



North Tyneside Council

CHILDREN, YOUNG PEOPLE AND LEARNING

SCHOOLS & NURSERIES GUIDANCE

Health and Safety of Pupils on Educational Visits

Legislation:	Health and Safety at Work Etc Act 1974 Management of Health and Safety at Work Regulations 1999 The Equality Act 2010
For attention of:	Employers, The Governing Body, Headteachers, Educational Visit Coordinator's, Teachers and all others who arrange and supervise educational visits, journeys and related activities.
Acknowledgement of:	DfE Guidance, Health & Safety of Pupils on Educational Visits OEAP Outdoor Education Advisors Panel Regional Outdoor Activities Advisors group

Summary

Most school visits take place without incident, but there is naturally consideration amongst school staff and parents about further ensuring the safety of pupils on school visits. This guidance offers advice to schools about the general principles of planning and supervision of school visits and journeys.

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Range of School Visits and Journeys

Generally off-site visits fall into five categories:

- A. Regular curriculum - based activities, assuming largely within school hours - trips to swimming pools, playing fields.
- B. Activities extending beyond normal school hours (but not involving overnight stays) - theatre museums or concert trips.
- C. Activities or visits which last longer than 24 hours - which involve accommodation away from home.
- D. Journeys outside mainland Britain – which include travel by air or sea.
- E. Adventurous Activities day / residential (which include rock climbing, abseiling, orienteering, mountaineering, gorge or coastal scrambling, kayaking or canoeing, sailing, wind surfing, water skiing, boating, diving, caving, potholing, skiing, open water, surfing, swimming, shooting, archery and all activities in wild country).

LA Procedures from 1st September 2019

For all categories of visit schools will submit via eVisit and follow procedural guidance. Please see appendix eVisit Guide.

Duke of Edinburgh Award Scheme

For Duke of Edinburgh practice and qualifying expeditions submit via evisits with route information clearly marked on an eDofE map.

Expeditions in wild country areas must be submitted to the Wild Country Panel and a copy of the green form included with the above information. Scrutiny of the planned activity will follow the normal educational visits confirmation protocol. All Duke of Edinburgh queries should be directed to DofE@northtyneside.gov.uk. Duke of Edinburgh Award expeditions should be planned in line with the guidance in **appendix 2**.

RESPONSIBILITIES

Employer

Those who organise school visits and journeys will have a duty of care towards those in their charge. They must do all that is reasonably practicable to ensure the safety of those participating in the visit. This duty of care includes the teachers and other supervisors acting in “loco parentis”. This means they should exercise the same care which a reasonable, prudent and careful parent would exercise.

- For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units, the employer is usually the local authority.
- For trust schools, city technology colleges, foundation schools, foundation special schools and voluntary aided schools, the employer is usually the governing body.
- For academies, the employer is usually the academy trust.
- For independent schools, the employer is usually the owner or the board of directors or trustees.
- For charities, the employer is the board of trustees.
- For companies, the employer is the board of directors.

For each of above defined employers, they shall satisfy themselves that a suitable and sufficient risk assessment has been carried out, that appropriate safety measures are in place and that training needs have been addressed.

In addition to the roles above, the LA shall offer support, advice and guidance for the management of Educational Visits, inclusive of the training for schools in the role of EVC/Group Leader so that they may meet their obligations under this guidance

Governing Body

- ensure that the visit has a specific and stated objective;
- ensure that the Headteacher / Educational Visits Co-ordinator (EVC) / group leader shows how their plans comply with regulations and guidelines, including the employer's health and safety policy document; and that the Headteacher / EVC / group leader reports back after the visit;
- ensure that they are informed about less routine visits well in advance;
- assess proposals for certain types of visit, which should include visits involving an overnight stay or travel outside the UK, and submit these proposals to the LA. The governing body may delegate this responsibility for approval of visits to the Headteacher.

Headteacher

Headteacher should ensure that visits comply with regulations and guidelines provided by the employer and the school's own health and safety policy. Headteachers should ensure that the group leader is competent to monitor the risks throughout the visit.

Headteachers should be clear about their role if taking part in the visit as a group member / supervisor. They should follow the instructions of the group leader who will have sole charge of the visit.

Headteachers should ensure that:

- adequate child protection procedures are in place;
- all necessary actions have been completed before the visit begins;
- the risk assessment has been completed and appropriate safety measures are in place;
- training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- the group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- the group leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- group leaders are allowed sufficient time to organise visits properly;
- appropriate checks have been carried out on the suitability of adults other than teachers accompanying the visit;
- ratio of adults to pupils is based on risk assessment and is appropriate
- the LA or governing body has verified and deemed the arrangements for the visit, as suitable and sufficient;
- parents have returned suitable consent confirmation;
- arrangements have been made for the medical needs and special educational needs of all the pupils, inclusive of Individual Care plans;
- suitable provision should also be made to ensure that groups adhere to the schools behaviour policies;
- under no circumstances a member of staff or volunteer share sleeping accommodation with a pupil unless by prior agreement with the local authority;
- adequate first-aid provision will be available. It is advised that all groups are accompanied by a member of staff who has suitable Emergency First Aid Training;
- the mode of travel is appropriate;
- travel times out and back are known including pick-up and drop-off points;
- there is adequate and relevant insurance cover;
- they have the address and phone number of the visit's venue and have a contact name;
- a school emergency contact has been nominated (this may be the headteacher) and the group leader has details;
- the group leader, accompanying adults and nominated school contact have a copy of the

agreed emergency procedures;

- the group leader and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers' and other accompanying adults next of kin;
- there is a contingency plan for any delays including a late return home.

Educational Visits Co-ordinator

It is good practice for all establishments to have an Educational Visits Coordinator (EVC), and your employer's policy may make this a requirement. Where an EVC is not nominated, by default this function rests with the head of establishment. The EVC will be involved in the planning and management of educational visits and will help the school fulfil its health and safety obligations for visits. It is recommended that the role of EVC is undertaken by a member of school staff other than the headteacher and where possible two designated, trained EVC's are available in a school setting.

The EVC should be specifically competent. The level of competence required can be judged in relation to the size of the establishment as well as the extent and nature of the visits planned. Evidence of competence may be through qualification, but more usually will be through the experience of practical leadership over many years. Such a person should be an experienced visit leader with sufficient status within the establishment to guide the working practice of colleagues leading visits.

This cannot be a purely administrative role, although certain functions may be delegated to an administrator. Where the EVC is not selected on these criteria (as where the EVC role is attached to an administrative post or where a post holder is not an experienced Visit Leader) then the EVC will require structured access to and support from a designated colleague who fits the recommended criteria. As an EVC, your key functions must be documented and clarified (e.g. within your establishment's visit policy).

Functions of the EVC are to:

- ensure educational visit complies with guidance including those of risk assessment;
- support the headteacher ensuring all appropriate arrangements are in place;
- organise induction and training of leaders and other adults;
- make sure enhanced DBS clearances are in place;
- organise emergency arrangements;
- keep records of individual visits including reports of accidents and 'near misses';
- review systems.

Group Leader

The group leader shall be an employee of the Employer who should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader should have been appointed or approved by the Headteacher or employer. The group leader should:

- obtain the headteacher's prior agreement before any off-site visit takes place;
- follow LA guidance and/or and all additional guidelines, policies or arrangements enacted by the employer;
- appoint a deputy;
- clearly define each accompanying adults role and ensure all tasks have been assigned;
- be able to control and lead pupils of the relevant age range;
- be suitably competent to instruct pupils in an activity and be familiar with the location / centre where the activity will take place;
- be aware of child protection issues;
- ensure that a member of staff or volunteer does not share sleeping accommodation with a pupil unless with prior agreement under exception circumstances.

In order to ensure equality of access for all young people in North Tyneside exceptions may be allowed where a child has a particular special educational need, disability or medical need which requires overnight supervision. This must be clearly identified in the risk assessments submitted to the LA and include the written approval obtained from the parent / carer.

- ensure that adequate first-aid provision will be available;
- undertake and complete the planning and preparation of the visit in consultation with the EVC including the briefing of group members and parents;
- undertake and complete a comprehensive risk assessment. See **appendix 1**;
- give consideration to the risks associated with social and impromptu activities. Headteacher approval must be sought at all times;
- review regularly visits and activities undertaken and advise headteacher and EVC where adjustments may be necessary;
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- have sufficient information for pupils participating in the visit and assessed their suitability. It is a requisite that this shall include consideration for all Individual Care plans or other identified individual provision;
- suitable provision should also be made to ensure that groups adhere to the school behaviour policy;
- ensure the ratio of adults to pupils is appropriate for the needs of the group.;
- consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;

- ensure that all adults accompanying the visit have a copy and are aware of the arrangements relating to the emergency procedures;
- ensure that the all appropriate adults accompanying the visit have the details of any pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively, this must also include consideration for any Individual Care plans;
- observe the guidance set out for teachers and other adults below.

Accompanying Staff / Employees

Teachers on school-led visits are defined as employees of the organisation, whether the visit takes place within normal hours or outside those hours, by agreement with the headteacher and governors.

Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:

- follow the instructions of the group leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the group leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable.

Accompanying Adults / Volunteers

Adults other than teachers on the visit should be clear about their roles and responsibilities during the visit. Adults other than teachers acting as supervisors must:

- do their best to ensure the health and safety of everyone in the group;
- not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- speak to the group leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit.

Responsibilities of pupils

The group leader should make it clear to pupils that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly;

- if abroad be sensitive to local codes and customs;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell their group leader about it.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

Parents / Carers

Parents should be able to make an informed decision on whether their child should go on the visit. The visit / group leader should ensure that parents / carers are given sufficient information in writing and are invited to any briefing sessions.

The visit / group leader should also tell parents / carers how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct. Parents /carers should also be asked to agree the arrangements for sending a pupil home early and who will meet the cost.

The Visit / Group Leader

The group leader will plan and organise the visit submitting those plans to the headteacher and EVC for approval. The visit / group leader will have overall responsibility for supervising the visit and should have regard to health and safety at all times, carry out a risk assessment and take into account the following when assessing the risks:

- dates of the visit;
- visits objectives;
- times of departure and return - parents or an appointed adult must have agreed to meet their child on return;
- the location where the pupils will be collected and returned;
- modes of travel including the name of any travel company;
- the size of the group, the level of and where appropriate the qualification of supervision including any times when remote supervision may take place;
- details of accommodation with security and supervisory arrangements on site;
- details of provision for special educational or medical needs, this must also include consideration for any Individual Care plans;
- suitable provision should also be made to ensure that groups adhere to the school behaviour policy;

- procedures for pupils who become ill;
- names of leader, of other staff and of other accompanying adults;
- details of the activities planned and of how the assessed risks will be managed;
- standards of behaviour expected in respect of, e.g. alcohol, sexual behaviour, smoking and general group discipline including prohibited items;
- what pupils should not take on the visit or bring back;
- details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover;
- clothing and equipment to be taken;
- money to be taken;
- information to be given by parents and what they will be asked to consent to;
- submission on eVisit of completed supporting documentation.

Insurance Arrangements

Off-site insurance is available through North Tyneside Risk Management renewable annually. Details are available through the North Tyneside Schools Insurance Package, this should be considered in all instances.

Schools may choose to access independent insurance but are reminded to ensure that this is suitable and sufficient for the nature and intent of the activity to be undertaken.

Accident and Emergencies

Medical consent ideally should form part of the parental consent form for the visit / activity **Form 4**. Schools should adhere to their own GDPR privacy notice when collating and storing personal and confidential information. Parents /carers should be made fully aware of any intended use and the requirement for such details to be requested prior to off-site educational activities.

Parents /carers should be asked to agree to the pupil receiving emergency treatment, including anaesthetic or blood transfusion; as considered necessary by the medical authorities. If parents do not agree to this, headteachers may in considering the additional responsibility this would entail for the group leader withdraw the child from the visit.

It is the responsibility of the employer / headteacher to ensure the suitability of all adults participating in the visit. Therefore, appropriate details should be available regarding emergency provision.

When planning and preparing any out of school activities it is important to set up procedures including lines of communication and first aid responsibilities in case of an accident or

emergency. All staff, pupils and parents should be made aware of what these procedures are.

Recording and reporting of accidents is covered elsewhere within the schools Health & Safety policy. These procedures still apply on educational visits.

First aid procedures are also covered in this guidance. While not all the procedures are relevant for educational visits the method of recording first aid treatment still applies. A travelling first aid kit must be available and a suitably trained member of staff identified to deal with first aid emergencies.

General

Emergency procedures framework

Staff / adults in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit. Employers shall have suitable arrangements which are inclusive of offsite educational visits

If an accident happens, the priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty;
- inform the emergency services and everyone who needs to know of the incident.

Who will take charge in an emergency?

The visit / group leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator if one is being used.

The main responsibility of the **school emergency contact** for the school is to link the group with the school, the parents and the LA (where appropriate), and to provide assistance as necessary. The named person should have all the necessary information about the visit.

The procedure would be contact with emergency provision within

North Tyneside, Front Door
North Tyneside Council
Quadrant West (Third Floor)
Silverlink North
Cobalt Business Park
North Tyneside
NE27 0BY
Tel: 0345 200 0109
Tel: 0191 200 6800 (Out of Hours)

Email: masct@northtyneside.gov.uk

Emergency procedures

Visit / group leaders must follow their Establishment's Emergency Procedures. Such procedures are an essential part of all visit planning. Whilst taking reasonable care of themselves and others, leaders should not hesitate to take life saving action in an extreme situation.

The Visit / group leader should take charge of an incident until relieved by the emergency services or by a senior member of Employer/Establishment staff.

In the event that the Visit / group Leader is incapacitated, all staff members of the Visit party should have the competence to take charge and to initiate the Establishment Emergency Plan.

All those involved in the school trip, including accompanying adults, pupils and their parents / carers should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

Emergency procedures during the visit

- There is specific Government advice for preparation if you are visiting a place where there is a risk of a terrorist attack. This guidance provides the most appropriate actions to be undertaken in this situation and is regularly amended to reflect the threat level;
<https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat#stay-safe--terrorist-firearms-and-weapons-attacks>

During the Incident

During an Emergency you will not have time to read this guidance- ALL Emergency Procedures should be regularly tested and all members of a Visit Leadership Team should feel able to deal with an incident, including alerting the Establishment in the event of an Emergency.

Immediate action

- Assess the situation, establishing the nature and extent of the problem but ensuring that the leaders do not put themselves self at further risk.
- Make sure all other members of the party are:
 - accounted for
 - safe
 - adequately supervised
 - briefed to ensure that they understand what to do to remain safe.
- Leaders should assume their allocated roles - ensuring that where one or more of the Visit Leadership Team is incapacitated then these roles are reassigned on a priority basis.
- If there are injuries, take action to establish their extent and administer appropriate first aid.

First Aid

Aim to:

- Preserve life.
- Prevent the condition worsening.
- Promote recovery - Treat for shock - Reassure and keep warm.

Communications

Direct contact with a Parent of a group member, from the scene of the incident should be avoided. This task should be carried out from the Establishment home base by senior staff.

- Contact the appropriate emergency service(s). They will guide you through the information they need but this will include:
 - Your name and the name of the Group
 - location
 - nature of emergency and number of injured persons
 - action so far
- Alert the Establishment / Employer's Emergency Contact. You may be in shock and need support. Also news travels fast and your Establishment / Employer will need accurate information.
- Consider other people who may need contacting:
 - Police
 - Embassy / Consulate if abroad
 - Local accommodation / contact
 - Tour operator/provider
 - Insurer
- DO NOT speak to the media. Refer all media interest / enquiries to the Establishment / Employer.
- Control any communications by the rest of the group. Rumours spread very quickly and can cause serious and unnecessary upset.

Secondary action

- Arrange appropriate protection from the elements.
- Uninjured group members should be moved to shelter or away from the immediate vicinity of any casualties. Ensure that they:
 - are adequately supervised throughout
 - are returned as early as possible to base
 - receive appropriate support and reassurance.
- Avoid splitting the group – unless it is the only way to get help – and leave nobody on their

own.

- Manage the incident - ensure that all appropriate actions have been/are being attended to.
- It is useful to keep an accurate record of events and actions as close to real time as possible. Any leader with spare capacity should, therefore, keep notes – see the section below on recording an incident.
- Ensure that an appropriate adult accompanies any casualties to hospital, taking with them parental consent forms and appropriate medical information for the injured persons.
- Maintain contact with the emergency services and the Establishment / Employer contact until the Emergency is over.
- Monitor, reassess and review – ensure nothing has been forgotten and all leaders and young people are coping, cared for and secure.

Post-Incident action

- Consider the emotional needs of any leaders or young people who may have been adversely affected.
- Follow your Employer's and Establishment's reporting requirements, including completing any accident and incident forms and complying with RIDDOR regulations.
- Review the lessons learned and ensure that these feed into future visit plans, emergency plans and staff training.
- Share the experience and learning with colleagues.

Media / legal points

- Do not admit anything.
- Do not sign anything.
- Avoid discussing legal liability with others.
- Do not talk to the press – refer them to your employer's media contact.
- Record all events, times and details – establish witness contact details and get statements from leaders.

Recording an incident:

Make an accurate record of all details as soon as possible – do not leave this until later when your memory of details may be confused.

Record the following:

- time, date and nature of the incident.
- accurate incident location.
- names of casualties.
- details of injuries.
- actions taken, including all communications.
- names of others involved but not injured.
- details of any moves from the incident site (times, who moved, where to, how).
- names and contact details of witnesses.
- proposed actions.

Supervision

Any planning for educational visits must involve risk assessment.

This is particularly important when considering supervision and like any risk assessment should be carried out by a competent person i.e., someone with the experience and

qualifications to make a suitable and sufficient assessment of the risks arising from the visit and activity. Adults who support the visit should be aware of any needs of pupils they are responsible for and that a suitable record or reference to Individual Care plans should be included. Likewise all members of the group should ensure that the schools behaviour policy is adhered to at all times.

Staff / pupil ratio requires considerable consideration which should include the nature and location of the visit, the age and maturity of the group, whether prompt outside assistance is available etc. Particular care regarding supervision ratios for children with special educational needs must be taken.

Adventurous activities often form the basis of an educational visit and again particular consideration needs to be given to the competency and qualifications of supervision including those employed at the particular activity centre. The “Safe Practice in Physical Education” by Association for Physical Education (2016 Edition at time of publication, please refer to guidance for future updates) , has been issued and should be adopted as should the DfE good practice guide to Health and Safety of Pupils on Educational Visits.

Reference to the LA should be made at the earliest stage when there is any doubt about qualifications, supervision and appropriateness of the activity.

Parents / carers and other voluntary supervisors are often used to supplement the supervision ratio. When this occurs they must be carefully selected and ideally they should be well known to the school and the pupil group. Anyone who has not had an enhanced DBS clearance should never be left in sole charge of pupils. Parents / carers and other volunteers must have an enhanced DBS if accompanying a residential visit.

Finally there will be activities when pupils are unsupervised. Consideration should be given to what times should be unsupervised on visits. The age of pupils, their maturity and what sort of behaviour can be expected of them should be considered. Children of primary age should always be supervised.

Staff

Staff must make themselves aware of the agreed procedures for any particular visit including any specific duties/responsibilities specifically allocated to them. They are acting ‘loco parentis’ meaning they act as any reasonable parent involved in identifying risks to their charges and taking reasonable precaution to eliminate, minimise those risks.

Volunteers

Volunteers must be aware their responsibilities are very similar to that of the teaching staff. Ideally they should be known to the school and the pupil group and should never be left in sole charge of pupils unless they have undergone an enhanced DBS check.

Drugs, alcohol and tobacco

Schools should state within their Drug, Alcohol and Tobacco policies and Managing Drug Related Incidents policy that these policies also apply to educational visits in addition to any policies governing the establishment’s the school is visiting. Co-ordinators should check prior to the visit if there is a conflict of policy guidance. For journeys outside of Britain account

must also be taken of the laws of the country to be visited.

Policies and guidance should be fully explained to parents and pupils prior to the educational visit. Whilst on any educational visit employees must remain alcohol free at all times.

Vetting of home stay visits

The Council's Head of Legal Services has advised:

The onus is on the visit / group leader or school to seek suitable background checks in countries where these are available. The practicalities of obtaining such checks e.g. cost and amount of time involved would not be good reason for not undertaking this procedure. The group leader therefore should inform the host school what sort of checks are expected to be carried out and ensure the information is received before any visits are finalised. In countries where criminal checks are not available in the same way as they are in this country then the option is either not to visit that particular country or carry out whatever local checks are available.

The fullest possible information and checks must be carried out. The legal advice is very clear that if there is a system of checking criminal records then it should be used.

Parents / carers must be given the fullest possible information about the nature and type of visit so that they can make an informed choice about whether or not they wish their son or daughter to take part. If criminal checks are not available, parents must be informed.

Appendix 1

North Tyneside guidance on managing risk assessment

Written risk assessment is a legal responsibility for all educational visits. Risk assessments should follow the five steps guidance from the Health and Safety Executive (HSE).

- Step 1: Look for hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- Step 4: Record your findings
- Step 5: Review your assessment and revise it if necessary

Hazard means anything that can cause harm. Risk is the chance high or low, that somebody will be harmed by the hazard.

The risk assessment must be properly informed. This may necessitate a site visit, historical information, local knowledge, formal documentation and technical / expert advice.

Many regard risk assessment as a bureaucratic and time consuming process, however it is an important part of the planning process. **Form 6** (attached) is an example of a risk assessment record sheet which will assist in the process of completing the risk assessment.

The bullet points below are areas for consideration when completing your pro-forma. They are by no means an exhaustive list.

Site and its environment

- Remoteness
- Water
- Height: Above ground
Below ground
- Accessibility
- Day / night
- Severity of terrain
- Facilities

Group

- Age
- Size
- Gender
- Special educational needs
- Medical needs
- Ability
- Experience
- Ratio of adults to pupils
- Behavioural needs

Activities

- Licensable / Non licensable
- Suitability and qualification of leader
- Level of objective / real danger
- Suitability of terrain
- Clothing / footwear
- Personal protective equipment – Buoyancy aid
Helmet
Harness etc.
- Ability of group
- Direct supervision
- Remote supervision

Time of year / weather conditions

- Season
- Climate
- Wet / cold / windy
- Sun / protection
- Implications / Requirements for accurate forecast relevant to activity
- Appropriate clothing

Transport

- Suitability of vehicle
- Appropriateness of driver
- Length of journey
- Time of journey
- Car / minibus / Coach
- Rail
- Air
- Sea
- Supervision during journey
- Insurance

A risk assessment need not be perfect but must be suitable and sufficient. To achieve this, the persons carrying out the risk assessment must be competent as defined in health and safety legislation. The definition of competence is a person with relevant qualifications and current experience.

NOTES TO SUPPORT THE COMPLETION OF RISK ASSESSMENTS FOR THE HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS.

These notes are to provide examples and guidance not only for group leaders undertaking the detailed planning of adventurous activities but also all those with responsibility Educational Visits Co-ordinator (EVC), Headteachers and School Governing Bodies .

INTRODUCTION

Included are a range of activities with examples of levels of qualification or experience. In each case the National Governing Body responsible for coaching or instructor qualifications is identified. Additionally, indicators of the type of issues you should consider, which is not exhaustive. We have intentionally not set out to list prescriptive operating guidelines ratios, qualifications, equipment or time of year etc, rather to point out examples of best practice that will assist you in your risk assessment and planning process. Good advice is available from the LA Inspection Service, High Borrans Outdoor Education Centre, National Governing Bodies and the Adventure Activities Licensing Authority (AALA).

A review of such sad and tragic events such as the Stainton Beck incident or Lyme Bay which brought about the statutory requirement of licensed activity providers for under 18's, or even further back to the Cairngorm disaster when an equal number of young people sadly lost their lives showed only too clearly that human error in the form of poor judgement was a key factor. There is no short cut to experience. Sound judgements in the outdoors are made from an extensive background and wealth of personal experience. Only too often it is a series of poor decisions or mistakes that add up to cause a more serious or final incident.

In Law the term 'adequate and sufficient for the task' is regularly used. This might refer to equipment but equally the qualifications or experience of a group leader. AALA uses the term 'technical expert'. This generally refers to a holder of the highest qualification of a National Governing Body. They use this term to suggest the appropriately experienced and qualified person to give advice to groups and organisations, or to set up, train and assess local schemes often of site-specific nature.

It would be therefore quite acceptable for a teacher with many years of experience but not qualified to be vetted by a technical expert. As with continuous professional development, experience must be current as must the first aid requirement of all outdoor qualifications. Those re-taking a first aid qualification should perhaps consider one of the outdoor focused courses. First aid quite often becomes second and third aid as the ambulance or other support will often not be with you for some time, therefore a more robust and appropriate methodology and strategy will be required.

The major overriding factor in ensuring safety, learning and enjoyment, is the quality and experience of leadership and adequate and sufficient planning, risk assessment and most importantly, robust ongoing management of that risk.

Caving

The National Governing Body is the National Caving Association.

Technical Expert: Cave Instructor Certificate.

Other Qualifications: Local Cave Leader/Mine Leader level 1.

This covers and is adequate for the majority of first time novice caving experiences. It covers

a named local cave or mine horizontal in nature and has no pitches or vertical drops.

Local Cave Leader / Mine Leader level 2. This is the more advanced than the local cave leader scheme awards and includes systems with vertical pitches or shafts up to 18 metres and thereby provides scope for more extensive or adventurous trips.

General points for consideration

Current weather pattern and recent forecast
Hydrology of cave system and its flood characteristics
Psychological care of those taking part
Personal and group safety equipment to be used
Previous experience of the system/cave being used
Conservation and environmental issues
Educational opportunities.

Mountain and Moorland Walking Activities

The National Governing Bodies are Mountain Leader Training England, (MLTE) and Mountain Leader Training Scotland, (MLTS).

Technical Expert: Mountain Instructor Certificate, summer and winter walking as does
UIAGM Mountain Guide
Mountain Instructor Award for summer walking only.

Other qualifications:

There are four relevant qualifications, their remit with regard to the type of terrain and time of year should be taken into account and clearly understood.

Scottish Winter Mountain Leader Award. The holder of this award may lead groups at any time of the year as he / she must already hold the summer award. Although not qualified to instruct or undertake any climbing activities, the holder of this award is a very experienced Mountain Leader. This award also covers expedition camping huts, bothies and snow-holing expeditions.

Summer Mountain Leader Award. The holder of this award may lead groups in our mountains as long as winter conditions e.g. snow or ice conditions do not prevail under foot. It also covers mountain camping huts, bothies and expedition work e.g. Duke of Edinburgh's expeditions.

Walking Group Leader. The holder of this award is also able to operate as long as snow or ice conditions do not prevail. However a terrain boundary between this award and the Summer Mountain Leader Award exists. The remit of this award is for Fell and Moorland not over 600 metres and the terrain having no rocky crags. The terrain should also be no more than half an hour by foot from a road, major feature or dwelling. In short this new award covers the needs of the majority of walks and Bronze and Silver Duke of Edinburgh's award work. This award in many cases can replace Local Authority Schemes and has the advantage of being a National Scheme. The holder is also qualified to lead camping, hut and bothy activities within their terrain remit.

Basic Expedition Leaders Award run by the British Sports Trust (previously the CCPR). This in many ways is the start of the ladder and is very terrain dependant. It is for lowland or none wild terrain. Valley camps, park, woodland or rural type country not moor or mountain. A good stepping-stone to Walking Group Leader Scheme.

Unaccompanied expeditions and remote supervision

Training young people to become self-reliant should be our goal, whether for a walk or an expedition, hence it has always been a key cornerstone of the Duke of Edinburgh's Award Scheme. Although maximum gain can be achieved for young people, this type of activity makes the highest demands on the leaders experience and judgement. With a well-planned training programme, relevant staff ratios, an appropriate route or challenge then these types of highly desirable and beneficial activities can be conducted within perfectly acceptable safety margins.

General points for consideration

Staff ratios/number in party

Weather forecast and time of year

Equipment, both individual and group safety kit carried

Emergency procedures in place in the event of an accident

Objectives realistic in relation to age, experience and nature of group

Rock Climbing and Climbing Walls

National Governing Bodies: Mountain Leader Training UK (MLTUK), C Mountain Leader Training England (MLTE), Mountain Leader Training Scotland (MLTS).

Technical Expert: Mountain Instructors Certificate holder,
UIAGM Mountain Guide
Mountain Instructor Award holder

Other Qualifications:

Single Pitch Award

This allows the award holder to work with novices and improvers on climbing walls and single pitch rock faces suitable for groups including abseiling sessions. Note that this does not allow the teaching of either lead climbing or multi-rope length rock climbs on mountain or sea cliffs. In fact if the venue does not have easy access the presence of WGL or ML holder may well be required because of the terrain.

Advanced level Rock Climbing and Mountaineering Awards

UIAGM Mountain Guide - all levels of climbing including snow and ice and Alpine

Mountain Instructors Certificate - all levels of climbing including snow and Ice

Mountain Instructors Award - all levels of summer rock climbing

Other Mountain Adventure Activities

These might include sea level traverses, other beach adventures, stream or ghyll scrambles rope slides or tyroleans across gorges or rivers or even ridge or mountain scrambles. These might well be able to be undertaken by somebody with the ML and the SPA award but are most likely to be the remit of a technical expert with one of the above mentioned advanced awards.

General points for consideration

Relevant ratios are very important

Psychological care and well being of students

Equipment used fit for purpose (age etc)

Objectives/difficulty and progression correctly set

Venue and weather and time of year

Climbing walls may well be inside and feel friendly this does not make them benign

Other snow activities such as sledge or sliding on snow/check run out

Supervision levels at mountain café or ski restaurant area

Skiing

National bodies: Scottish National Ski Council
International Ski Instructors Association
British Association of Ski Instructors

Technical Expert: BASI Instructor

General points for consideration

Suitability of slopes / resort for group
Local/resort safety precautions are made clear
Equipment and clothing is appropriate to individuals and venue
Bindings are checked by suitably qualified persons

Canoeing

National Governing Body: British Canoe Union (BCU)
Technical Expert: BCU Coach Level 5 Open canoe / kayak or sea kayak
Types of water defined by the BCU Coaching Scheme

Inland Sheltered small lake
Open water larger lakes
Moving water / rivers divided into grades 1/5

Tidal/Sea Sheltered bays and Harbours and Estuaries
Coastal journeys and off-shore Island trips

The BCU Coaching Scheme relevant Qualifications.

BCU Coach Level 2 in kayak or open canoe is the relevant level of qualification for introducing groups to the sport and those wishing to improve their skills.

BCU Coach Level 3 is the relevant award for those wishing to take longer journeys on open water or paddle on rivers up to grade 2.

BCU Coach Level 4 is the starting point for sea canoeing instruction and leadership of groups.

General points for consideration

Water levels
Time of year and temperature of air as well as of water
Wind levels and forecast
Nature of group and abilities/experience
Staff/Instructor ratios
Ability to swim
Condition of boats and buoyancy aids
Suitable personal clothing
Emergency group kit being carried

Sailing

National Governing: RYA Royal Yachting Association

Technical Expert: RYA Senior Instructor

Types of water: Inland
Tidal endorsements

Other Qualifications:

RYA Assistant Instructor having personal sailing skills and undergone training to teach by RYA methods but not yet gained full RYA Instructor award. Can teach with the supervision of a RYA Senior Instructor. Entirely suitable to teach beginners sailing.

RYA Instructor will not only be able run and teach beginners and improver sailing but will also hold a power boat and safety boat qualification vital to teaching sailing activities.

RYA Safety Boat

The holder of this award will have had to gain personal power boat handling skills to level 2 power boat before attending a Safety Boat Rescue Course. This qualification level is not only important for sailing activities but is also often desirable for other water activities such as rafting and some canoeing types of session or journeys.

Points for general consideration

Inland or Tidal

Age and nature of session/taster or teaching sailing

Weather/wind level/nature of venue

Water temperature/suitable clothing

Type of sailing boat

Ability to swim

Condition of boats and buoyancy aids

Emergency group kit being carried.

Additionally the RYA also run a Windsurfer Instructor award and Coastal Skipper and Yachtmaster Qualifications for larger Keel boats and Cruising Activities.

Orienteering

National Governing Body: British Orienteering Federation

Technical Expert: BOF Senior Coach Level 5

Other Qualifications:

BOF teacher leader award aimed at teachers and youth workers introducing the sport in controlled surroundings, e.g. school site playing fields or local parks. This is a one day course that sits well with Orienteering Activities within Tops Outdoors.

BOF Coach Level Two: Formally the Instructor Award, this two day training course and separate assessment and personal orienteering experience is aimed at centre instructors and those involved with Orienteering Activities on a more regular basis and therefore dealing with a wider level of terrain options and perhaps improvers not just beginners. This award is run in conjunction with SPRITO.

Advanced BOF Coaching awards levels 3 to 5 cover all terrain's and club, regional and national coaching.

Additional points for consideration

Nature of terrain

Staff ratios / helpers
Weather and time of year, if afternoon session how long before dark
Personal clothing
Hazards within the area used, e.g. water, steep drops etc
Procedure if somebody doesn't turn up.
Appropriate boundaries/easily defined boundaries
Length and difficulty of course

Cycling

National Governing Body: British Cycling Federation

Cycling on roads, cycle routes, bridleways and in open country.

In remote or mountainous environments the appropriate leadership qualifications are required.

Other qualifications:

British Cycle Federation – Activity Coach Award

Mountain Bike Instructors Award Scheme – Touring Leaders Award / Cycling Teaching Certificate

General points for consideration

Awareness of traffic hazards
Design of bicycles for terrain
Roadworthiness of bicycle
Use of helmets
Size of bicycle
Conservation and environmental issues
Adult ratio/size of group
Pace of group
Tool kit/First aid kit
Educational objectives

Coastal Walking/Beach Studies

The leader does not require qualifications for this activity.

General points for consideration

Assess immediate hazards e.g. cliffs, slippery rocks
Tidal conditions
Adult ratio/size of group
Establish an emergency procedure
Weather forecast
Educational objectives
Remoteness

Useful Contacts and further Information

High Borrans Outdoor Education Centre
Tel 015394 42816 Email office@highborrans.co.uk
www.highborrans.co.uk

British Mountaineering Council
Tel 0870 010 4878 Email office@thebmc.co.uk
www.thebmc.co.uk

Mountain Leader Training England
Tel 01690 720272 Email info@mlte.org
www.mlte.org

Royal Yachting Association
Tel 0845 345 0400 Email admin@rya.org.uk
www.rya.org.uk

British Orienteering Federation
Tel 01666 502731 www.britishorienteering.org.uk

British schools Orienteering Association
www.bsoa.org.uk

British Canoe Union
Tel 0115 982 1100 www.bcu.org.uk

National Caving Association
Tel 01539 622040 www.nca.org.uk

Adventure Activities Licensing Authority (AALA)
Tel 02920 755715 Email info@aala.org
www.aala.org

Health and Safety Executive
Email hseinformationservices@natbrit.com
www.hse.gov.uk

Association of Mountaineering Instructors (ami)
Tel 01690 720314 Email ami@mlte.org
www.ami.org.uk

Maritime and Coastguard Agency (MCA)
Tel 023 8032 9100 Email infoline@mcga.gov.uk
www.mcga.gov.uk

RNLI Sea Check
Tel 0800 328 0600 www.rnli.org.uk/seacheck

Coastguard Maritime Co-ordination Centre
MRSC Humber Bridlington Tel 01262 672317

British Cycling Federation
Tel 0161 2302301 www.coaching@bcf.org.uk

Mountain Bike Instructors Award Scheme
Tel 0421 628114 www.mias@bikderider.co.uk

In producing the risk assessment documentation you should seek advice and support from your schools Educational Visits Co-ordinator (EVC). If further technical advice is required this can be obtained from School Improvement Advisor for PE, Sport & Health 643 8545 or the Health and Safety Advisor (Schools) 6438700.

APPENDIX 2

NORTH TYNESIDE COUNCIL PROCEDURES FOR DUKE OF EDINBURGH'S AWARD EXPEDITONS

1) POLICY

- All Award Groups working under the North Tyneside Councils Licence as an Operating Authority must follow the LA and governing body regulations, guidelines and policies for Educational Visits and Adventure Activities.
- The Head of Establishment, the Award Group Leader and the Activity Leaders should read and understand the LA Guidelines “**Health and Safety of Pupils on Educational Visits**”.
- If an external provider is being used then **Form 2** should be completed if not LOTC accredited on eVisit.
- All those leading expeditions and adventure activities must register through the **Form 3** if not LOTC accredited on eVisit and should operate within their capabilities (established by their qualifications and experience).
- All visits should be notified and approved by an appropriate person to confirm that it meets the regulations, guidelines and policies. It should be risk assessed **Form 6**, have parental and medical consent **Form 4**, have contact and emergency procedures in place **Form 5** and have appropriate insurance cover. This information should be uploaded and included in an evisit submission.
- In addition Award staff should be familiar with the requirements and guidance given in the Award Handbook, Programmes File and Expedition Guide.

2) NOTIFICATION

- LA Schools
Submit via eVisit.
- LA Open Group
Submit via eVisit
- Academy/Independent Schools / Colleges / Voluntary Organisations
Submit via eVisit.
Such Groups should have their own Outdoor Activity Guidelines and Procedures. If not then the LA Guidelines should be used but the Local Authority cannot accept responsibility for Health and Safety.
- All Ventures in Award Wild Country Panel Areas where participants are Supervised but not accompanied:
 - Must be notified to the Wild Country Panel using the **Award's Notification Form**
 - Unaccompanied Ventures at Bronze should not take place in Wild Country. Silver Ventures may take place in Wild Country but in non AALA licensable terrain. Gold Ventures may take place in any Wild Country Panel area depending on the capabilities of the participants.
 - It is the policy of the Operating Authority that Silver and Gold Qualifying Ventures are assessed independently via the Award's Wild Country Panels. This may limit where Silver qualifying ventures take place.

3) REMOTE SUPERVISION

Qualifying Expeditions for The Duke of Edinburgh's Awards require young people to work in small groups without direct supervision. Particular attention needs to be given to the information provided to participants before supervision can be withdrawn. The training given to them must be sound and thorough and should be assessed separately. The Instructor/Supervisor should have the appropriate qualifications or experience to provide training in the activity.

The group leader should be satisfied that the pupils have acquired the necessary skills and have the necessary experience, confidence, physical ability and judgement to be left without direct supervision.

The withdrawal of direct supervision should be a gradual four-stage process:

- Accompanying the group
- Shadowing the group
- Checking regularly at agreed locations
- Checking occasionally at agreed locations

Young People, adults supervising and accompanying staff should all be aware of these stages.

They should be familiar with all equipment used or taken without being directly supervised. In addition to training, an initial element of adult supervision in the use of equipment may be required. The condition and suitability of any equipment, particularly safety equipment, taken or used during these activities should be assessed separately.

The Expedition Group size is between 4 and 7 participants and it is recommended that there should be 1 adult Supervisor per Group in the Party. Each Party should have at least 2 Supervising Staff with a male and female Supervisor for mixed parties.

THE SUPERVISOR IS RESPONSIBLE TO THE AWARD GROUP, THE PARENTS AND THE OPERATING AUTHORITY FOR THE SAFETY OF THE EXPEDITION GROUP. WHILST THE AWARD'S EXPEDITION PANELS MAY ASSIST IN THIS PROCESS IT IS NOT THEIR RESPONSIBILITY.

IN THE EVENT THAT EVISIT IS UNAVAILABLE OR CANNOT BE ACCESS FOR WHATEVER REASON ELECTRONICALLY FORMATTED SUBMISSIONS MUST MADE WELL IN ADVANCE OF THE ANTICIPATED EXPEDITIONS. THESE SHOULD BE SUBMITTED TO MEL BRIAN.



Section 1: The Visit

School / Group	Name of Group Leader
Depart Date	Return Date
Venue	Details of Transport

Attachments: Programmed Itinerary Risk Assessments Notification to Parents (attached)
 EVF2 EVF3 EVF7
 Duke of Edinburgh Award Notification Form

Section 2: The Party Staff Names: Please indicate male/M or female/F and employee/E or volunteer/V

Staff	Group numbers	
	Boys	
	Girls	
AOTT / Volunteer	Total Including staff	
	Age Range	

Section 3: Emergency Contact Information (Address and Telephone number at which the Party can be contacted during the visit)

Group Leader	Telephone
Accommodation	Telephone

Section 4: North Tyneside Emergency Contact Information (24 hours) ie: Headteacher

	Tel: (Working Hours)	Tel (Out of Hours)
Contact 1		
Contact 2		

Section 5: For Category E Visits Only

Name of person(s) or organisation leading the Adventurous Activity(ies)	Nature and location of activity(ies) e.g. Hill walk, Cheviot Hills

Section 6: Off-Site Journey Insurance

The group has suitable and sufficient Insurance cover (Please tick)

The group has insurance cover with (Please state company) _____

Section 7: To be completed by the Head of Establishment and the Educational Visits Co-ordinator (EVC) – where applicable

I confirm that the Governing Body has given approval for the visit. I understand that the proposed visit complies with North Tyneside Council's Schools Health & Safety Policy.

Signed _____ Head of Establishment Date _____

Signed _____ EVC Date _____



Section 8: For Office Use Only

Group	
Date of Visit	
Group Leader	
Venue	

Suitable and sufficient in principle subject to the following:

This is deemed suitable and sufficient/not suitable and sufficient in relation to the above visit(s):

Signed _____ **for the Director for Children's and Adult's Learning**

Date _____

For all Category C, D & E Visits please send this form to Rob Smith, SIA PE, Sport and Health,
rob.smith@northtyneside.gov.uk

For Duke of Edinburgh Visits please send in the first instance to DofE@northtyneside.gov.uk



When considering using commercial, charitable or private facilities for the provision of outdoor activities, North Tyneside establishments are required to seek assurances that the provision complies with North Tyneside Local Authority and DfE guidelines. This form is designed to assist schools in gaining written assurances from providers.

The school is to complete **Section A** and send this form to the provider at the time of making a provisional booking. On receipt of the completed form from the provider, the school should upload to eVisit.

Section A: This section should be completed by the Party Leader:

School _____

Party Leader: _____

Date of proposed visit: _____

Section B: The Provider should complete this section:

The following conditions are directed to providers and will form part of the contract of booking. The provider of outdoor activities to the establishment named above is asked to give careful consideration to the statements below and sign in the appropriate space that the standard of service provided to the school will meet the conditions listed during the visit. Please tick all specifications you can meet, and indicate by a cross any you cannot meet. Write N/A against any specifications, which do not apply to your provision.

Name of Provider _____

Adventure Activity Licensing Authority (AALA) licence: Yes No Not applicable

AALA Licence number: _____

If **Yes**, please list activities covered by the AALA licence relevant to this visit: _____

Activity Management

	Yes	No	N/A
1. The provider operates a policy for staff recruitment, training and assessment which ensures that staff with a responsibility for participants are competent to undertake their duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The provider maintains a written code of practice for activities which are consistent with relevant National Governing Body (NGB) guidelines and which are available for inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Staff competencies are confirmed by possession of appropriate NGB qualifications at the level recommended by the NGB for the activities to be undertaken, or staff have individually had their competencies ratified by an appropriately experienced and qualified technical adviser.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Where there is no NGB for an activity, operating procedures and staff training and assessment requirements are explained in the provider's code of practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Participants will at all times have access to a person with a current first aid qualification. Staff are practised and competent in accident and emergency procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
7. All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks.

Health, Safety and Emergency Policy

8. The provider complies with relevant safety regulations including the Health and Safety at Work Act 1974 and has a health and safety policy and recorded risk assessments which are available for inspection.
9. Accident and emergency procedures are maintained and records are available for inspection.

Vehicles

10. All vehicles and trailers are roadworthy and meet the requirements of the law.

Staffing

11. Staff who have access to young people have an Enhanced CRB clearance.
12. There are adequate and regular opportunities for staff to liaise with the provider's staff.
13. There is sufficient flexibility to make radical changes to the programme if necessary and the reason for such changes will be made known to the school staff.

Insurance

14. The provider has public liability insurance to at least **£5 million**.

Accommodation (if residential accommodation is provided)

15. The premises holds current Fire Risk assessments/has been assessed by a Fire Safety Officer/Warden
16. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
17. Separate male and female sleeping and washing facilities are provided, and staff accommodation is close to the young people's accommodation.

**If any of the above specifications cannot be met or are not applicable please give details:
Details of any other accreditation with National Governing Bodies, Tourist Boards etc:**

Signed: _____ Date: _____

Name (capitals): _____

Position in organisation: _____

Name and address of organisation: _____

Telephone: _____ Fax: _____

Thank you for completing this pro forma. Please return this form to the Party Leader named in section A.



EVF3

High Risk Outdoor Activities – Register of Approved Leaders

Any person wishing to register as an approved leader for any High Risk Outdoor Activity should use this form.

Completed forms should be returned to SIA PE, Sport & Health at The Langdale Centre.

APPLICATION FOR REGISTRATION

Name: [Mr/Mrs/Miss/Ms] _____

Date of Birth _____ Contact Phone No. _____

Address for correspondence _____

Establishment _____

First Aid Qualification _____ Valid Until _____

Minibus Training _____ Date _____

Please complete part A and/or B overleaf

ENDORSEMENT BY THE HEAD OF THE ESTABLISHMENT

The Head of Establishment should sign this Section of the form, the Head of Establishment confirms the applicant is a fit and trustworthy person to be given the responsibility for the care of young people [i.e. DBS Clearance has been carried out etc.]

Signed [Head of Establishment] _____ Date _____

ACTIVITIES FOR WHICH REGISTRATION IS SOUGHT

Part A If you hold a National Governing Body Award in the activity for which you seek registration complete this section. Photocopies of Certificates must be attached with application.

If it is more than 5 years since you gained a particular National Governing Body Award, then please also add a summary of your continued experience and further professional development.

ACTIVITY	QUALIFICATION HELD	DATE



Part B If you do not hold a National Body Qualification but believe you have adequate experience or are validated through another scheme [e.g. Local Authority, Scouts etc. Validation Schemes] please complete this section.

Registration via this route must be supported by logged evidence, photocopies of local validation certificates and names of persons who will verify your experience.

ACTIVITY	SUMMARY OF EXPERIENCE OR VALIDATION	DATES

Name of person[s] willing to support your experience

Name _____

Contact Number _____

Address _____

Name _____

Contact Number _____

Address _____



to be distributed with an information sheet giving full details of the visit)

School/Group: _____

1. Details of visit to: _____

From: _____ Date/Time: _____ To: _____ Date/Time: _____

I agree to _____ (name) _____ Date Of Birth _____ taking part in this visit and have read the information sheet. I agree

to _____'s participation in the activities described. I acknowledge the need

for _____ to behave responsibly.

2. Medical information about your child

a. Any conditions requiring medical treatment, including medication? YES/NO

If YES, please give brief details:

b. Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary:

Dietary Requirements	Medical Needs

For residential visits and exchanges only

c. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO

If YES, please give brief details:

d. Is your son/daughter allergic to any medication? YES/NO

If YES, please specify

e. When did your son/daughter last have a tetanus injection?

I will inform the Group Leader/Headteacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

2. Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Work: _____ Home: _____

Home address: _____

Alternative emergency contact:

Name: _____ Tel No: _____

Address: _____

Name of family doctor: . Tel No: _____

Address: _____

Signed: _____ Date: _____

Full name (capitals): _____

THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT



To be completed before the visit. Copies to be held by the group leader and school home contact.)

School/Group: _____

Name of Group Leader: _____ **Home Phone No:** _____

Visit departure date: _____

Return information: Date: _____ Time: _____ Location: _____

Group: Total Number: _____ Adults: _____ Group Members: _____

Do you have an emergency contact list for everyone in the Group? YES/NO

(If no, obtain one. If yes, attach it to this sheet.)

Emergency contact information:

a. During school hours:

Headteacher: _____ Tel: _____

Deputy/other: _____ Tel: _____

b. Out of school hours:

Headteacher: _____ Tel: _____

Deputy/other: _____ Tel: _____

c. Travel Company:

Name/Address: _____ Tel: _____ Fax: _____

Company Travel Rep: Name: _____ Tel: _____ Fax: _____

Insurance/Emergency Assistance: _____ Tel: _____ Fax: _____

Hotel/Accommodation: _____

Address: _____

_____ Tel: _____ Fax: _____

Hotel/Accommodation contact (eg Rep/Manager): _____

d. Other emergency numbers: _____

(eg telephone tree) _____



North Tyneside Council

EVF6

Risk Assessment / Risk Management Record

School		Visit / Activity		Date of Visit		Number	
						M	F

Group Size	M		F		Leader		Other Adults	Teachers		
-------------------	----------	--	----------	--	---------------	--	---------------------	-----------------	--	--

Total number of adults		Adult : pupil ratio		:		Support Staff		
Total number of pupils		Age range				Parents		
						Other		

	Hazard	Who may be affected	Risk HML Rating	Control Measure	Any Further Action
Site and its Environment					
Group					
Activities					
Time of year & weather conditions					
Transport					

Signed		Date	
---------------	--	-------------	--



When considering using commercial, charitable or private facilities including hotel and other accommodation for the provision of educational visits, Establishments are required to seek assurances that the provision complies with Health & Safety guidelines. This form is designed to assist schools in gaining written assurances from providers.

This form must be completed by the Facility Provider and signed. It is a self-declaration form of the providers' compliance with health and safety regulations.

Section A:

Provider: _____

Address: _____

Telephone Number: _____ Fax: _____ E.mail: _____

Section B:

The provider is asked to give careful consideration to the statements below and tick the appropriate box.

Staffing	Yes	No	N/A
3. The provider operates a policy for staff recruitment, training and assessment which ensures that staff with a responsibility for participants are competent to undertake their duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Checks have been carried out on staff leading activities to ensure no relevant criminal history and, they are suitable for working with young people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. There are adequate and regular opportunities for staff to liaise with the provider's staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Accommodation	Yes	No	N/A
4. The premises holds current fire risk assessments/has been assessed by a Fire Safety Officer/Warden.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Insurance	Yes	No	N/A
6. The provider has public liability insurance to at least £5 million .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Health, Safety and Emergency Policy

Yes No N/A

- 7. The provider complies with relevant safety regulations including the Health and Safety at Work Act 1974 and has a health and safety policy and recorded risk assessments which are available for inspection.
- 8. Accident and emergency procedures are maintained and records are available for inspection.
- 9. Participants will at all times have access to a person with a current first aid qualification.
- 10. Staff are practised and competent in accident and emergency procedures.

Activity Management

Yes No N/A

- 11. The provider maintains a written code of practice for activities and this is available for inspection.
- 12. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- 13. All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks.

If any of the above specifications cannot be met or are not applicable please give details:

Signed: _____

Name (capitals): _____

Position in organisation: _____

Thank you for completing this proforma. Please return this form to:

Melanie Brian, North Tyneside Council, The Langdale Centre, Langdale Gardens, Howdon, Wallsend, Tyne & Wear, NE28 0HG



North Tyneside Council

EVF 8

Risk Assessment / Risk Management Record
Physical Education Site / Environment

School:	Date of Risk Assessment
----------------	--------------------------------

Site and its environment	Hazard	Who may be affected	Risk HML Rating (Prior)	Control Measure	Risk HML Rating (Post)	Any Further Action
1.			M		L	
2.			M		L	
3.			M		L	
4.			M		L	
5.			M		L	
Date		Signed				

