members.
- Any special educational or medical needs of the pupils.
- Supervision ratios and the competence, experience and qualifications of supervisory staff.
- The location, routes and modes of transport.
- Emergency procedures.

### DfES example:

Place to be visited:

- 1. Potential Hazards:**
  - ⇒ walking in street
  - ⇒ travelling to venue
  - ⇒ any other
- 2. List groups of people who are especially at risk from the significant hazards you have identified.**
  - ⇒ pupils
  - ⇒ teachers
  - ⇒ group leader
  - ⇒ parent helpers

**3. List existing controls or note where the information may be found:**

- ⇒ ensure sufficient supervision
- ⇒ clear guidance to pupils
- ⇒ exploratory visit

**4. How will you cope with the hazards which are not currently or fully controlled under (3)?**

List the hazards and the measures taken to control them.

**5. Continual monitoring of hazards throughout visit:**

Adapt plans and then assess risks as necessary.

**Risk Assessment Action Plan.**

<b>Activity/Situation/Hazard</b>	<b>Action Required</b>	<b>Target Date</b>

Assessment and Action plan prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Next Assessment Due: \_\_\_\_\_

## School Visits – Checklist for Pupils Going on a Visit

	ANSWER
Who is the group leader?	
Where am I going to visit?	
How can I contact my group leader?	
How do I use the phone if help is required?	
What will be done to keep me safe and secure on the visit?	
What should I do if I get lost or into difficulties when not with the group leader?	
What is written in the code of conduct for my visit?	
What do I do to keep my money and valuable safe?	

## School Visits – Emergency Procedures

This is a policy and action plan to cover incidents that occur which are of a serious or very serious nature.

A serious accident may be defined as a fracture, an amputation or any other illness or injury requiring immediate medical treatment and/or hospitalisation for more than 24 hours.

### The party leader should:

#### A. Prior to the visit:

1. Make sure you have copies of 'School visits – emergency procedures'.
2. Appoint a deputy leader.
3. Check insurance cover (particularly when travelling abroad).
4. Submit details of the visit – list of pupils, staff, address of visit, telephone numbers, dates of visit, travel arrangement, (coach company, tour operator – where applicable) to the Headmaster.

#### B. In the event of a serious accident:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all staff and pupils are safe from danger, that appropriate steps have been taken with regard to the welfare of all involved.
- Inform the school contact (usually the Headmaster). The information should comprise a careful written record of all the facts:

Details of the incident;  
Where it occurred;  
The date and time;  
Details of the persons concerned;  
Any injuries;  
Action taken so far.

- Retain this record until all matters are finally settled.
- Where there is the slightest possibility of a claim for liability being made, the Headmaster or Deputy should be informed as soon as possible. The insurers can then be notified of possible claims.
- **You should not speak to the press other than to refer them to the Headmaster or his Deputy.**
- Be as helpful and compassionate as possible with the parents of children involved.
- Deal with other parents and relatives sympathetically **but** firmly regarding access to information and person involved. Should any difficult situations arise then refer them to the Headmaster.

- Do not allow **anyone** to see any person involved without an independent witness being present.
- **Never admit liability of any sort.**
- Keep details of emergency procedure to hand.
- All accident reports and other records must be completed carefully. Particular care is required in the preparation of any statement because of the possibility of legal proceedings resulting from an accident or emergency situation.
- Ensure that accident reports are completed as soon as possible and head them 'FOR THE USE OF AVALON SCHOOL SOLICITORS ONLY'.

**Procedures for Party Leaders or those in charge at the scene.**

1. In the case of a fatality, notify the police as soon as possible. They will take all necessary statements and notify next of kin.
2. In the case of serious accidents and fatalities, inform the Headmaster or Deputy as soon as possible.

School telephone number	0151 625 6993
School fax number	0151 625 0332
Headmaster's telephone number	0151 632 1131
Deputy's telephone number	0151 632 4462

3. One senior member of the adults leading the visit (usually the party leader) should be identified as the link prior to departure.

## Procedures for the Headmaster

1. Ensure that the parents of all pupils in the group are apprised of the situation as appropriate.
2. Ensure that all the necessary support is given to the group and teachers involved.
3. Prevent misleading impressions being given to the media, press or other outside agencies.
4. On no account should the name of an injured person or the name of any of the participants be released to the press.
5. Enable arrangements to be made for the appropriate personnel to travel quickly to the site of the accident, where this is necessary and appropriate, so that members of the group involved are not needlessly pressured.
6. Inform parents **NOT** to attempt to collect pupils from the visit site. The party should be kept together after the incident until returned to school base.
7. Provide financial support for teachers who have to remain at visit site (especially abroad).

**School visit – summary of information about pupils and adults participating in a visit.**

SURNAME	FORENAME	DATE OF BIRTH	ADDRESS	NEXT OF KIN	CONTACT PHONE NUMBER	RELEVANT MEDICAL INFORMATION

## **Swimming pool checklist**

When games is at the West Kirby Concourse swimming pool the following must be enforced:

- A register of the children (numbers will do) must be made before the children get on the coach.
- The children must wear their seatbelts on the coach.
- The children must be made aware of the swimming pool rules e.g. no running at the side of the pool, bombing etc
- The leader of the group must ensure there is a lifeguard on duty.
- Swimming groups must consist of less than 20 pupils.
- Each group instructor must take a head count of their group as the children leave the water to ensure all the children are accounted for.
- A group head count must be taken before the group leaves the concourse.
- A further headcount must be taken as the children board the coach.
- There must be a minimum of two members of staff on the coach returning to school.

## **Soccer hobby at West Kirby Concourse.**

- The teacher in charge of the hobby should take a list of the usual players, together with a list of emergency telephone numbers, down to the concourse.
- The children should be registered (a head count will suffice) when the children are delivered to the indoor football area.
- At the end of the session the teacher in charge should ensure that all the children are collected by their parents before leaving the concourse themselves.
- Any parents failing to collect their child at the end of the session should be telephoned. If no contact is made, the child should be delivered to the after school crèche at school.

**Checklist for a swimming pool other than the one at West Kirby Concourse.**

	YES	NO
Is there regular testing of water quality?		
Are accurate signs displayed indicating the depth?		
Is the depth of the water less than 1.5 metres? (If so diving should not be permitted)		
Is there a resuscitator? Are the lifeguards trained in its use?		
Is there poolside rescue equipment?		
Is there a poolside telephone and an alarm?		
Is an emergency action plan displayed?		
Are normal operating procedures available?		
Is there constant pool supervision?		
Is the swimming pool room, in the case of an indoor pool, locked when not in use?		
Do the supervisors have current National Pool Lifeguard Qualifications?		
Is the number of pupils/students supervised by one qualified adult fewer than 20?		
Are the changing facilities in keeping with basic hygiene and personal safety?		
Do the pupils/students know not to leave any group member alone at any time in the pool?		

## **School Visits to Farms**

### **Checklist of the Main Precautions**

#### **Preparation for the visit:**

1. If you are leading the trip make sure you are familiar with the Avalon School guidelines on school trips.
2. Check that the farm is well managed, e.g. has a good reputation for high standards and stock welfare, that the grounds and public areas are as clean as possible and that First Aid arrangements are made. Irrespective of this a travelling first aid kit must be taken. Animals should not have access to any outdoor picnic areas. A prior visit to the farm by a member of staff would be useful.
3. Check that the farm has suitable washing facilities, appropriately signposted, with running water (preferably hot and cold), soap and disposable towels or hot air hand dryer(s). Any drinking water taps should be clearly labelled in a suitable area.
4. Ensure suitable precautions are in place where appropriate e.g. clear signs or restricted access in areas such as near slurry pits or where sick animals are isolated.
5. Ensure that there is an adequate number of adults to supervise the children, taking into account the age and stage of development of the pupils. Ensure that adults are suitably briefed regarding this checklist.
6. Female visitors to farms should be warned that there is a possible risk of diseases being transmitted to pregnant women during lambing time.
7. Prepare pupils for the trip by explaining the expected standards of behaviour and the importance of following any rules e.g. shutting gates.
8. Inform parents and children of the advantages of wearing footwear that can be easily cleaned. Wellington boots are ideal footwear, but any closed shoe is preferable to open footwear.
9. Explain that visitors should not eat or drink anything, including chewing gum etc, while touring the farm, because of the risk of infection and the risk of contact with toxic pesticides and other chemicals.
10. Visitors should be aware of the dangers posed by farm machinery and chemicals used on farms.

### **During the visit**

11. If visitors are in contact with, or feeding, farm animals, they should not place their faces against the animals or put their hands in their own mouths afterwards.
12. Before contact with animals, ensure cuts and grazes (especially on hands) are covered with waterproof plasters. After contact with animals and particularly before eating and drinking, ensure all visitors wash and dry their hands thoroughly. If young children are in the group, hand washing will need to be supervised.
13. Meal breaks or snacks should be taken well away from areas where animals are kept, and visitors should not eat anything which may have fallen on the ground. Any crops produced on the farm should be thoroughly washed in drinking water before consumption. Water for drinking and food washing should be taken only from taps clearly labelled as drinking water.
14. Ensure the children do not consume unpasteurised produce, e.g. milk or cheese, or taste animal feedstuffs, such as silage concentrates.
15. Manure or slurry presents a particular risk of infection. Visitors should not touch it, and any cuts or grazes should be covered with waterproof plasters. If visitors do touch manure or slurry, they should thoroughly wash and dry their hands immediately.

### **At the end of the visit**

16. Ensure all visitors wash their hands thoroughly before departure.
17. Ensure footwear is as free as possible from faecal material.