



# Rosehill School

## Educational Off-Site Visits Policy

<b>Person/s responsible:</b>	Lead Health and Safety Officer, Headteacher Deputy Health and Safety Officer, Deputy Headteacher Educational Visits Coordinator (EVC), L3 Teaching Assistant All Visit Leaders and employees supporting off site visits (including Volunteers) have a Duty of Care
<b>Date written/ Version number</b>	This policy was written in March 2023  Reviewed and updated February 2026 (includes information regarding use of registers during visits)
<b>Date approved by governing body:</b>	Approved at Full Governing Body Meeting 4.3.2026
<b>Date of policy review:</b>	February 2027
<b>Supporting policies:</b>	Health and Safety Policy Child Protection and Safeguarding Policy Absconding Policy PE Policy Managing Medical Needs and Medication Policy Relationships, Sex and Health Education (RSHE) Policy

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## **Rosehill School Educational Off-Site Visits Policy**

### **1. The value and benefits of undertaking off-site visits**

Rosehill School has a strong commitment to learning outside the school environment and recognises the value of well-planned and managed Educational Off-Site Visits for pupils. Real life, functional opportunities for autistic pupils provide valuable opportunities to encourage language, communication, social and independence skills and form a basis for lifelong learning.

Pupils attending Rosehill access the local community for a wide range of activities, in order to reinforce and generalise the academic and social skills learned at school. These experiences form a basis for lifelong learning and prepare them for life beyond school and adulthood.

### **2. Policy and practice**

This document is a statement of the procedures and guidelines in place to ensure that educational off-site visits take place within a safe and meaningful context. In particular, it ensures that:

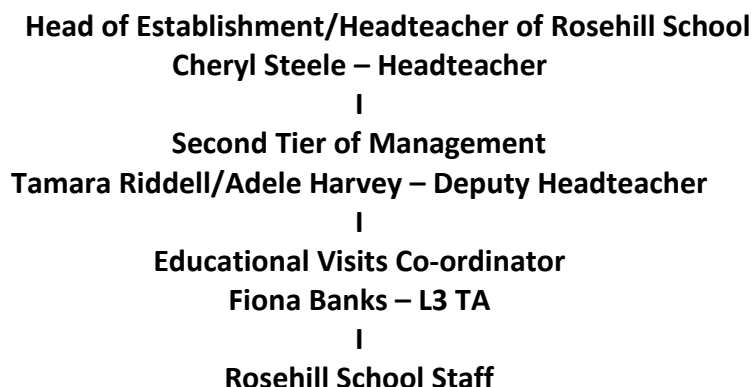
- Off-site visits/ activities have an identifiable benefit, with clear objectives.
- All those involved in the organisation and running of off-site visits will comply with OEAP National Guidance, NCC Off-Site Educational Visits Policy and the schools' guidelines relating to the health, safety and wellbeing of pupils undertaking such activities.
- The management of all off-site visits/ activities will be based on the outcome of suitable and sufficient planning, with reference to both this document, the Nottingham City Off-Site Educational Visits Policy and OEAP National Guidance.
- Systematic written procedures, based on reasonable and sensible risk/ benefit management process and underpinned by Rosehill's induction and training, support staff when leading off-site visits. These procedures and any associated risk assessments are reviewed as and when necessary but not less than annually.
- Standards and procedures exist to ensure that staff and accompanying adults lead off-site visits within their own proven area of competence and that visit practice is suitably monitored.
- While undertaking off-site visits it is the responsibility of all staff to ensure that the risk to participants is minimised by continuous vigilance and ongoing risk management.
- Equipment used is fit for purpose and systematically checked, maintained and replaced when necessary.
- When appropriate, staff should hold an appropriate current first aid qualification and have access to a first aid kit at all times.

### **3. Management structure and lines of responsibility**

In compliance with the DfE's 'Health and Safety: Advice on legal duties and powers', Health and safety on educational visits, OEAP National Guidance and the NCC Off-Site Educational Visits Policy- the school have appointed a trained Educational Visits Co-ordinator (EVC) and will ensure they attend a refresher course every three years following their initial EVC training. In addition at Rosehill School, the Head of the Establish (Headteacher) and second tier of management (Deputy Headteacher) will take part in EVC training every three years.

**The Educational Visits Co-ordinator is: Fiona Banks**

The tasks of the EVC are outlined in the NCC Off-Site Visits Policy. The EVC is responsible to:



#### **4. Approval and notification of Educational Off-Site Visits:**

Every off-site visit or adventurous activity must be either notified or approved by the Headteacher or an appointed member of the Senior Leadership Team (SLT<sup>1</sup>) as outlined in this policy and indicated in the management structure, above. **(See Appendix A Activity and Levels of Approval (NCC)).**

For the purposes of Rosehill's Policy, off-site visits are classified into 3 categories:

**Category A** – Local and regular activities which are defined in this policy in terms of the nature of the activity and their location e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc.

All of these visits are included in the enrolment parental consent form **(See Appendix B- Example Consent Form).**

All visits must have the approval of the EVC and Deputy/ Headteacher via EVOLVE. For the purposes of this policy the school defines 'regular and routine' (Category A) on the attached document, 'Regular and Routine Activities at Rosehill School' **(See Appendix C Off-Site Visit Management Categories (NCC)).**

These can also be known as 'Local Learning Area Visits' that can operate within the following locations: **See Appendix D Local Learning Area Policy 'Locations' section**, all of which are within the local neighbourhood.

In addition, places within Nottinghamshire accessed on a regular basis, but are outside of the local area i.e. parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments may be accessed as Category A Visits. These visits will be assessed using the Nottingham City Council Off-Site Educational Visits Guidance as a framework to plan and operate these off-site visits.

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<sup>1</sup> The Senior Leaderships Team will be referred to as SLT throughout this document.

Beyond these areas of working it is recommended that the Nottingham City Council Off-Site Educational Visits Guidance is used as a framework to plan and operate off-site visits and the visit, in most cases, becomes a Category B visit.

- For 'regular and routine' activities, staff will be trained in the operation of this policy.
- 'Regular and routine' visits will include those that take place as part of a planned programme of activity over a given period of time.
- These visits will take place in local locations that are familiar to staff.

**Category B** – Usually annual/ day visits to attractions or locations beyond the City or County e.g. Visits to the seaside, major visitor attractions, UK cities. All of these visits will require the approval of the EVC and Deputy/ Headteacher via EVOLVE.

**Category C** – Includes: All **residential visits, visits abroad** and activities in **hazardous environments** or involving '**adventurous**' activities, see **Appendix E Definition of Adventurous Activities for more detail**. All of these visits MUST be approved using EVOLVE and will require the approval of the EVC, Deputy/ Headteacher and the NCC Educational Visits Adviser.

## 5. Process of approval and notification

### Category A Notification of Regular and Routine Visits:

Ask parents to sign a copy of our consent form when their child enrolls (**See Appendix B Example Consent Form**). This will cover them for their whole time at the school. Teachers are responsible for consultation with the parents, in the first instance, for consent.

All local regular and routine visits both around and local to the site must be notified to the Deputy and/ or the Headteacher, at the beginning of each term, and at least one week before the trip is to take place. This will cover all visits that are regular and routine e.g. weekly visits to local parks, cafes, college visits etc.

All trips will require a visit risk assessment for the location, an itinerary, medium term planning and the schools STAGED planning form (**See Appendix F STAGED Planning Form**). This information should be uploaded onto EVOLVE on the EVOLVE Visit form.

The planning must be placed on the server (within the class area – under Off-Site Visits) and a copy must be provided to the Deputy/ Headteacher and relevant Department Lead.

After the visit has taken place, and evaluation must be completed and returned to the Deputy/ Headteacher.

The trip must also be recorded in the school's digital diary, at least one week before the trip.

Visit should not take place until approval has been confirmed, and a checklist and out of school log has been completed and approved by a member of the SLT on the day of the visit.

Parents should be informed when a trip is to take place using the home-school diaries or letters/ school comms system.

For more hazardous activities and those outside of usual school hours, written specific consent must be obtained and pupils cannot take part without this consent. Verbal consent is not sufficient.

The Visit Leader is responsible for ensuring that parents are notified and consent is received.

**First Stage Approval:** Fiona Banks / Adele Harvey/ Tamara Riddell

**Second Stage Approval:** Cheryl Steele

**Category B** Visits, Visit Leaders should complete the following:

Same as Category A plus:

- Programme planning information, as appropriate
- 4 weeks' notice
- PROVIDER FORM (FORMERLY OV2) (Provider checklist) or use LOTC Quality Badge for checking external providers that will be supervising or instructing pupils.
- Obtain written consent from parents/carers
- Complete risk assessments that should include:
  - Travel
  - All Visits
  - Any other Risk Assessment appropriate to the activity

Complete the on-line approval on EVOLVE.

**First Stage Approval:** Fiona Banks / Adele Harvey/ Tamara Riddell

**Second Stage Approval:** Cheryl Steele

**Category C** visits, Visit Leaders should complete the following:

Same as Category A plus:

- Programme planning information, as appropriate
- Minimum of 6 weeks' notice
- PROVIDER FORM (FORMERLY OV2) (Provider checklist) or use LOTC Quality Badge for checking external providers that will be supervising or instructing pupils.
- OV4 form – parental consent form completed
- Complete risk assessments that should include:
  - Travel
  - All Visits
  - Accommodation – if staying overnight
  - Any other Risk Assessment appropriate to the activity programme or location
- Complete the on-line approval on EVOLVE

**First Stage Approval:** Fiona Banks / Adele Harvey/ Tamara Riddell

**Second Stage Approval:** Cheryl Steele

**Third Stage Approval:** Nottingham City Council Educational Visits Adviser (EVA)

## 6. (Updated) Staff training and induction

All staff are encouraged to improve and extend their qualifications and experience in appropriate areas. Such training needs will be identified as a part of active supervision and observation of sessions by the Headteacher or delegated SLT members, and as part of the staff Continuing Professional Development process.

All staff should be trained in the operation of this policy. The EVC will take part in specific training with the EVOLVE team every three-years. Visit leaders will undertake three yearly training through EVOLVE. All staff will undertake annual refresher training at Rosehill School, with the EVC/management team regarding policy, procedures and risk assessment processes.

Staff will be able to take part in additional internal and external in-service training in order to achieve higher levels of skills and competence.

New employees will undertake a specific induction session in relation to this policy and educational offsite visits.

### **7. Staff management and communications**

All staff will participate in regular staff meetings where ideas, problems, queries and relevant information will be discussed and actions recorded. Notes of such meetings should be maintained as evidence of the risk management process, and retained.

To supplement such meetings staff will be issued written information and briefings when appropriate.

### **8. Staff responsibilities**

Staff are responsible for the well-being of the pupils and the quality of the experience they provide and they should have the minimum level of competence, as stated in this Policy and NCC Guidance, for the activities they undertake.

Staff should be aware of the duty of care they are responsible for.

### **9. Staff competence**

- The Headteacher/SLT must be satisfied that staff are sufficiently competent to lead the activity/ session. Specific levels of competence may be required depending on any activities being led, see generic risk assessments on the EVOLVE system.
- In addition, it is important that supervising staff are competent and understand their roles and responsibility and are briefed regarding the outcome of risk assessments. Appropriate levels of first aid cover must be available according to the activity and risk assessment.
- All staff in sole supervision of pupils must have undergone suitable DBS checks as part of their recruitment procedures, including the taking up of references. These should be part of the establishment's wider recruitment processes.

### **10. Consent and management of group information (See Appendix B Example Consent Form)**

- **Guidance**

DfE guidance (“**Health and safety on educational visits**”) states: A school must always get written consent for nursery age children. For children over nursery age, written consent is not needed for most trips, as they’re part of the curriculum. However, it’s good practice to tell parents about them.

NB: Nottingham City Council recommends that all establishments obtain consent on an annual basis for activities that take place outside of the school day (Sports fixtures/ Theatre visits/day visits that do not return within the school day), adventurous activities along with residential and visits abroad. Schools can use the DfE consent form or continue to use the specific **OV4** form as a basis for such consent.

### ***When is Consent Required?***

Parental consent is needed for all off-site visits and activities organised by nursery schools. All schools should obtain consent for any activity which is perceived to involve a higher level of risk, such as a visit involving a long journey or adventure activity. Otherwise, schools that children attend as part of their day-to-day education or training need obtain consent only for visits taking place outside the establishment’s normal hours. Consent is not required for children to participate in off-site activities (such as local studies and visits to a museum or library) that take place during the establishment’s normal hours and which are a part of its secular curriculum (Education Act 2002 section 29).

While parents do not have the option to withdraw their child from the curriculum, except for religious or sex education, it is good practice to inform them that a visit or activity is to take place.

### ***Parental Responsibility***

The Department for Education has published guidance on understanding and dealing with issues relating to parental responsibility, including “who is a parent?” It can be downloaded from: [www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility](http://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility)

The guidance states: “Where schools need parental consent to outings and activities, Head Teachers should seek the consent from the resident parent [i.e. the parent who lives with a child] unless the decision is likely to have a long-term and significant impact on the child, or the non-resident parent has requested to be asked for consent in all such cases.” In cases where the school considers it necessary or has been asked to seek consent from both parents, it is best to assume that parental consent has not been given unless both parents have given consent. This approach ensures that the school has treated the views of each parent equally.

### ***Children in Care***

Sometimes there can be difficulties in obtaining consent for children in care. For example, a foster carer - although acting as a resident parent may in some cases not have the authority to give consent for a visit and there may be a delay while they seek guidance from the legal guardian (such as a local authority in its role as a corporate parent). The school will ensure that Visit Leaders are aware of this and make suitable allowances so that these children do not miss opportunities.

The school will ensure that there is liaison between their Educational Visits Coordinator and Designated Teacher for Looked-After Children. In the case of a child in the care of a local authority, there should also be liaison with the authority’s Virtual School Head and/or Outdoor Education Adviser.

- **Rosehill Consent Procedures**

At Rosehill School, we have implemented our own enrolment consent form in agreement with Nottingham City Council (**See Appendix B Example Consent Form**).

Our enrolment consent provides evidence that parents have consented in advance to all visits and activities, which require their consent. This 'blanket consent' will be turned into informed consent prior to any visit. Where one-off consent is used, parents will be given information about the visit and their child's proposed participation, and given the opportunity to withdraw their consent should they not wish them to participate.

While one-off consent can be used for many visits, there are situations where consent for a specific visit is necessary. These might include:

- Activities that take place outside of the school day (Sports fixtures/Theatre visits/day visits that do not return within the school day).
- Adventurous activities, including Duke of Edinburgh expeditions.
- Residential and visits abroad.
- When it is decided to use a provider's consent form.

In addition to gaining consent for participation in certain visits, the school may ask parents for other consent, such as:

- Details of any medical conditions that a pupil suffers from and any medication they should take during off-site visits. (Health Care Plans will be checked on an annual basis/as required).
- Consent for the school to share personal data such as contact details, medical and behavioural information with third-party providers (under the terms of the school's privacy policy).
- Consent for the use of photographs of pupils by the school or by any provider.
- Agreement to any financial or other terms and conditions.

- **Informing Parents**

Where consent is required, the school will provide parents with sufficient information to make an informed decision about the participation of their CYP. Such information may be given in a variety of ways, as the information needed by parents will depend on the nature and complexity of the visit. For example, regular visits may involve information being given for the term ahead, with parents being informed of any changes to this as they occur, perhaps by school diary, phone, email, schools Comms text etc.

For more complex visits specific information will be provided, and for the most complex or adventurous visits, a combination of written information and briefing/ information meetings may be most appropriate.

The school will typically ask parents to acknowledge that they have received and understood any information provided. Inevitably last-minute opportunities will arrive for exciting learning opportunities and the mechanisms for communicating with parents and gaining informed consent should support these.

Depending on the nature of the visit, information to parents may include (but is not limited to):

- The purpose of the visit.
- Practical details such as dates, times, clothing and equipment required.
- Costs and cancellation terms.
- Details of all the activities involved.
- Accommodation arrangements.
- The nature of supervision, and any responsibilities that participants have for their own health and safety.
- Information about any risks involved in the planned activities.
- Details of any pre-visit preparation where parents need to take an active role.
- Details of how parents can contact leaders in the event of a home emergency.

At Rosehill, we communicate with parents/carers and obtain consent using the following procedures:

**Category A - local regular and routine visits, that are part of the curriculum, planned programme or life experiences:**

- Parents will sign a copy of our enrolment consent form, when their child enrolls (**See Appendix B Example Consent Form**). This will cover them for their whole time at the school. Teachers are responsible for consultation with parents, in the first instance, for consent.
- The consent form will outline the range of off-site activities to be undertaken in school.
- Staff will update parents/carers annually regarding the types of activities taking place, and when these visits are to take place.
- Teachers will check with the parents/ carers annually, that they have no concerns or would rather their child did not take part in an activity.
- If parents no longer wish for their child to take part in offsite visits, or they would like them to be withdrawn from specific activities with Category A, they will need write to the school and this will be updated on the school's central consent log.

**Category B – other visits:**

- The activity/ trip may be covered in the school's enrolment consent form. This will be regularly checked by teachers/ Visits Leaders. If the visit is not included in the annual consent, then consent will be required.
- Staff must also send a letter informing parents/ carers of these visits; the letter may ask for voluntary financial contributions.
- Consent will be gained for any activities that take place outside of the school day (Sports fixtures/ Theatre visits/ day visits that do not return within the school day).

**Category C - visits for example residential visits, adventurous activities or visits abroad:**

- A letter should be sent home inviting the pupil to take part.
- An OV4 consent form must also be completed by parents/ carers.
- For residential visits, parents/ carers will be invited to a meeting at school.
- Personal information on all participants is known (as regards any medical, dietary or special requirements) this is to assist safe inclusion of all participants.
- Ensure that appropriate enquiries are made of any establishment or company being used for residential or adventurous activities. (Use the PROVIDER FORM (FORMERLY OV2) form, or the Learning Outside the Classroom Quality Badge Scheme as guidance).
- When appropriate, ensure that the visit is logged on the EVOLVE Online system or that form OV1, or establishment reporting process is completed for any off-site visit, or series of visits, and the appropriate approvals are obtained. In the event of any off-site visit or activity being undertaken, a nominated member of the school's staff must be informed.

- The Headteacher or other nominated member of staff should have access to the following information, prior to and during and off-site visit taking place:
  - a) Names, addresses, dates of birth and phone number of all pupils taking part.
  - b) Names of all staff attending, with contact phone numbers.
  - c) Full details of the venue, coach company, departure and arrival times, with appropriate phone numbers.
  - d) The staff member in charge of the visit should have easy access to emergency contact numbers of all parents/carers and the nominated establishment contact person.
- Appropriate details should be placed in an accessible location or available electronically.
- When planning, the number and relevant combination (gender, competency etc) of adults needed to lead/ accompany a visit undertake a risk assessment to inform the appropriate staff/ pupil ratios.
- DBS checks should be obtained for all adults helping on activities with pupils, as appropriate.
- Ensure appropriate briefings and instructions are given to the group and accompanying adults to ensure a safe and high-quality experience. The Visit Leader should monitor adults during the course of the visit to ensure effective supervision is taking place.
- Ensure all pupils are informed of the nature and purpose of the visit. Discuss programme and arrangements with pupils and staff during the preliminary planning, when a record should be kept of any discussions.

## **11. Risk assessments and risk management**

Risk management is a continual process designed to safeguard pupils and staff. It is informed by pre-planning of events and activities and is implemented through the actions of competent staff and well-informed pupils and their parents/ carers.

At Rosehill School, this planning process includes:

- Designing the programme of activity with clear outcomes (included in Medium Term Planning).
- Approval from the line manager for the activity to take place.
- The use of risk assessments to inform policy, procedures and guidance.
- Staff training in the use of Rosehill School's procedures (see training section).
- Selecting a competent staff team and appropriate ratio: pupil numbers should not exceed the ratio of 2 pupils to one staff member.
- Planning of visits, recording and evaluating outcomes for learning.
- Briefing of pupils and staff.
- Briefing and consent of parents and carers.
- Monitoring of implementation.

An integral element of the risk management process is the requirement to undertake a risk assessment of the visits/ activities being planned. This is also a legal requirement.

When planning a visit there will also be a need to prepare specific risk assessments which cover particular issues relating to the site, activity or group members. These need not be lengthy and can be written down at the end of the generic risk assessments, in the sections provided. It is important to ensure that issues surrounding health and safety, approval, staffing, roles and

responsibilities, communications and emergency procedures are clearly defined and understood by all parties from the outset and implemented throughout any visit. Rosehill School, use the STAGED planning form to support this process (**See Appendix F STAGED Planning Form**).

Despite all of this planning and preparation the most important risk assessments take place **on the visit itself**. If the Visit Leader is unsure about any aspect of an offsite visit, it may be necessary to postpone the visit, cancel altogether or leave individual pupils at school (this must be agreed with a line manager).

Extra National Guidance on topics below can be found here:

- First Aid - <https://oeapng.info/downloads/download-info/4-4b-first-aid/>
- Effective Supervision - <https://oeapng.info/downloads/download-info/4-3b-ratios-and-effective-supervision>
- Private car - <https://oeapng.info/downloads/download-info/4-5c-transport-in-private-cars>

## **12. Procedures for all off-site visits/ activities – Including Appendix G Out of School Log & Checklist for Offsite Visits**

The following procedure must be followed by all staff leading/ supervising pupils during off-site visits. The Visit Leader will take responsibility for implementing and maintaining these procedures and will ensure their team work in line with these procedures, at all times.

**Pre-session/ activity planning and considerations** - Before any off-site activities are undertaken, the Visit Leader must ensure the following guidelines are followed:

1. Ensure that the visit complies with this policy and NCC Off-sites Educational Visits Policy. This policy can be found on the school server in the following location **Z\All Staff\Health & Safety\Educational visits\FORMS GUIDES - VISITS ADVICE**. The NCC policy and a summary can be found in the Resources section of EVOLVE.
2. Visit Leaders to complete a pre-visit to any new venues/locations, or by Visit Leaders using existing venues/ locations for the first time. Where practicable, visits to existing locations which have not been accessed in the last year should entail a review by either attending the venue/ location if necessary, or checking on a venue/ location's website/ phone call/ email, of any significant changes which have occurred in the last year. This should be appropriately communicated to the visit team i.e. notes on EVOLVE.
3. All trips will require a visit risk assessment for the location, an itinerary, medium term planning and the schools STAGED planning form.
4. Off-site visits planning must be submitted and uploaded onto EVOLVE and approved by the Deputy/ Headteacher or SLT member in their absence. NB: New visits will not be authorised until previous visits/ trips have been evaluated.
5. When additional specific planning and risk assessments are required (i.e., travel in the school minibuses/ travel on foot etc) reference should be made to the Template Risk assessments prepared by Nottingham City Council, found on EVOLVE, in the 'Resources' section under 'Guidance, Policies and Documents'. These should be updated to reflect the specific group/ visit, as required.
6. Ensure that a parent/ carer and pupils are made aware of the nature, purpose and detail of the off-site visit and are briefed/ notified accordingly and consent obtained, as appropriate (**See Section 10 Consent and management of group information**).

7. Review Behaviour Plans to ensure they are up-to-date and ensure all staff are aware of any changes/ priorities. Seek advice from SLT if further discussion is required regarding the child's behavioural needs.
  8. Review Health Care Plans and medical requirements to ensure they are up-to-date and reflect current needs. Ensure all staff are aware of any medical needs/ health priorities and that appropriately trained staff are available to support administration of any medication.
  9. On the day of the visit, **Appendix G Out of School Log & Checklist for Off-Site Visits**, should be completed before departing from school. This will document that a pre-visit briefing has been held with the relevant staff attending the visit (i.e. regarding aspects such as allocation of staffing and emergency procedures and medication).
  10. A school mobile phone should be taken with each group (sign out the mobile phone from the admin team - add this number to the 'Out of School Log'). Staff are also permitted to use their personal mobile phones whilst off site, for communication regarding the visit and emergencies. These numbers should be added to the, 'Out of School Log'.
  11. The Visit Leader, and staff supporting the visit, should wear an identity badge for the school.
  12. A first aid kit should be taken on every visit.
  13. An off-site visits bag should be taken on every visit. This bag should contain:
    - The completed 'Out of School Log' which includes emergency contact numbers.
    - Individual pupil behaviour plans and risk assessments, where necessary.
    - Risk assessments appropriate to the activity taking place, where necessary.
    - Health Care Plans for individual pupils, where necessary e.g. epilepsy or asthma. Where an individual pupil receives emergency medication; this medication must be held by the staff trained to administer this in a secure bag. The medication should be signed out/back in, when returning to the school site.
    - NB: Any documents containing confidential information should be placed in a **GDPR confidential security blue bag** obtained from reception.
  14. Any changes made prior to an approved visit commencing, should be agreed a member of SLT (The Headteacher/ Deputy/ Assistant Headteacher). Where practicable, the Visit Leader should update EVOLVE to reflect the agreed changes (add as notes to EVOLVE). As a minimum, this should be noted on **Appendix G Out of School Log & Checklist for Off-Site Visits**.
- **During the visit** - During all off-site activities, the Visit Leader will follow this guidance:
    - Ensure the pupils are wearing appropriate clothing/ equipment for the activity being undertaken.
    - Ensure that the visit is managed in order that risks are reduced to staff and pupils, as far as is reasonably practicable.
    - Curtail the visit or stop the activity if the risk to the health, safety or well-being of any participant reaches an unacceptable level.
    - Ensure that participants, including staff, are aware of the need to be involved in the process of on-going risk assessment, including the reporting of hazards and potential risks.
    - Retain ultimate responsibility for participants at all times.

- Ensure all staff follow Behaviour Plans, Risk Assessments and Health Care Plans and behaviour/ medical assistance is provided, as required.
  - Contact the school or nominated contact person if you anticipate returning later than estimated. Your 'late back' procedure should be followed.
- **Use of appropriate equipment** - Prior to and during all off-site activities, the Visit Leader will follow this guidance:
    - Consider possible weather conditions and plan appropriate programme, clothing and equipment.
    - Provide clear information re suitable clothing and equipment to group members.
    - Plan for the pupils who may not bring suitable clothing – check before departure and/or bring spares.
    - Staff to check that appropriate equipment and clothing is being worn, and that it is suitable for the activity and prevailing conditions.
- **Additional Supports** - Prior to and during all off-site activities, the Visit Leader will follow this guidance:
    - Some pupils may require additional supports to enable them to access a broad and balanced education, curriculum, transitions and access to transport in a safe and managed way.
    - Any additional support/ equipment will be added to the pupil's individual Behaviour Plan its use assessed and monitored.
    - Parents/carers and teachers work in partnership on selecting appropriate supports.
    - Possible equipment may include the use of chest reins, waist belt, vehicle harness, supportive helmet and buggies.
- **Management of on-going procedures** - Prior to and during all off-site activities, the Visit Leader will follow this guidance:
    - Daily weather forecast obtained and plans adjusted accordingly.
    - Ongoing risk assessment carried out by Visit Leader during the activity.
    - Be considerate to other site/venue users and seek advice on venues for off-site activities from your line manager, Headteacher or Educational Visits Adviser prior to the session. Such sites must be risk assessed before use.
- **Group ability and management** - Prior to and during all off-site activities, the Visit Leader and staff team attending the visit, will follow this guidance:
    - Pre-plan supervision before visit and brief all staff (including volunteers/ other adults).
    - Discuss itinerary and arrangements and code of conduct with pupils and staff.
    - The pupils, as far as possible, understand arrangements, that they are part of a group and need to follow instructions.
    - Ratios are set as part of the risk assessment, in line with schools agreed ratios and informed by the STAGED approach.
    - In conjunction with staff attending the visit, provide adequate supervision of pupils in your charge during the activity session.
    - Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, etc).
    - During a briefing on the day, include what to do if separated from the Group.

- Registers should be undertaken by leaders particularly at arrival/departure points, and when separating and reforming groups. It is expected that this will be consistently implemented during the visit.
  - Obtain and have ready access to emergency contact numbers, information on medical conditions and any special requirements of group members.
  - Member of staff identified to remain at the venue if transport leaves before the pupil(s) return. Return by staff/ school vehicle/ public transport.
  - Make necessary arrangements for individual pupils with additional needs included in any risk assessments and ensure there is additional staffing, as necessary (this must be agreed with SLT prior to the trip, and recorded).
  - Pre-existing medical conditions and required medication known. Details circulated amongst supervising staff, for both staff and pupils.
  - Pupils and parents/carers are reminded to bring individual medication and this is kept secure (e.g. Asthma inhalers).
  - Programme arranged with due regard to mobility and special needs of all members of the group.
- **Incident management and containing emergencies** - Prior to and during all off-site activities, the Visit Leader and staff team attending the visit, will follow this guidance:
    - Ensure all participants, including staff, are aware of the emergency procedures and risk assessments for this visit and understand their role how it may affect them, especially in an emergency.
    - Brief participants again at the beginning of the visit **(See Appendix F - procedures on the Out of School Log and Checklist for Off-Site Visits)**.
    - Ensure that provision is made for any incident, including First Aid, and a procedure is known and understood in the event of an emergency or other serious incident.
    - Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group.
    - Pupils and parents/ carers should be reminded to bring individual medication where appropriate.
    - Mobile phones should be carried by staff and used in line with the employers E-Safety Policy.
    - Emergency plan for lost or missing pupil known and understood by Visit Leaders.
    - **Plan to be initiated 'on the ground' by Visit Leader, Assistant Visit Leader or any other Team member if the former are incapacitated- with remote guidance and support from Headteacher and SLT.**
- **Illness or injury – Pupils and staff** - Prior to and during all off-site activities, the Visit Leader and staff team attending the visit, will follow this guidance:
    - At least one staff member with each group prepared to take lead in first aid. Check first aid certificate current, and that an appropriate first aid kit is taken.
    - Staff must know and understand the Schools Emergency Plan, Procedures and Guidance. For all staff this must be part of their induction training or briefing. **(See Appendix H Flowchart of School Procedures - Child Missing/ Absconding Whilst on Educational and Offsite Visits)**.
    - First aid and travel sickness equipment carried, pupils with travel sickness known.

- Member of staff identified to remain at the venue or accompany pupils/staff member to hospital if necessary. Return by staff/establishment vehicle or public transport. Establishment emergency contact informed.
  - Supervision re-organised to take into account the member(s) of staff now missing.
  - Group return home early if supervision levels fall below the required standard for safety to be maintained.
- **Contact with animals, insects and plants** - Prior to and during all off-site activities, the Visit Leader and staff team attending the visit, will follow this guidance:
    - Ensure allergies are known.
    - Ensure those with known allergies carry medication as required.
    - Avoid known high-risk situations.
    - Take necessary avoidance action if encountered.
    - Wash hands after contact, especially before eating.
- **Indirect/ remote supervision** - Due to the nature of pupils, currently attending the school, it is highly likely that all pupils will remain with/in close proximity to the supervising adults during all trips. If indirect or remote supervision is agreed with the Headteacher/Deputy prior to the off-site visit, the Visit Leader will include the decision in the planning and risk assessment. The Visit Leader, and staff team attending the visit, will follow this guidance:
    - Check location is suitable for this mode of supervision.
    - Ensure Pupils are sufficiently briefed and competent (any individual pupil for whom indirect supervision is not suitable must be directly supervised).
    - Clear guidelines and emergency procedures set and understood.
    - Pupils remain in pairs or groups (buddy system - each responsible for named other).
    - Rendezvous points and times are set and pupils know how to contact staff.
    - Designated staff remain at a central contact point known by pupils.
    - Set clear boundaries.
    - Parents/carers informed and if necessary consent given for Indirect/ remote supervision.
    - Warn pupils about traffic, if necessary.
    - If appropriate, Issue 'emergency cards' or similar- briefing pupils on what to do if they get separated, including emergency numbers.
- **During a visit accompanying adults will:**
    - Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk, continually monitor the group and report any significant risk to safety to the Visit Leader, EVC or SLT/ Headteacher as appropriate.
- **During a visit, all participants will:**
    - Ensure they co-operate with the Visit Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.
    - Develop their knowledge and understanding related to responsible participation in risk reduction.

### 13. Post visit activity

Where appropriate, ensure that the visit is reviewed and an evaluation is made to the EVC and Deputy/ Headteacher indicating the extent to which the intended visit aims were achieved. This should include the result of any investigations into particular incidents/ near misses as necessary.

Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the EVC and shared with colleagues for consideration in the planning of future educational visits and activities.

NB: New visits will not be authorised until previous visits/ trips have been evaluated.

### 14. Off-site visit procedures – emergency, medical and travel

- **EMERGENCY AND MEDICAL CONDITIONS:**

- Emergency plan in place – Pupils briefed where they are going, what to do if separated from group, or if there is an incident.
- Pupils must be made aware of safety rules and expected standards of behaviour.
- Pupils should be made aware of emergency procedures and should remain under the direct supervision of the Visit Leader.
- Pre-existing medical conditions and required medication known. Details circulated amongst supervising staff, for both staff and pupils.
- Where an individual pupil receives emergency medication; this medication must be held by the staff trained to administer this in a secure bag. The medication should be signed out/ then back in, when returning to the school site.

- **Travel:**

- **BY FOOT** (Derived from the NCC Template Risk assessment on ‘Travel – On foot’. It will be important to make such procedures specific to the establishment and location of activities). General considerations:
  - ‘Walk on foot’ planned to avoid fast roads wherever possible.
  - Pavements must be used where available and the dangers of being on the road explained to the pupils.
  - Supervision on pavements, roads and especially crossing of any fast roads is pre-planned.
  - Consider staff positioning for effective supervision.
  - Pupils briefed regarding hazards and behaviour required.
  - Safety when crossing roads on journeys is a key issue. Where possible, pedestrian crossings or footbridges should be used and pupils made aware of the rules outlined in the Highway and Green Cross Codes.
  - Consideration could be given as to whether easily visible clothing could be worn by pupils.

Walking on roads:

- Face oncoming traffic.
- Staff must be present at front and rear of the group, ideally wearing fluorescent clothing.

- On the approach to a right-hand bend, the front member of staff should go on ahead to warn approaching traffic of the presence of the group.
- Pupils must be cautioned as to the dangers and have the dangers explained to them beforehand.
- Everybody must keep well in to the side.

Becoming separated and lost **(See Appendix H Flowchart of School Procedures – Child Missing/ Absconding Whilst on Educational and Offsite Visits:**

- Journey is planned and assessed – (key specific risk points identified at this point).
- Careful, assigned supervision, particularly in crowded areas and entry, exit and change points with regular registers.
- Pupils know their group and leader(s) and the route they are taking, where appropriate.
- On buses, trains, ferries and boats clear guidelines concerning levels of remote supervision must be given and planned for in the risk assessments.
- The safety of pupils whilst waiting to be picked up and at drop off points or getting on and off transport must be considered.
- Pupils should never be on their own.

- **BY PUBLIC TRANSPORT**

Taxi:

- Only 'Black Cabs' / Council Licensed cabs to be used.
- Ensure seat belts are used.
- Set 'pick up' times and check arrival times.
- The driver must not be distracted
- Appropriate supervision should be in place

Buses and Trams:

- On double-decker buses, supervisors should be positioned on both decks.
- Use seat belts, where possible.
- Pupils should not be allowed to walk around on a bus or tram.
- Pupils should be made aware that they are not allowed access to the driving area or distract the driver.
- Supervise embarkation and disembarkation.
- Warn pupils and staff when using raised platforms on the Tram system.
- Make sure pupils sit whenever possible.

- **BY CAR**

Competence of driver and suitability of vehicle: Complete Volunteer Drivers' Form or the forms section on the EVOLVE website Check that:

- The driver has a current driving licence (driving licences should be checked annually by Line Managers)
- Is the vehicle roadworthy? e.g.
  - valid road tax and current MOT certificate
  - is the vehicle maintained in accordance with the manufacturer's recommendations?

- Is there is adequate motor vehicle insurance cover provided i.e. is it insured for personal business use?

Lone working (Child protection and behaviour):

- Lone working procedures are followed and a specific risk assessment undertaken
- Risk assessment for the pupils has been carried out (Consider behaviour, special needs, male/female)
- If so, are additional control measures required e.g. is another adult required in the vehicle? A driver should not drive and supervise.
- Has a DBS check been carried out i.e. where an adult has sole, unsupervised access to pupils?
- Will the pupil be delivered safely to their destination?
- Consent -Parental consent has been obtained?

Restraint of occupants in vehicle:

- Seatbelts **MUST** be worn by all occupants of the vehicle.
- Booster/Child seats must be used, when appropriate.
- Each pupil **MUST** be restrained individually by a seatbelt.
- Suitable restraints/child seats provided e.g. for young, small children.

N.B. the driver is legally responsible to ensure seatbelts are worn and may be prosecuted if a child under 14 years does not wear a seatbelt.

N.B. unrestrained children must **NOT** be carried in the front seat of any vehicle.

- Should the child/ children be transported in the rear seat only?
- Is there a need to use the child locks (rear seats) to prevent 'absconders'?

Being struck by loose objects:

- Are loose objects secured, preferably in the boot? (I.e. to prevent injury by 'projectiles' in the event of an emergency stop).

- **BY COACH AND MINIBUS**

School mini bus:

- All drivers must have completed a minibus competency test and hold an appropriate valid driver's card.
- Minibus pre-use check completed.
- All defects written in the school's minibus log (held in the main reception).

Traffic accident – Injury to passengers:

- Coaches/Minibuses have seat belts, which staff ensure are used.
- On double-decker coaches, supervisors should be positioned on both decks.
- Pupils not to stand in the aisle or distract driver.
- All bags are secure and clear of exit routes

Pupils lost or separated - Service station and other breaks in journey:

- Care always taken in parking in suitable place for disembarkation.
- Brief pupils: re purpose and timings of any stops.
- Remain with adults at all times.

- Remind re moving traffic (driving on right abroad).
- Register before departure.

Accident injury due to poor supervision:

- Supervision within risk assessed ratios.
- Brief passengers on expected behaviour, e.g. not to distract the driver, to remain seated whilst vehicle is in motion, etc. and action in case of emergencies.
- Loading should be from the front back, with the rear seats only used when the coach/minibus is full.
- Suitable embarkation points used (e.g. coach park, onto wide pavement).
- Make sure staff sit in different areas of the coach/minibus to ensure supervision of pupils.
- If there is an incident involving pupils on the coach/minibus e.g. involving behaviour, stop at the next Service station to deal with it or come off at the next junction. Do not stop on the hard shoulder, except in an emergency.

Injury/ disorientation in an emergency:

- Evacuation and emergency procedures are known by all before departure.
- Make sure luggage is stowed safely without blocking emergency exits.
- Make sure there is a mobile phone on the coach (if you are going abroad, take a mobile phone that works where you are going).
- Make sure pupils are evacuated safely off and away from the coach and road and ideally behind a safety barrier if it has to pull onto the hard shoulder.

#### **14. Accident and incident procedures (See Appendix I Accident and Incident Procedures)**

All relevant documentation for recording and reporting accidents and incidents, including near misses, can be found in the following location on the school server **Z:\All\_Staff\Health & Safety\H&S Accident & Incident Reporting System & Paperwork**

**Staff should complete Appendix H following the event of any accident or incident.**

Action in case of injury or incident while travelling on a normal road:

- On normal road, keep pupils safe by remaining on the transport if it is safe to do so.
- If not, then move the pupil to a safe location protected from oncoming traffic.
- When moving pupils to a safe place follow the Highway Code and use staff to supervise the pupils to avoid danger.
- Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at all times.
- Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives.

Action in case of injury or incident while travelling on a Motorway:

- Get the party behind the side crash barrier as soon as possible.
- Those that cannot be moved safely to behind the crash barrier must remain in the vehicle, but move to the front. Ensure control room and rescue services know how many people are on the vehicle- and details of any special circumstances (e.g. number of wheelchairs etc.).

- Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives.

If a minibus is self-drive or Establishment operated, ensure a risk assessment and operating procedures are in place, see NCC Minibus Risk Assessment and complete.

## 15. Emergency contact numbers

In the event of an emergency, once you have dealt with the immediate situation your first line of contact will be your nominated emergency contact person if operating off-site, or the Headteacher/ Deputy while working on site.

The following names and numbers should be used if you cannot make contact with either of the above. Where no area code is noted next to the telephone number it is a local number (STD 0115).

<b>Police, Fire, Ambulance, Mountain rescue etc</b>	<b>999/101</b>
<b>Rosehill School</b>	<b>0115 9155815</b>
<b>Children's Services Emergency Contact</b>	<b>0115 8764608/ 07817 887168</b>
<b>City Council Out of Hours Service</b>	<b>0115 9151640/ 0115 9151633</b>
<b>Educational Visits Adviser</b>	<b>07944 038678</b>

## 16. Practical advice in the event of an accident, including major incidents

- Keep calm- assess the situation establish the nature and extent of the emergency.
- Ensure the safety of yourself and any other uninjured members of the group. Make use of Group Leaders and Assistants to supervise the group and ensure all other members of the party are:
  - Accounted for;
  - Safe;
  - Adequately supervised;
  - Briefed to ensure they understand what to do to remain safe.
- Contact emergency services, as necessary. (999 Police, Ambulance etc.)
- Attend to the casualty.
- Make arrangements to continue, alter the activity or return the group back to the establishment.
- Inform your nominated contact person, usually the Head of Establishment.
- Record accident/ incident in accordance with City Council procedures (See Appendix H), forms should be left for the attention of the Head of Establishment.

In the event of a major incident/ accident the Head of Establishment/ nominated contact person must be informed of the incident as soon as possible giving the following information:

- Your name
- Nature and time of accident
- Location
- Details of individuals involved
- Action taken so far

This person will contact the Children's Services Emergency Planning Team, and assist you by contacting the parents/carers of those involved, and the HSE via the Safety Advisors unit, if necessary.

It is essential that parents/ carers learn of the incident promptly and through appropriate channels. The group should be informed of this requirement and have no access to telephones until this has been done.

Do not interfere with the scene of an accident other than to assist in first aid. This is particularly important if the incident involves any form of protective equipment (i.e. climbing equipment), which must be left in-situ for inspection.

Legal liability should not be discussed or admitted.

Refer any potential requests from the Media to a Council designated individual at the Loxley **(0115) 876 3308 (Mob: 07944 862625 for out of hours)**.

Write down all relevant details while fresh in your mind, ask other leaders to do so.

Keep a record of names and addresses of any witnesses.

Complete all relevant accident and incident report forms.

### **17. Off-site activities late back procedures (applicable for all off-site activities)**

Staff in charge of an off-site activity must endeavour to return back to the School (or groups base) within the estimated time back. If this is not possible then steps should be taken to alert the school or the nominated contact person of your revised time scale. If you do not return back on time a 'late back procedure' will be implemented. This is:-

- If no contact has been made, and the group is late back the nominated contact person (likely to be a member of staff with the main group) will maintain an open phone line and attempt to contact the group who may carry mobile phones.
- If applicable, send a member of staff to the planned finish point noted in the activity plan.
- Try to establish if the group have been seen in the activity area (by contacting site owners, car park where a mini bus may be etc.).
- In the event of a sustained lack of information, or if any information gained causes concern, alert the appropriate emergency services and implement major incident procedures.
- Alert Children's Services Emergency Contact who will assist in implementing major incident procedures.

#### **All groups when operating off-site (outside of the School's environment) will:-**

- Nominate a contact person who knows where you are and what time you should be returning to the site.
- Have access to information regarding parental consent, medical/ allergy details and contact information, as appropriate.
- Leave details of venue used, alternative routes if applicable and contact number of group if mobile(s) are carried.

**NB: A copy of the Appendix G Out of School Log and Checklist for Off-Site Visits must be left in the main reception and with your nominated contact person).**

## **18. Remote supervision**

In some cases, pupils may well be out of the sight of staff for periods of time e.g. while orienteering or shelter building, in other words working under remote supervision. In such cases staff need to consider the following points in order to reduce the risk of pupils becoming lost or separated from the group:

- Make sure parents/carers are informed of the nature of the activity in letters/ information sheets etc.
- Ensure pupils are sufficiently briefed and competent; any pupil for whom indirect supervision is not suitable should be directly supervised. Such decisions should be taken in liaison with other staff, if appropriate, either prior to the visit or subject to an on-going assessment on the day in relation to ability and behaviour.
- Staff leading such activities should be familiar with the site.
- In organising such activity staff should consider the following:
  1. Pupils should work in groups of 3 or more.
  2. Ensure pupils are not wearing any name badges.
  3. Accompanying staff or additional staff should patrol the area.
  4. If Orienteering or in City Centres, for example place some staff at key locations.
  5. Ensure that there is a permanently staffed meeting point.
  6. Staff understand that they are still responsible for the pupils in their care.
  7. If staff have mobile phones, ensure they have emergency contact numbers.
  8. A briefing should be given to all group members.
- Any briefing to the pupils should include at least the following information:
  1. Pupils must stay in their groups.
  2. Warn pupils of the 'stranger danger'.
  3. If pupils are concerned at any time, or they notice a group member is missing they must contact a member of staff immediately.
  4. Clear boundaries are given.
  5. A clear time back is given; a signal may also be given for the end of the activity.
  6. Pupils may have whistles while orienteering, for emergency use only.
  7. Procedure if separated from group.

## **19. Missing children/ young people - Appendix H Flowchart of School Procedures - Child Missing/Absconding Whilst on Educational/ Offsite Visits**

- In the event that a pupil absconds, or is separated from the group, or is lost, the Visit Leader must follow the child missing procedures as laid out in **Appendix H, informing the Police and School Office immediately.**
- Office staff will inform the headteacher/SLT and record details as communicated.

## **20. Visits and the threat from Terrorism (See Appendix J for further guidance)**

The Governing Body recognise the immense benefits of school trips. The school takes all reasonable precautions to ensure the safety of our students at all times. We seek advice from the Local Authority, Foreign, Commonwealth and Development Office (FCDO) and local police (as

relevant) on matters regarding the location to be visited prior to all visits. This detail is clearly outlined in our specific risk assessments. Specific emergency procedures will alter depending on where the school plans to visit (e.g. attack in a public space, building, transport hub etc.), therefore individual risk assessments for each trip will document this information (*further information can be found on page 27*).

## **21. Arrangements of monitoring and evaluation**

This policy will be reviewed annually, or in the event of any updates required.

The policy will be monitored as part of the school's health and safety and safeguarding reviews.

The next review of the policy will take place in February 2027.

## Appendix A - Activity and Levels of Approval (NCC)

CATEGORY	LEVEL OF APPROVAL	ACTIVITY	ENVIRONMENT / LOCATION
A	EVC and HEAD OF ESTABLISHMENT	<p>See Local Area Policy (Appendix C) for all local visits. These locations/ venues may be accessed regularly but are outside of the local area to the school:</p> <ul style="list-style-type: none"> <li>• Sports fixtures, within the county</li> <li>• School Swimming – formal teaching in life-guarded pools</li> <li>• Regular visits to libraries, places of worship, colleges, parks and open spaces, shops</li> <li>• Fieldwork in environments with no technical hazards. (E.g. Wollaton Park, Bestwood Country Park)</li> <li>• Visits to city museums</li> </ul> <p>The school mini bus may be used by all pupils accessing Category A visits.</p>	<ul style="list-style-type: none"> <li>• Local parks, residential areas and shopping areas.</li> </ul>
B	EVC and HEAD OF ESTABLISHMENT	<ul style="list-style-type: none"> <li>• Full Day Visits to museums, attractions and parks some distance from the City. (Conkers, Alton Towers, Farm Visits etc.)</li> <li>• Theme Parks and other tourist attractions</li> <li>• Seaside resorts</li> <li>• Zoos</li> <li>• Ice skating</li> <li>• Swimming in public, lifeguarded, pools</li> <li>• Walking in 'normal' country</li> </ul> <p>The school mini bus may be used by all pupils accessing Category B visits.</p>	<ul style="list-style-type: none"> <li>• Walks in '<b>non-remote</b>' country</li> <li>• <b>Non-remote Country</b> – enclosed farmland, fields, low land forest – not moorland, mountain (above 600m) and/or where it is possible to be more than 30mins from a road or refuge.</li> <li>• 'Water Margin' activity</li> </ul>

C	<p>EVC, HEAD OF ESTABLISHMENT AND NCC</p> <p>MUST be entered on EVOLVE</p>	<ul style="list-style-type: none"> <li>• Any visit/activity involving a residential (overnight stay) element including Camping and 'school sleep overs'.</li> <li>• Any visit abroad</li> <li>• Any visit involving 'adventurous activities', led either by a Centre, an outside provider or staff member.</li> </ul>	<ul style="list-style-type: none"> <li>• Visits to hazardous environments</li> <li>• Overseas Expeditions</li> <li>• Any water-base activity</li> <li>• Any activity in Winter mountain conditions</li> <li>• Open Country/Remote terrain more than 30mins from a road (above 600m)</li> <li>• Near cliffs or steep terrain</li> <li>• Areas subject to extremes of weather or environmental change</li> <li>• Swimming in non-lifeguarded pools or open water</li> </ul>
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**Appendix B – Example Consent Form 1**

**Rosehill School - Consent Form for all Educational Visits and School Trips**

Dear Parent/Carer,

Please sign and date the form below if you are happy to give consent for your child.

**(Child's name)** \_\_\_\_\_ **(Class)** \_\_\_\_\_

- a) To take part in school trips and other activities that take place outside the school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

**Please note the following important information before signing this form:**

- The trips and activities covered by this enrolment consent include:
  - Local and regular activities e.g. sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc
  - Other visits e.g. usually annual visits to attractions or locations beyond the City or County e.g. Visits to the seaside, major visitor attractions, UK cities, after school activities out of school. The school will send you information about each of these trips or activity before it takes place.
- Written parental consent will not be requested from you for the majority of offsite activities offered by the school – as such activities are part of the school's curriculum and usually take place during the normal school day.
- You can, if you wish, discuss with the school if you do not want your child to take part in any particular school trip or activity.
- We will send parents/carers a separate letter requesting consent in order to share personal data such as contact details, medical and behavioural information with third-party providers (under the terms of the school's privacy policy).

**Please complete the medical information section below (if applicable) and sign and date this form.**

**Medical information**

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....  
.....

**Parent/Carer Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## Appendix B – Example Consent Form 2

### Enrolment consent form for school trips and other off-site activities for children and young people attending Rosehill School

#### 1. CONSENT FOR PARTICIPATION IN SCHOOL VISITS

(Child's name) \_\_\_\_\_ (Class) \_\_\_\_\_

Please sign and date the form below if you are happy for your child/young person:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

- The trips and activities covered by this enrolment consent include;
  - all visits (including residential trips) which take place during the holidays or a weekend
  - adventure activities at any time
  - off-site sporting fixtures outside the school day
  - all off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

I acknowledge the need for responsible behaviour on their part. I understand the extent and limitations of the insurance cover provided.

If there are any activities in which your child cannot participate, please give details:

\_\_\_\_\_

If water activities are involved, is your child/young person confident in water? (please circle)

**YES / NO / NOT APPLICABLE**

#### 2. MEDICAL INFORMATION, DECLARATIONS AND CONSENT:

a) Child/young person's date of birth: \_\_\_\_\_

b) Does your child/young person suffer from any conditions of which the staff leading the visit should be aware:

**YES / NO**

Please give details of anything we need to know about to safety care for your child/young person e.g. illness, travel sickness, allergies, night-time tendencies (sleepwalking, nightmares, bed-wetting) etc:

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c) Details of any medication

Name of medication	Dosage	Times of day or circumstances to be given	Method of administration

Any special precautions, side effects of medication etc:

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**I give my consent \*\*** for a member of staff to administer the above medication which I will deliver to the group leader before any visit. I understand the staff leading the visit are not qualified medical practitioners but that they will take reasonable care in the administration of the medication and will endeavour to respond appropriately should emergency treatment be required.

**I give my consent \*\*** for child/young person to self-administer the above drugs.

**\*\* Delete if not applicable**

d) To the best of your knowledge, you agree to inform us if your child/young person has been in contact with any contagious or infectious diseases or suffered from anything at any point in the year that may be, or become, contagious or infectious?: **YES / NO**

e) Is your child/young person allergic to any foods or medication: **YES / NO**

If **YES**, please specify:

---

f) When did your child/young person last receive a tetanus injection?

---

g) Please outline any special dietary requirements of your child/young person:

\_\_\_\_\_

h) **I undertake** to inform the group leader/head of establishment as soon as possible of any change in the medical or other circumstances.

i) **I agree / do not agree** to my child/young person receiving emergency medical treatment, including anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

**3. CONTACT NUMBERS:**

a) I may be contacted by telephoning the following numbers:

Work: \_\_\_\_\_ Home: \_\_\_\_\_

My home address is: \_\_\_\_\_

\_\_\_\_\_

b) If not available at home, please contact:

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

4. Name, address and telephone number of family doctor: \_\_\_\_\_

\_\_\_\_\_

**ANY OTHER RELEVANT INFORMATION:**

\_\_\_\_\_

\_\_\_\_\_

**5. SIGNATURE:**

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

Full Name: \_\_\_\_\_ Parent/Carer/Guardian

**1 copy to be held by Rosehill School**

**1 copy to be taken by Leaders on school visits, if required**

## Appendix C - Off-Site Visit Management Categories (NCC)

Category	CATEGORY 'A'	CATEGORY 'B'	CATEGORY 'C'
	REGULAR AND ROUTINE	OCCASIONAL OR 'ONE-OFF'	
Example	Local and regular activities within the local area, attending a local park in St Anns. In addition, places within Nottinghamshire accessed on a regular basis, but are outside of the local area i.e., parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments, college etc.	Usually, annual visits to attractions or locations e.g., Visits to the seaside, major visitor attractions, UK cities.	Includes all <b>residential visits, visits abroad</b> and activities in <b>hazardous environments</b> or involving <b>'adventurous' activities</b> (including Duke of Edinburgh).
Risk Management	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> <li>All Visits</li> <li>Travel</li> <li>Specific Activity being led or location working in.</li> </ul> Enter on <b>EVOLVE</b> system.	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> <li>All Visits</li> <li>Travel</li> <li>Specific Activity being led or location working in.</li> </ul> Enter on <b>EVOLVE</b> system.	Consider Generic Risk Assessments for: <ul style="list-style-type: none"> <li>All Visits</li> <li>Travel</li> <li>Accommodation</li> <li>Specific Activity being led or location working in.</li> <li>Check providers through <b>PROVIDER FORM (FORMERLY OV2)</b> or LOtC Quality Badge</li> </ul> Enter on <b>EVOLVE</b> system Needs approval by LA.
Consent	Covered by enrolment consent/ notification to parents, is clarified in School Policy and is part of the curriculum/offer.	No consent required if part of the enrolment consent, part of curriculum/offer and within school time, but specific notification to parents/carers needed i.e. <b>OV3 form.</b>	Inform parents/carers through <b>OV3</b> and obtain Specific consent from parents/carers – <b>OV4. This includes specific consent for Duke of Edinburgh expeditions.</b>
Location	As listed above in example.	Within a travel distance of the school (school day hours).	As agreed with Headteacher/ Deputy and EVC. LA approval.

## Appendix D - Definition of Adventurous Activities – All Require NCC Approval on EVOLVE

### ADVENTUROUS ACTIVITIES REQUIRING AN AALA LICENCE

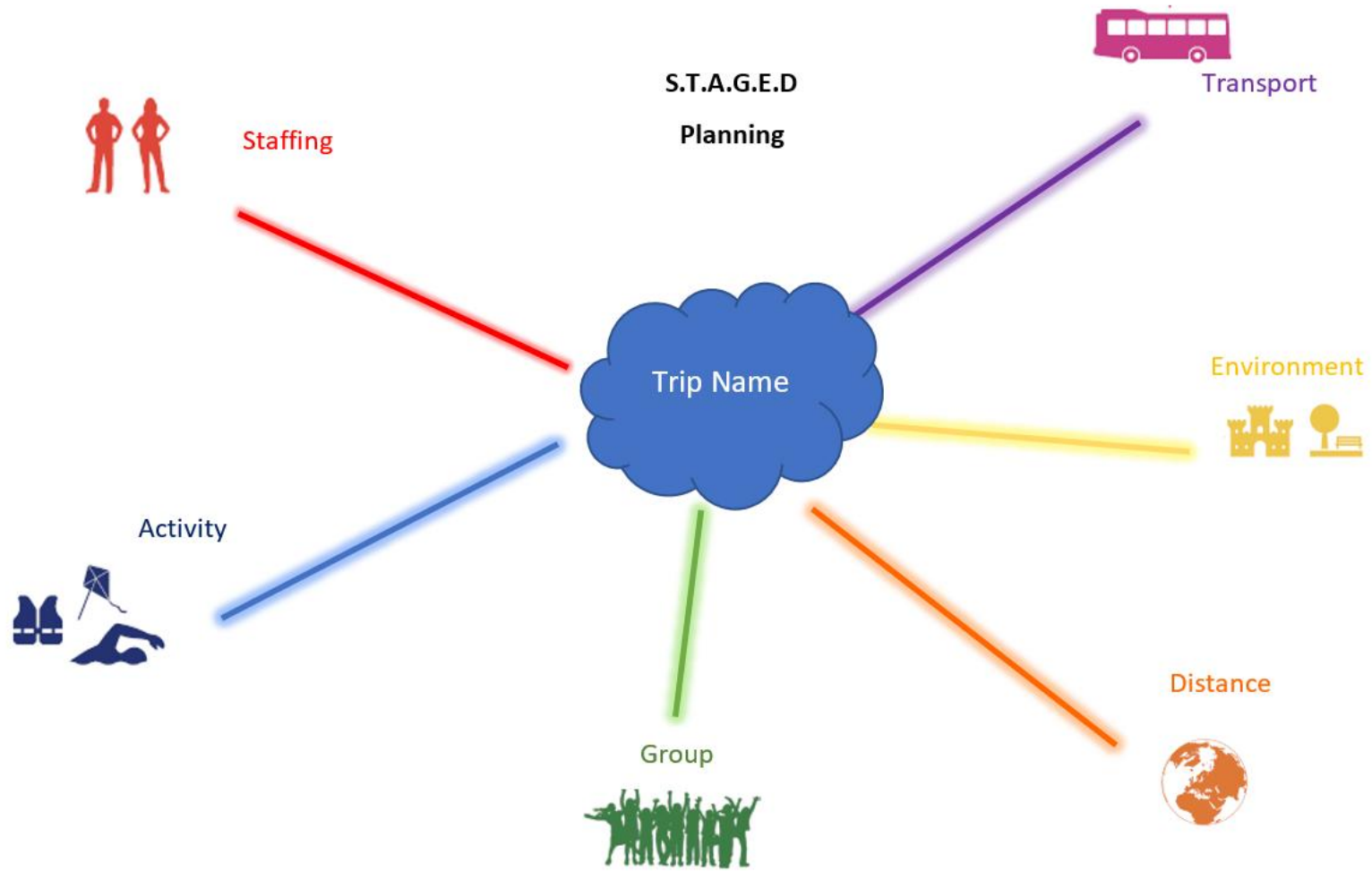
Rock Climbing Abseiling Ice Climbing Gorge Walking Ghyll Scrambling Sea Level Traversing (Coasteering)	Canoeing Kayaking Stand up Paddle boarding Dragon Boating Wave Skiing White-water Rafting Improvised Rafting Sailing Windsurfing Kite surfing Use of powered craft All the above in 'specified' waters.	Hill walking Mountaineering Fell Running Off Road Cycling Off-piste Skiing Pony Trekking – remote country Orienteering – remote country	Pot-holing Mine Exploration Caving
--	---	---	---------------------------------------

### NON-LICENSABLE ADVENTUROUS ACTIVITIES

<u>Motorsports:</u> Quad biking Go-Karts etc  Airsports  Horse Riding	Archery Rifle Shooting Fencing Martial Arts Skateboarding/ inline skating/BMX on 'skate parks' Trampoline/inflatable Parks	<u>Remote areas:</u> Expeditions Fieldwork in 'remote country' and in water Open water swimming	Climbing Walls High Level Ropes Courses Snow sports Dry Slope Skiing Grass Skiing Water Skiing Snorkelling - Scuba Diving Inflatable Water Parks
---	--	---	---

These are not exhaustive lists. If you are in doubt about the level of activity you are undertaking contact Evolve.

Appendix E STAGED Planning Form



S.T.A.G.E.D	Issues	How to manage it
Staffing		
Transport		
Activity		
Group		
Environment		
Distance		

## Appendix F - Out of School Log & Checklist for Offsite Visits



**The Rosehill School**  
St Matthias Road, Nottingham  
NG3 2FE

Telephone (0115) 9155815

Headteacher: Cheryl Steele [headteacher@rosehill.nottingham.sch.uk](mailto:headteacher@rosehill.nottingham.sch.uk)

### Rosehill School - Out of School Log & Checklist for Offsite Visits

#### Office Copy/ Visit Leaders Copy (Delete as required)

Class: \_\_\_\_\_ Date of Visit: \_\_\_\_\_ Destination: \_\_\_\_\_

Time out of School: \_\_\_\_\_ ETA back at school: \_\_\_\_\_

Visit Leader: \_\_\_\_\_ Contact No for Visit Leader: \_\_\_\_\_

Transport being used: \_\_\_\_\_

**Emergency School Contacts:** Rosehill School **0115 9155815** (see school details and address above)

#### **Emergency Contacts:**

- Police **999**
- Schools Health and Safety **0115 8764608**
- Evolve (Pharos) Major Incident Support **01183 800 999**
- City Council Out of Hours Service **0115 9151640/1633**
- Nottingham City Council Children's Social Care **0115 876 4800**
- Nottingham City Council Adults Social Care **0300 131 0300/** Out of hours **0115 876 1000**
- Nottinghamshire County Council Children and Adults Social Care  
<https://www.nottinghamshire.gov.uk/care/safeguarding/childrens-mash>
- Educational Visits Adviser: [advice@evolveadvice.co.uk](mailto:advice@evolveadvice.co.uk) (mark email as URGENT: Incident)
- **Other (list):**

#### **Additional Information:**

- Checklist completed before all visits (SEE OVERLEAF)
- Emergency procedures to be taken on all visits
- Additional medical conditions should be listed below- Health Care Plans should be taken on all visits
- 'M' indicates individual taking medication at school, medication should be stored in a zip bag and held securely by the trained staff administering the medication.

**Out of School Log – Group Details**

**Take registers during trip**

Name	Staff Tick	Supply/ volunteer Tick	Mobile phone	Information I.e., HCP/ Medical Conditions/ Allergies/ Behaviour Plans/ Risk Assessments	<b>M</b> Medication
<b>Staff</b>					
<b>Pupils</b>			<p align="center">In the event of an emergency, contact the School on <b>0115 9155815/ Evolve (Pharos) Major Incident Support 01183 800 999</b></p> <p align="center"><b>Emergency contacts listed above</b></p>		

## Checklist Completed before all Visits Offsite

Visit Leader will have already completed the following:

- Pupil consent
- Risk assessment
- Staged planning
- Medium term planning
- Itinerary

This **MUST** have been submitted on EVOLVE.

**DO NOT** leave the premise without approval on EVOLVE by the Headteacher/Deputy Head and, where required, the LA and completing the tasks below.

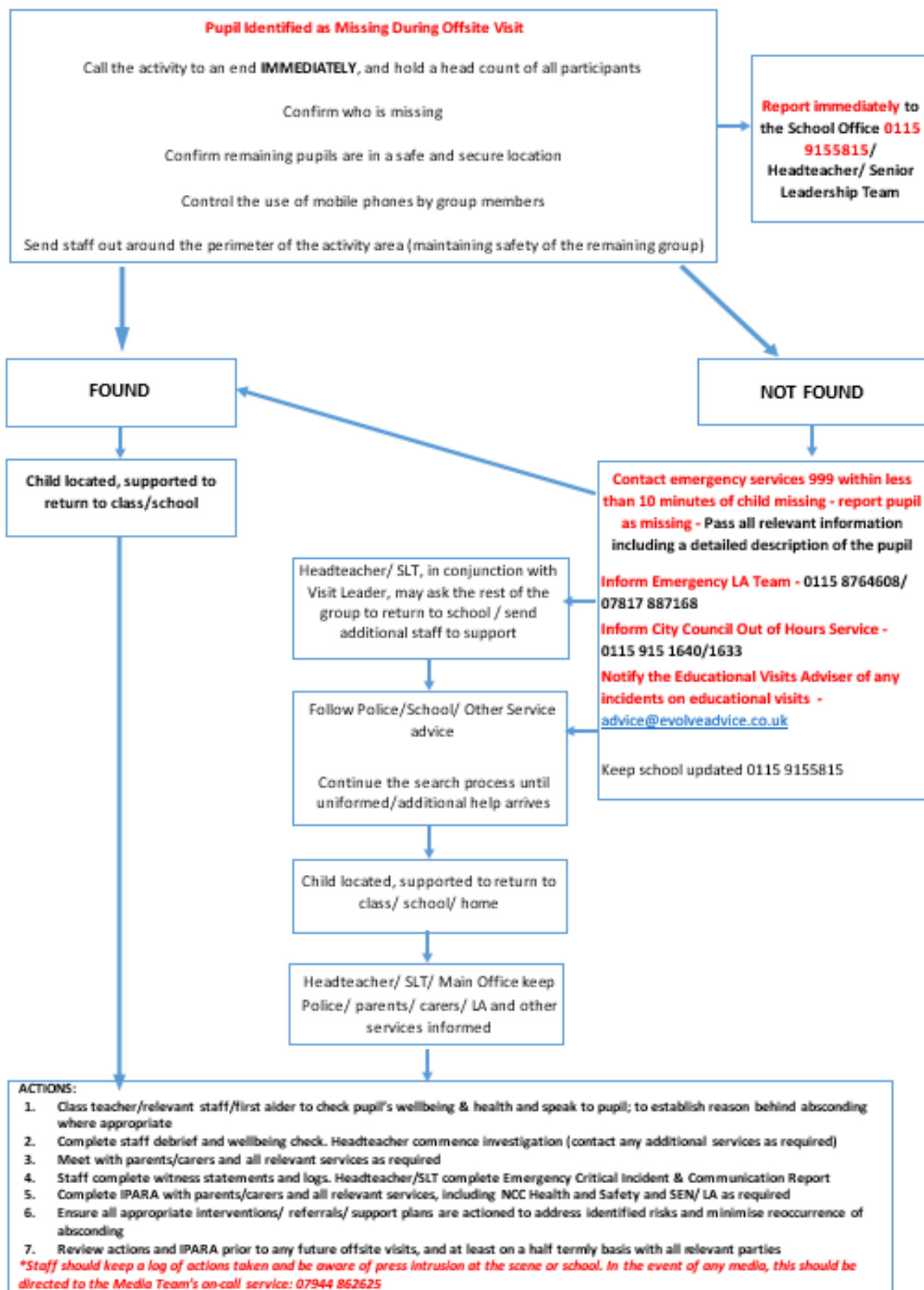
Tasks by Visit Leader and Visit Team	Signature once completed
1. Review on day of visit of staff ratios/experience: Visit Leader confident that visit team are competent, appropriately briefed and appropriate ratios of pupils to staff	
2. Pupils have been appropriately briefed on expectations and procedures (i.e. Power Point Presentation which includes rules and who is allocated to who)	
3. Allocation of pupils to staff completed (considered behaviour plans/risk assessments, health care plans & other plans as applicable)	
4. Emergency procedures in place; these are known and understood by the visit team and the visit team have with them the emergency contact details, including the school contact details	
5. Equipment in place- must include School Phone/s, First Aid Kit	
6. If applicable, medication (must be kept in secure place, by adult)	
7. Other (please list)	

**Approval by member of the Senior Leadership Team**

One copy to be taken with the group on the trip and a second copy to be left in the school office for staff to have contact details of those off site and an expected due time of arrival back.

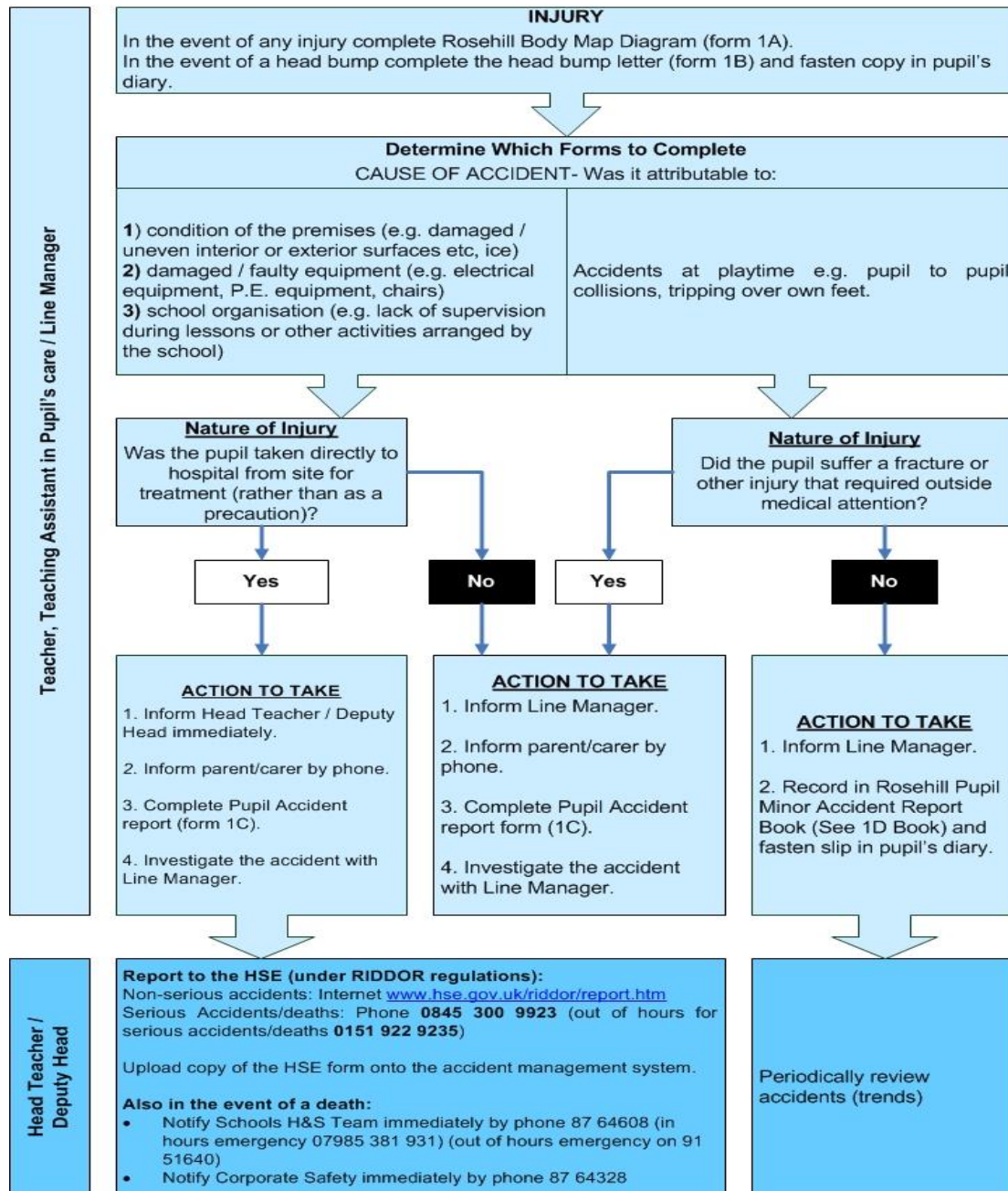
**If in doubt, don't go out**

## Appendix G - Flowchart of School Procedures - Child Missing/Absconding Whilst on Educational and Offsite Visits



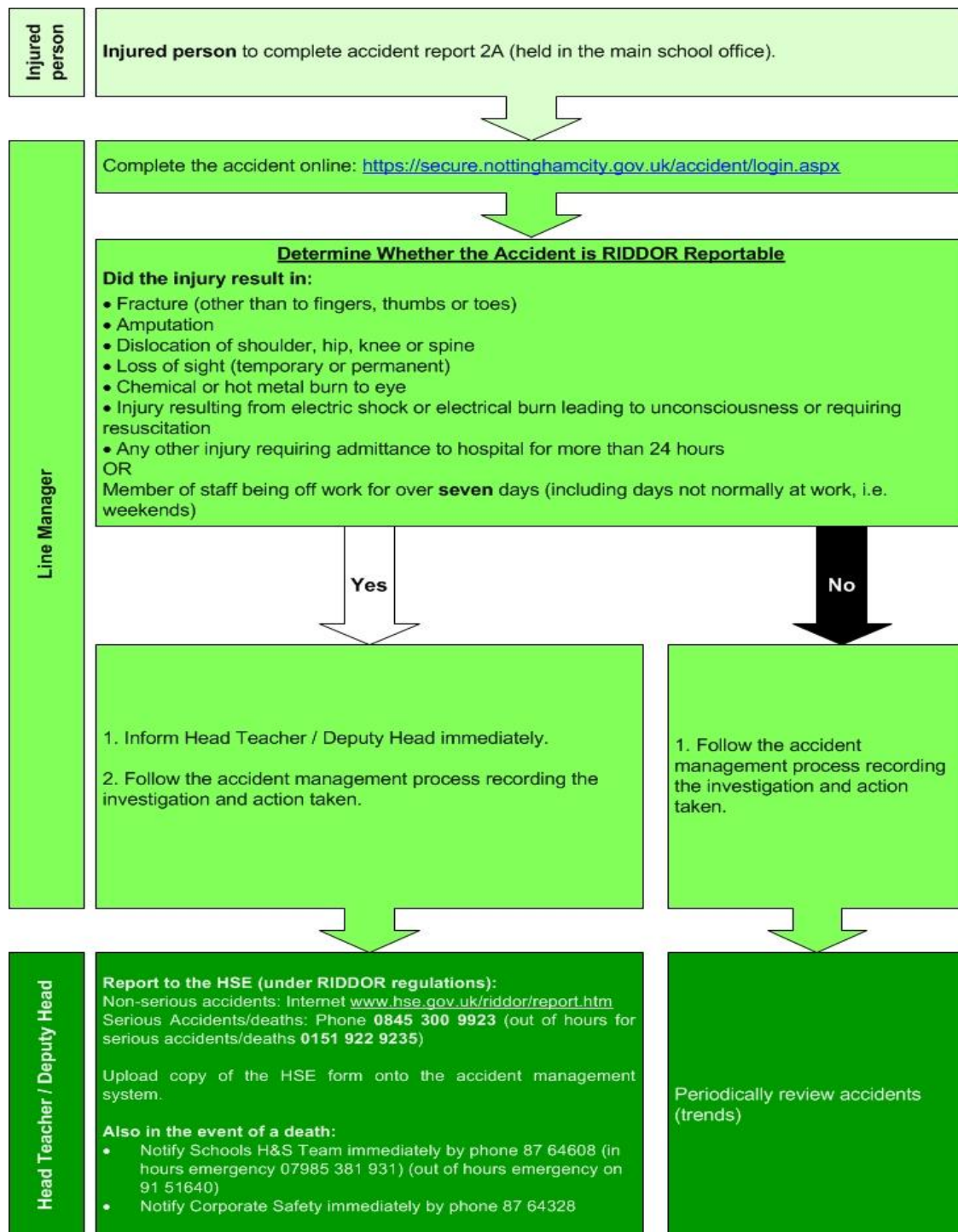
## Appendix H - Accident and Incident Procedures

### I. Pupil Accident Reporting Procedures



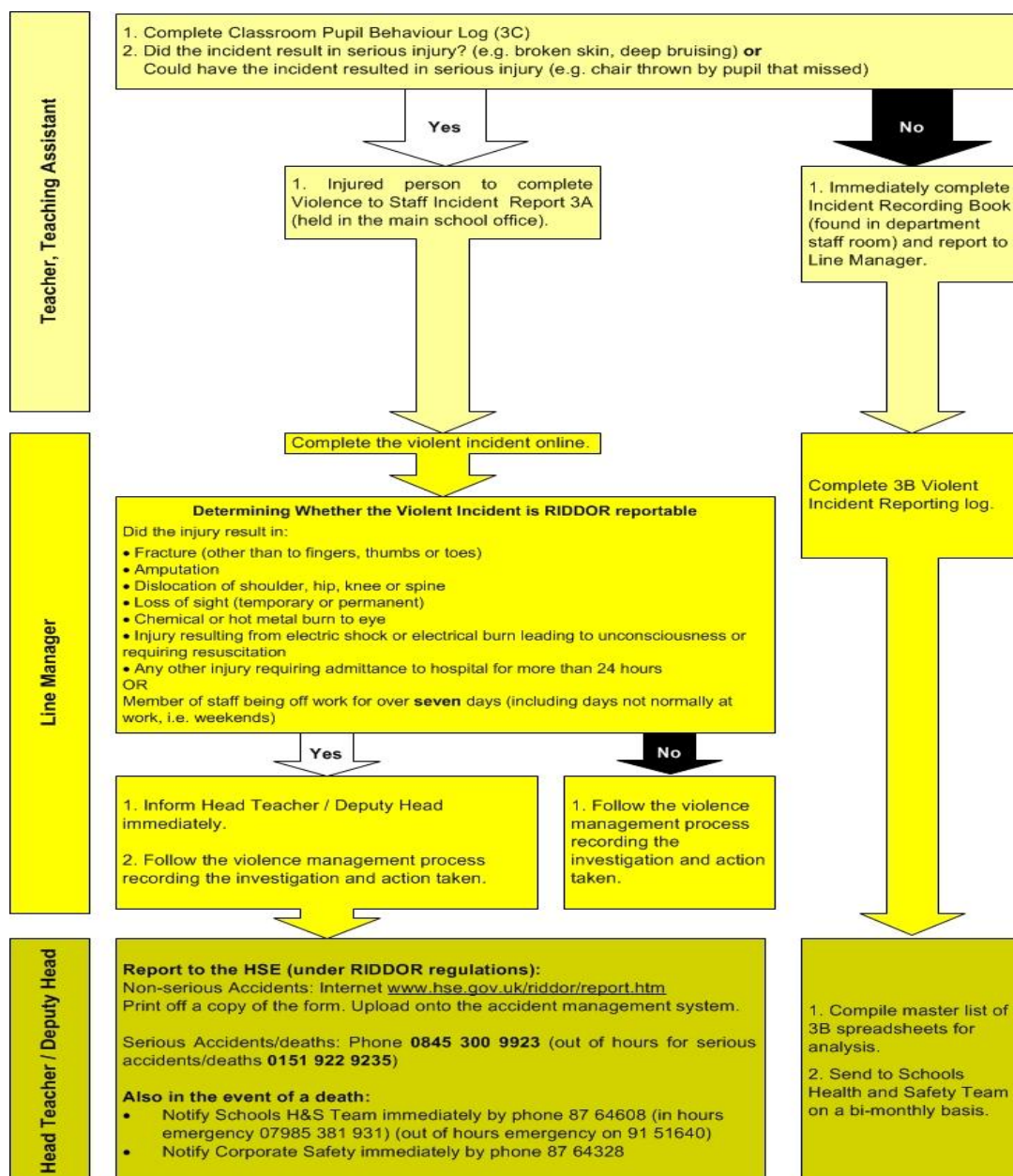
## Appendix H Continued

### II. Staff Accident Reporting Procedures



## Appendix H Continued

### III. Pupil to Staff Violence Reporting Procedures



## **Appendix I - Terrorism: Some Practical Advice for School Trips**

- Stay alert to local and national news before and during the visit. For overseas visits, maintain an overview of the Foreign, Commonwealth and Development website: [www.fcdo.gov.uk](http://www.fcdo.gov.uk)
- Consider increasing supervision ratios from normal arrangements. If, for example, groups of pupils are allowed to spend periods of time indirectly supervised by staff, consider removing this freedom.
- Avoid congregating longer than necessary inside entrances and foyer areas at major public sites, e.g. stations, museums, sports stadiums, concert halls, landside at airports, etc.
- Consider carefully the relative benefits of visits to religious or political venues, and events that could be considered higher risk.
- Assess the needs of younger pupils and SEN pupils, and their ability to react and respond to dynamic situations.
- Be especially vigilant in crowded places such as shopping centres and travel hubs.
- Remind pupils to remain vigilant and alert, reporting anything suspicious to staff.
- Ensure that pupils and staff are aware of the 'Run, Hide, Tell' guidance (attached), issued by the National Police Chiefs' Council.
- Brief participants as to what to do if separated from each other in the event of a security incident. This should include designating specified physical meeting points and may include contact telephone numbers for staff – but remember that mobile phones may not work in the immediate hours after an incident.
- Each member of staff should carry an attendee list with all participant details, including medical conditions and next of kin contacts.
- Consider providing all participants with a printed emergency contact card with the school's landline telephone number on it, and provide space for them to write down their own home landline number.
- Carry water and snacks on visits in case of travel disruption and long delays - especially in warmer months or climates.
- Carry additional personal and group medication in case of long delays.
- Consider the implications of an enforced overnight stay.
- Ensure that your SLT and home contacts have access to all available information (itineraries, venues, registers, letters to parents, etc.), for example, via a secure on-line educational visits management system.
- Carefully consider social media posting and avoid sharing details of upcoming location visits publicly
- Ensure that you have contingency plans ('Plan B') in place for the activity/ visit.

**Below Appendix J Generic Risk Assessments.**

**GENERIC RISK ASSESSMENT**

**GENERIC RISK ASSESSMENT FOR CHILDREN AND FAMILIES**

REVIEWED BY MS Notts City

**TRAVEL - BY MINIBUS (School owned or private hire)**

State the location and type of visit: **Local visit within agreed/specified distance/radius from school. Further away is not classified as a local visit.**

**GROUP SIZE: 17 Seat max per bus**

**SCHOOL:** Rosehill special school, St. Matthias road, St. Ann's, Nottingham, NG3 2FE.

**Young people:**

**WHO MIGHT BE HARMED:** Staff, Pupils and members of the public.

**Adults:**

HAZARDS (e.g. what might go wrong) (including lack of / inadequate arrangements)	EXISTING CONTROL MEASURES	Write YES if in place, NO if not (or N/A)	IF: NO - State action to be taken with timescales NO - Any additional control measures YES - Site specific details	RESIDUAL RISK RATING High, Medium, Low
Inadequate management and poor maintenance	<ul style="list-style-type: none"> <li>• Appropriate written records kept e.g.                             <ul style="list-style-type: none"> <li>○ the vehicle documents and maintenance records</li> <li>○ operating log</li> <li>○ list of authorised drivers</li> <li>○ training records</li> </ul> </li> <li>• There is an effective vehicle defect reporting system</li> <li>• Is the vehicle maintained in accordance with the manufacturer's instructions and NCC policy?</li> <li>• Does the vehicle have a valid MOT certificate, where it is over one year old?</li> <li>• The minibus MUST be fitted with seatbelts.</li> <li>• Is the vehicle correctly licensed?</li> <li>• Valid tax disk displayed</li> </ul> Driver must be aware of the accident / violent incident / problems reporting procedures	✓	Hired minibus or school bus checked before use.  Hire company school has used previously and try to hire from same company.  High 'vis' jacket available for driver if there were a breakdown.  Emergency contact details available for staff, pupils and contacting school/services.	<b>Low</b>
Lack of procedure to check for defects	<ul style="list-style-type: none"> <li>• Pre-drive safety checks must be carried out on both exterior and interior to ensure the vehicle is in a safe condition. (a check list / log book should be used)</li> </ul>	✓	Check made and faults reported/fixed before travelling. Log book used for school bus and form reporting for hired bus.	<b>Low</b>
Unauthorised drivers	<ul style="list-style-type: none"> <li>• Drivers must hold a current NCC Permit to Drive</li> <li>• Driver/s must have a current, clean driving licence, with full D1 entitlement or PCV Licence. Staff can now share access to their driving licence records <a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a> .</li> <li>• PCV Licence if travelling abroad</li> <li>• Drivers must inform DVLA of any medical condition that affects their ability to drive</li> <li>• Check drivers' driving licences annually</li> </ul>	✓	All drivers have current/valid permit.  Documents checked.	<b>Low</b>

ASSESSMENT CARRIED OUT BY:

SIGNED:

DATE:

(Visit Leader)

(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED WITH AND UNDERSTOOD BY ALL STAFF MEMBERS TAKING PART IN THE VISIT)

## GENERIC RISK ASSESSMENT FOR CHILDREN AND FAMILIES

REVIEWED BY MS Notts City

Drivers unaware of their responsibilities	<p>Drivers must be aware of their overall personal responsibility for providing a safe service, e.g. by ensuring:</p> <ul style="list-style-type: none"> <li>• The road worthiness of the vehicle</li> <li>• Their own fitness to drive, e.g. effected by medicines, alcohol, drugs, too tired?</li> <li>• Weight within minibus is evenly distributed</li> <li>• The maximum weight limit and capacity of the vehicle is not exceeded</li> <li>• Luggage is securely stowed and clear of aisles, luggage on roof racks does not exceed 100kg etc.</li> </ul>	✓	Staff briefed and aware of emergency procedure.	<b>Low</b>
Road traffic accidents – Driver tiredness	<ul style="list-style-type: none"> <li>• Journeys must be adequately planned (Additional guidance: RoSPA ‘Driving for Work: Safer Journey Planner)</li> <li>• Consider:             <ul style="list-style-type: none"> <li>○ controlling driver’s hours e.g.</li> <li>○ route</li> <li>○ maximum driving time / maximum driving day</li> <li>○ rest breaks</li> <li>○ Relief drivers etc.</li> </ul> </li> <li>• If abroad, minibus and drivers’ hours follow EC requirements and use tachograph</li> </ul>	✓	<p>Route plans available.</p> <p>Maps printed where necessary.</p> <p>Often local knowledge used staff familiar with local places visited regularly.</p>	<b>Low</b>
Road traffic accidents - Distracting the driver, etc.	<ul style="list-style-type: none"> <li>• Is adequate, suitable (i.e. trained) supervision provided? (young people must not be left unaccompanied on the minibus)</li> <li>• Are passengers aware of expected behaviour, e.g. not to distract the driver, to remain seated whilst vehicle is in motion, etc.?</li> <li>• If there is an incident involving young people on the minibus e.g. involving behaviour, stop at the next Service station to deal with it or come off at the next junction. Do not stop on the hard shoulder, except in an emergency.</li> </ul>	✓	<p>Staff seated for close supervision of pupils.</p> <p>Staff positioned between pupils to support acceptable behaviour.</p>	<b>Low</b>
Road traffic accident – use of mobile phone	<ul style="list-style-type: none"> <li>• Mobile phones must not be used by the driver while driving</li> </ul>	✓	Mobile available to staff as passenger ~ topped up and charged!	<b>Low</b>
Road Traffic accident – Injury to passengers	<ul style="list-style-type: none"> <li>• Minibus meets “M2” standard (standard relating to seat belt anchors where they have been fitted retrospectively)</li> <li>• Driver ensures seatbelts are used and booster/child seats, where appropriate</li> </ul> <p><b>On a normal Road</b></p> <ul style="list-style-type: none"> <li>• On normal road keep pupils safe by remaining on the transport if it is safe to do so.</li> <li>• If not then move the young people to a safe location protected from oncoming traffic.</li> <li>• When moving young people to a safe place follow the Highway Code and use staff to supervise the young people to avoid danger.</li> <li>• Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at all time.</li> </ul>	✓	Minibus meets requirements, booster seats available where necessary.	<b>Low</b>

ASSESSMENT CARRIED OUT BY:

SIGNED:

DATE:

(Visit Leader)

(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED WITH AND UNDERSTOOD BY ALL STAFF MEMBERS TAKING PART IN THE VISIT)

## GENERIC RISK ASSESSMENT FOR CHILDREN AND FAMILIES

REVIEWED BY MS Notts City

	<ul style="list-style-type: none"> <li>Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives.</li> </ul> <p><b>On a Motorway</b></p> <ul style="list-style-type: none"> <li>Get the party behind the side crash barrier as soon as possible.</li> <li>Those that cannot be moved safely to behind the crash barrier must remain in the vehicle, but move to the front. Ensure control room and rescue services know how many people are on the vehicle- and details of any special circumstances (e.g. no. of wheelchairs etc.)</li> <li>Follow school emergency procedures and deal with any casualties as best as you can until emergency help arrives.</li> </ul>			
<p>Parking and breaks in journey</p>	<ul style="list-style-type: none"> <li>Care always taken in parking in suitable place for disembarkation</li> <li>Close supervision and registers during any breaks in journey and close supervision in and out of bus</li> <li>Brief young people: re purpose and timings of stop</li> <li>How and where to contact staff</li> <li>Remain in pairs or threes (buddy system - each responsible for named other)</li> <li>Remind re moving traffic (driving on right abroad)</li> <li>Register before departure</li> </ul>	√	<p>Children assigned to staff member for supervision.</p> <p>Journeys usually not long enough journey to merit but if stop necessary due to behaviour or problem then staff briefed on procedures.</p>	<b>Low</b>
<p>Adequate child protection and supervision</p>	<ul style="list-style-type: none"> <li>Has parental/carer consent been obtained for young people being transported in the minibus?</li> <li>Only suitable and agreed pick up and drop off points used?</li> <li>Are procedures in place as regards collection of young people, i.e. are they safely met? (i.e. they must never be left alone)</li> <li>Has a DBS check been conducted for potential drivers / escorts and volunteers?</li> <li>Risk assessment for the young person/people has been carried out (Consider behaviour, special needs, male/female)</li> <li>If so, are additional control measures required e.g. is another adult required?</li> <li>Lone working procedures are followed and a specific risk assessment undertaken, when appropriate</li> </ul>	√	<p>Parental consent obtained.</p> <p>ALL staff DBS checked or risk assessed.</p> <p>ALL staff up to date Safeguarding trained.</p>	<b>Low</b>
<p>Lack of equipment to deal with an emergency</p>	<ul style="list-style-type: none"> <li>First aid kit (contents checked)?</li> <li>Road map?</li> <li>Torch (in working order)?</li> <li>Fire extinguisher (i.e. water or foam or halon 1301 02 1211)?</li> <li>Fluorescent Jacket</li> </ul>	√	<p>First aid kit available in minibus and accommodation and qualified first aider on staff.</p>	<b>Low</b>
<p>Information required prior to journey</p>	<ul style="list-style-type: none"> <li>Insurance details</li> <li>Contact details</li> <li>Accident / incident report forms</li> <li>Medical details and medication, e.g. inhalers etc.</li> </ul>		<p>Information collated before departure.</p>	

ASSESSMENT CARRIED OUT BY:

SIGNED:

DATE:

(Visit Leader)

(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED WITH AND UNDERSTOOD BY ALL STAFF MEMBERS TAKING PART IN THE VISIT)

## GENERIC RISK ASSESSMENT FOR CHILDREN AND FAMILIES

REVIEWED BY MS Notts City

	<ul style="list-style-type: none"> <li>• Defect report book</li> <li>• Accident / violent incident reports</li> <li>• Break down details (emergency triangle required)?</li> </ul>	<b>✓</b>	Contact details available in 'Out and About' folder taken on ALL trips.	<b>Low</b>
Reversing	<ul style="list-style-type: none"> <li>• Drivers to be aware that young people must <b>not</b> be used to assist the driver to reverse? (i.e. adults only to be used)</li> </ul>	<b>✓</b>	Adult seated positioned for assistance if necessary.	<b>Low</b>
Action in case of an accident	<ul style="list-style-type: none"> <li>• Drivers to be aware of the action to be taken in the event of an emergency, e.g.:                             <ul style="list-style-type: none"> <li>• Road traffic accident</li> <li>• Fire</li> <li>• Illness</li> <li>• Breakdown, particularly on motorways</li> <li>• Severe / adverse weather conditions</li> <li>• Does the driver have a list of emergency contacts?</li> </ul> </li> </ul>	<b>✓</b>	Driver and staff aware of emergency procedures.	<b>Low</b>

ASSESSMENT CARRIED OUT BY:

SIGNED:

DATE:

(Visit Leader)

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## GENERIC RISK ASSESSMENT FOR CHILDREN AND FAMILIES

REVIEWED BY MS Notts City

<b>SPECIFIC RISK ASSESSMENT – TRAVEL – BY MINIBUS - PLAN ‘B’</b>		
State the location and type of visit: <b>Local visit within agreed/specified distance/radius from school. Further away is not classified as a local visit.</b>	<b>GROUP SIZE: 17 Seat max per bus</b>	
<b>SCHOOL:</b> Rosehill Special school, St. Matthias road, St. Ann’s, Nottingham, NG3 2FE.	<b>Young people:</b>	
<b>WHO MIGHT BE HARMED:</b> Staff, Pupils and members of the public.	<b>Adults:</b>	
HAZARDS (e.g. what might go wrong) (including lack of / inadequate arrangements)	EXISTING CONTROL MEASURES	Write <b>✓</b> if in place, <b>NO</b> if not (or N/A)
<b>Asthma attack, anaphylactic shock, medical emergency.</b>	Inhalers to be with children at all times. Adults to know individual needs of medication. Epipen to be readily available to specific individual where necessary and appropriate training undertaken by supervising staff.	<b>✓</b>
* Specific pupils at risk due to behaviour/medical or other circumstances to be added in this section and staff working with individual aware.  <b>POINTS TO CONSIDER WHEN ALSO USING INDIVIDUAL PUPIL RISK ASSESSMENTS WHILST OUT AND ABOUT:</b>  <ul style="list-style-type: none"> <li>Pupil bangs head when sitting next to window.</li> <li>Pupils’ noise triggers behaviour in other pupil, consider seating options.</li> <li>Height/age/needs of pupil merits safety/booster seat.</li> <li>Pupil releases own seatbelt, consider safety device preventing this.</li> </ul>	Use ‘Individual Pupil Risk Assessments’ to decide on strategies for controlling behaviour and minimising risks/triggers whilst on bus and going out.	<b>✓</b>
<b>Threat from Terrorism</b>	<b>To be aware of before trip and follow guidance on trip from LA on procedures.</b>	
<b>ON-GOING RISK ASSESSMENT</b>  Have staff been instructed to carry out ON-GOING risk assessments throughout the visit / activity e.g. as regards to changes of weather, tiredness / illness in the group, behaviour, problems made known by other groups at the same location etc.		Tick when completed
<b>OFF-SITE VISITS COORDINATOR’S (OVC) COMMENTS (if any):</b>  On-going risk assessment essential as circumstances change very quickly due to the nature of our pupils.	<b>SIGNED:</b>	<b>DATE:</b>
<b>HEAD OF SCHOOL APPROVAL:</b>	<b>SIGNED:</b>	<b>REVIEW DATE: Jan 2022</b>

ASSESSMENT CARRIED OUT BY:

SIGNED:

DATE:

(Visit Leader)

(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED WITH AND UNDERSTOOD BY ALL STAFF MEMBERS TAKING PART IN THE VISIT)

## GENERIC RISK ASSESSMENT FOR CHILDREN AND FAMILIES

REVIEWED BY MS Notts City

<b>GENERIC RISK ASSESSMENT – TRAVEL - BY PRIVATE CAR</b>				
State the location and type of visit:			<b>GROUP SIZE:</b>	
<b>SCHOOL:</b> Rosehill Special school, St. Matthias road, St. Ann’s, Nottingham, NG3 2FE.			Young people:	
<b>WHO MIGHT BE HARMED:</b> Staff, Pupils and members of the public.			Adults:	
HAZARDS (e.g. what might go wrong) (including lack of / inadequate arrangements)	EXISTING CONTROL MEASURES	Write YES if in place, NO if not (or N/A)	IF: NO - State action to be taken with timescales NO - Any additional control measures YES - Site specific details	RESIDUAL RISK RATING High, Medium, Low
Competence of driver and Suitability of vehicle	Complete Volunteer Drivers’ Form in the Guidance and Resources section on EVOLVE. Check that: The driver has a current driving licence (driving licences should be checked annually by Line Managers) and be suitably experienced. <ul style="list-style-type: none"> <li>• Is the vehicle roadworthy? e.g.                             <ul style="list-style-type: none"> <li>○ valid road tax</li> <li>○ current MOT certificate</li> <li>○ Is the vehicle maintained in accordance with the manufacturer’s recommendations?</li> </ul> </li> <li>• Staff can now share access their driving licence records <a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a></li> <li>• Is there is adequate motor vehicle insurance cover provided i.e. is it insured for personal business use?</li> </ul>	√	<b>Driver’s documents including MOT and insurance ‘Business use’ will be checked and copies taken prior to use of vehicle.</b>	<b>Low</b>
Lone working (Child protection and behaviour)	<ol style="list-style-type: none"> <li>1) Lone working procedures are followed and a specific risk assessment undertaken</li> <li>2) Risk assessment for the young person/people has been carried out (Consider behaviour, special needs, male/female)</li> <li>3) If so, are additional control measures required e.g. is another adult required in the vehicle?</li> <li>4) Has a DBS check been carried out i.e. where an adult has sole, unsupervised access to young people?</li> <li>5) Will the young person be delivered safely to their destination?</li> </ol>	√	<b>ALL pupils have an ASD. (Autistic Spectrum Disorder)Nature/behaviour of pupils will be assessed to decide whether escort required.</b>  <b>If not possible to have second adult,</b>  <b>ALL staff DBS checked and briefed on school emergency procedure prior to departure.</b>	<b>Low</b>
Consent	<ul style="list-style-type: none"> <li>• Parental / carer’s consent has been obtained?</li> </ul>	√	<b>Parental consent obtained before use of vehicle.</b>	<b>Low</b>

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## GENERIC RISK ASSESSMENT FOR CHILDREN AND FAMILIES

REVIEWED BY MS Notts City

Restraint of occupants in vehicle	<p><b>6)</b> Seatbelts MUST be worn by all occupants of the vehicle.</p> <p><b>7)</b> Booster/Child seats must be used when appropriate</p> <p><b>8)</b> Each young person MUST be restrained individually by a seatbelt</p> <p><b>9)</b> Suitable restraints/child seats provided e.g. for young, small children N.B. the driver is legally responsible to ensure seatbelts are worn and may be prosecuted if a child under 14 years does not wear a seatbelt N.B. unrestrained children must NOT be carried in the front seat of any vehicle. Should the child / children be transported in the rear seat only?</p> <p><b>10)</b> Is there a need to use the child locks (rear seats) to prevent 'runners'?</p>	<b>√</b>	<p><b>Driver to ensure all seatbelts fastened correctly BEFORE moving off.</b></p> <p><b>Suitability of vehicle checked, i.e. child locks, seat belt retainer etc. for certain individuals.</b></p>	<b>Low</b>
Being struck by loose objects	Are loose objects secured, preferably in the boot? (i.e. to prevent injury by 'projectiles' in the event of an emergency stop)	<b>√</b>	<b>Any bags necessary to journey will be stowed in boot of vehicle wherever possible. Other luggage will be secured.</b>	<b>Low</b>
Emergencies, accidents	Are procedures in place e.g. point of contact etc., accident reporting? Is a means of communication available? i.e. a mobile phone	<b>√</b>	<b>Mobile phone available but NOT to be used whilst driving. Emergency contact numbers to be taken.</b>	<b>Low</b>

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## GENERIC RISK ASSESSMENT FOR CHILDREN AND FAMILIES

REVIEWED BY MS Notts City

<b>SPECIFIC RISK ASSESSMENT – TRAVEL – BY PRIVATE CAR</b>		
State the location and type of visit:	<b>GROUP SIZE</b>	
<b>SCHOOL:</b> Rosehill Special school, St. Matthias road, St. Ann’s, Nottingham, NG3 2FE.	<b>Young people:</b>	
<b>WHO MIGHT BE HARMED:</b> Staff, Pupils and members of the public.	<b>Adults:</b>	
HAZARDS (e.g. what might go wrong) (including lack of / inadequate arrangements)	EXISTING CONTROL MEASURES	Write YES if in place, NO if not (or N/A)
<b>Asthma attack, anaphylactic shock, medical emergency.</b>	Inhalers to be with children at all times. Adults to know individual needs of medication. Epipen to be readily available to specific individual where necessary and appropriate training undertaken by supervising staff.	√
<b>* Specific pupils at risk due to behaviour/medical or other circumstances to be added in this section and staff working with individual aware.</b>		√
<b>PLAN ‘B’</b>		
<b>Threat from Terrorism</b>	<b>To be aware of before trip and follow guidance on trip from LA on procedures.</b>	

<b>ON-GOING RISK ASSESSMENT</b> Have staff been instructed to carry out ON-GOING risk assessments throughout the visit / activity e.g. as regards to changes of weather, tiredness / illness in the group, behaviour, problems made known by other groups at the same location etc.	Tick when completed
<b>OFF-SITE VISITS COORDINATOR’S (OVC) COMMENTS (if any):</b>	<b>SIGNED:</b>
<b>HEAD OF SCHOOL APPROVAL:</b>	<b>DATE:</b>
<b>COMMENTS:</b>	<b>REVIEW DATE: Jan 2022</b>

ASSESSMENT CARRIED OUT BY: \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_ (Visit Leader)

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## GENERIC RISK ASSESSMENT FOR CHILDREN AND FAMILIES

REVIEWED BY MS Notts City

### GENERIC RISK ASSESSMENT – TRAVEL - COACH

<b>State the location and type of visit:</b>	<b>GROUP SIZE:</b> Follow LEA Guidelines <b>*dependant on NEEDS of pupils.</b>
<b>SCHOOL:</b> Rosehill special school, St. Matthias road, St. Ann’s, Nottingham, NG3 2FE.	
<b>WHO MIGHT BE HARMED:</b> Staff and Pupils.	

HAZARDS (e.g. what might go wrong) (including lack of / inadequate arrangements)	EXISTING CONTROL MEASURES	Write YES if in place, NO if not (or N/A)	IF: NO - State action to be taken* <u>dependant on NEEDS of pupils.</u> with timescales NO - Any additional control measures YES - Site specific details	RESIDUAL RISK RATING High, Medium, Low
Accidents as a result of poor provision	Coaches <ul style="list-style-type: none"> <li>Conform to all Department of Transport requirements</li> <li>MUST be fitted with seat belts to all seats</li> <li>Visit leader to make visual inspection of interior and exterior of coach, draw any obvious defects to the Driver’s attention</li> </ul> Coach Operators <ul style="list-style-type: none"> <li>Must hold a ‘Standard International Operators Licence’</li> <li>Will hold an ‘EU Community Licence’</li> <li>Will have full vehicle insurance cover</li> <li>Will have full public liability cover</li> <li>Must have access to a 24-hour breakdown assistance, helpline and have an emergency procedure to follow</li> <li>Must have a 24-hour contact</li> <li>Will conform to EU drivers’ hours laws and regulations, to monitor and keep tachograph records.</li> <li>Ask for a copy of the Operator Compliance Risk Score and first time pass rate of their vehicles’ annual test, this should ideally be more than 83%. Providers can obtain this information form the DVSA</li> <li>Must have a system in place to DBS check drivers, if appropriate.</li> <li>Are they Bus and Coach Council – Member?</li> <li>Do they hold ‘Coach Marque’ standard? Guild of British Coach Operators; BUSK benchmark etc.?</li> </ul>	✓	Travel <i>tries</i> to be arranged through ‘WhyNott’ company or best quote from <i>reputable</i> company <u>known</u> to school.  All paperwork double checked BEFORE day of trip and confirmed with company prior to departure.	Low

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	<p>Drivers</p> <ul style="list-style-type: none"> <li>• Drivers should not smoke while driving</li> <li>• Drivers are correctly licensed and have DBS checks, if appropriate.</li> </ul> <p>Requirements</p> <ul style="list-style-type: none"> <li>• Be clear about your pick up and drop off requirements and locations</li> <li>• Plan any stops</li> <li>• Clarify how any special needs will be supported</li> </ul> <p>What are the 'coach rules'?</p>			
<p>Traffic accident – Injury to passengers</p>	<ul style="list-style-type: none"> <li>• Coaches have seat belts; which staff ensure are used</li> <li>• Young People not to stand in the aisle or distract driver</li> <li>• On double-decker coaches' supervisors should be positioned on both decks</li> </ul>	√	<p><b>Ensure all pupils have their seatbelt secured before moving off.</b></p> <p><b>If booster seat required school can provide this.</b></p>	<b>Low</b>
<p>Injury following an accident or breakdown</p>	<p><b>On a normal Road</b></p> <ul style="list-style-type: none"> <li>• On normal road keep pupils safe by remaining on the transport if it is safe to do so.</li> <li>• If not then move the young people to a safe location protected from oncoming traffic.</li> <li>• When moving young people to a safe place follow the Highway Code and use staff to supervise the young people to avoid danger.</li> <li>• Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at all time.</li> <li>• Follow establishment emergency procedures and deal with any casualties as best as you can until emergency help arrives.</li> </ul> <p><b>On a Motorway</b></p> <ul style="list-style-type: none"> <li>• Get the party behind the side crash barrier as soon as possible.</li> <li>• Those that cannot be moved safely to behind the crash barrier must remain in the vehicle, but move to the front. Ensure control room and rescue services know how many people are on the vehicle- and details of any special circumstances (e.g. no. of wheelchairs etc.)</li> <li>• Follow establishment emergency procedures and deal with any casualties as best as you can until emergency help arrives.</li> </ul>			

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REVIEWED BY MS Notts City

Young people lost or separated -Service station and other breaks in journey	<ul style="list-style-type: none"> <li>• Brief young people: re purpose and timings of stop</li> <li>• How and where to contact staff</li> <li>• Remain in pairs or threes (buddy system - each responsible for named other)</li> <li>• Remind re moving traffic (driving on right abroad)</li> <li>• Register before departure</li> </ul>	√	<p><b>No break needed for shorter journeys. If break required then staff briefed on procedures beforehand, e.g. 1-1 supervision-who watches who, supervised visit to toilet etc.</b></p>	Low
Accident injury due to poor supervision	<ul style="list-style-type: none"> <li>• Supervision within risk assessed ratios</li> <li>• Loading should be from the front back, with the rear seats only used when the coach is full</li> <li>• Suitable embarkation points used (e.g. coach park, onto wide pavement)</li> <li>• Make sure staffs sits in different areas of the coach to ensure supervision of young people.</li> <li>• Where there is a toilet on board it is used only in an emergency. Toilets stops arranged for the journey at appropriate intervals.</li> </ul>	√	<p><b>Staff spread out in seating - forward, centre and rear of coach.</b></p> <p><b>Staff/Pupil ratio within LEA guidelines according to needs of pupils. *ALL PUPILS have an ASD (Autistic Spectrum Disorder)</b></p>	Low
Injury / disorientation in an emergency	<ul style="list-style-type: none"> <li>• Evacuation and emergency procedures are known by all before departure.</li> <li>• Make sure luggage is stowed safely without blocking emergency exits</li> <li>• Make sure there is a mobile phone on the coach (if you are going abroad, take a mobile phone that works where you are going.).</li> <li>• Make sure young people are evacuated safely off the coach if it has to pull onto the hard shoulder</li> </ul>	√	<p><b>All Staff briefed on emergency procedure before trip.</b></p> <p><b>Luggage stowed in boot compartments below seating area and secured.</b></p> <p><b>Mobile phone and emergency contacts available to staff.</b></p>	Low

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# GENERIC RISK ASSESSMENT FOR CHILDREN AND FAMILIES

REVIEWED BY MS Notts City

<b>SPECIFIC RISK ASSESSMENT – TRAVEL – BY COACH</b>		
<b>State the location and type of visit:</b>	<b>GROUP SIZE:</b>	
<b>SCHOOL:</b> St. Mary's Catholic Primary and Nursery School.	<b>Follow LEA Guidelines</b>	
<b>WHO MIGHT BE HARMED:</b> Staff and Pupils.	<b>*dependant on NEEDS of pupils.</b>	
HAZARDS (e.g. what might go wrong) (including lack of / inadequate arrangements)	EXISTING CONTROL MEASURES	Write YES if in place, NO if not (or N/A)
<b>Asthma attack, anaphylactic shock, medical emergency.</b>	Inhalers to be with children at all times. Adults to know individual needs of medication. Epipen to be readily available to specific individual where necessary and appropriate training undertaken by supervising staff.	√
* Specific pupils at risk due to behaviour/medical or other circumstances to be added in this section and staff working with individual aware.	<b>Extra staffing maybe necessary i.e. 2-1 for certain pupils. This will be risk assessed on 'Individual pupils risk assessments' BEFORE they go out on trip.</b>	√
<b>PLAN 'B'</b>		
<b>Threat from Terrorism</b>	<b>To be aware of before trip and follow guidance on trip from LA on procedures.</b>	
<b>ON-GOING RISK ASSESSMENT</b>		Tick when completed
Have staff been instructed to carry out ON-GOING risk assessments throughout the visit / activity e.g. as regards to changes of weather, tiredness / illness in the group, behaviour, problems made known by other groups at the same location etc.		√
<b>OFF-SITE VISITS COORDINATOR'S (OVC) COMMENTS (if any):</b>	<b>SIGNED:</b>	<b>DATE:</b>
<b>HEAD OF SCHOOL APPROVAL:</b>	<b>SIGNED:</b>	<b>REVIEW DATE: Jan 2022</b>
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## GENERIC RISK ASSESSMENT FOR CHILDREN AND FAMILIES

REVIEWED BY MS Notts City

**GENERIC RISK ASSESSMENT - Walks in 'normal country'**, Normal County = *parks*, enclosed farmland and fields (NOT moor land, mountain and/or where possible to be more than 30 minutes from a road) (ASSUMES LEADER WITH GROUP – IF APPROPRIATE, SEE INDIRECTLY SUPERVISED WALKS)

<b>State the location and type of visit:</b>	<b>GROUP SIZE:</b>
<b>ESTABLISHMENT:</b> Rosehill school, St. Mathias road, St. Ann's, Nottingham, NG3 2FE.	<b>Follow LEA Guidelines *dependent on NEEDS of pupils.</b>
<b>WHO MIGHT BE HARMED:</b> Staff, Pupils, members of the public.	

HAZARDS (e.g. what might go wrong) (including lack of / inadequate arrangements)	EXISTING CONTROL MEASURES	Write YES if in place, NO if not (or N/A)	IF: NO - State action to be taken with timescales NO - Any additional control measures YES - Site specific details	RESIDUAL RISK RATING High, Medium, Low
General safety considerations	<ul style="list-style-type: none"> <li>Ensure the school and the party leader have a register of those taking part in the visit and it is uploaded onto EVOLVE, including medical information and emergency contact details.</li> <li>Check on the day of departure to take account of absence(s) and alter accordingly.</li> <li>Refer to the Off-site Visits Policy for general information on conducting safe trips and visits.</li> <li>Ensure all participants are briefed on the itinerary, and expected behaviour.</li> <li>Ensure all participants, including staff, are aware of the emergency procedures and risk assessments for this visit and understand how it may affect them, especially in an emergency.</li> <li>Brief participants again at the beginning of the visit.</li> </ul>	 ✓  ✓  ✓	General visits to parks within easy travelling distance of school – NOT residential.  Staff briefed and ware of policy and procedures on trips out of school.  Pupils reminded of behaviour before going out and symbols/visual aids used if required.  Staff briefed on emergency procedures prior to visit.	<b>Low</b>
Poor decision making and leadership	Leader competence must be approved by Off Site Visits Co-ordinator, with advice from Sport, Outdoor Learning and Adventure Services Manager (SOLASM). as necessary. Measures of competence to include relevant training (Group Leader, UKSL Level 2 BEL, Notts LA Countryside Leader training, or MTLowland Leader training) and/or evidence of recent and relevant experience in type of terrain to be walked. Training appropriate to the level of activity undertaken	 ✓	Most staff are familiar with the area to be walked.  Pre-visit made  All staff are experienced with taking children out of school and experienced with the individual needs of the group that is being taken out of school.	<b>Low</b>

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## GENERIC RISK ASSESSMENT FOR CHILDREN AND FAMILIES

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Traffic	<ul style="list-style-type: none"> <li>Warn young people of traffic on nearby Roads – site traffic is often unexpected</li> </ul>	✓	<p>Pupils to be supervised and hands held (where appropriate) whilst crossing any necessary roads.</p> <p>Bus to be parked as near as possible to park!</p>	<b>Low</b>
Falls, drowning	<ul style="list-style-type: none"> <li>Leader experienced of walking in terrain and of leading groups, competence approved (see above)</li> <li>Route researched and pre-walked – significant hazards (cliffs, water hazards, quarries etc.) avoided or carefully assessed</li> <li>Leader completes specific risk assessment and route plan for each walk as necessary</li> <li>Weather forecast obtained and conditions monitored; route changed if necessary</li> <li>Alternative routes researched</li> <li>Ongoing assessment by leader at start and during activity</li> </ul>	✓  ✓  ✓	<p>Route is familiar with most of the staff and pupils and is a route that they have walked many times.</p> <p>Staff to continually assess the environment as they are walking to check any changes or obstacles to their planned route.</p> <p>Staff to be aware of the where the lake is and to keep pupils away from the water.</p> <p>Trip to be cancelled in extreme bad weather.</p>	<b>Low</b>
Getting lost	<ul style="list-style-type: none"> <li>Leader has sufficient navigational skills – competence approved (see above)</li> <li>Group size as low as possible (good practice is under 20) and well supervised</li> <li>Large groups are best split into smaller groups each with competent leader</li> <li>Registers</li> <li>Briefing of young people and staff</li> </ul>	✓  ✓	<p>All pupils have experienced adults to walk with, ratios to have been considered by looking at individual risk assessment prior to the visit.</p> <p>Key member of staff to check that all pupils have a key adult to walk with and to complete regular registers.</p> <p>All pupils and staff to be aware of the route, be aware of who they are walking with.</p> <p>The group to walk around together in smaller groups. Leader to be able to see all groups as they walk round together and complete register.</p>	<b>Low</b>
Pupil separated from group, abuse by member of the public.	<ul style="list-style-type: none"> <li>Brief all on what to do if separated from group e.g. meeting points, inform Library staff etc.</li> <li>Supervise visits to the public toilets, if appropriate</li> </ul>	✓	<p>Staff/Pupil ratio in line with LEA Guidance.</p> <p>ALL visits to toilet supervised 1-1.</p> <p>Staff have access to mobile phone for emergency and contact other staff in group if separated.</p>	<b>Low</b>

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<p>Injury illness or emergency away from immediate help</p>	<ul style="list-style-type: none"> <li>• One leader with each group first aid trained</li> <li>• First aid kit</li> <li>• Information about pre-existing medical conditions and medication carried</li> <li>• Leaders are briefed and have planned emergency procedures</li> <li>• Communications (mobile phones?) arranged</li> <li>• Pre-planning of emergency procedures and communications</li> </ul>	<p>✓</p> <p>✓</p>	<p>All children will have individual risk assessment if required, care and behavioural plans. All medical details will be kept by the leader and all relevant medicines and first aid kit to be carried around with them.</p> <p>At least one member of staff to be first aid trained.</p> <p>At least one mobile to be fully charged and carried by the leader of the group who will also have emergency contact numbers.</p>	<p><b>Low</b></p>
<p>Exposure to extreme weather – cold, wet, heat and sun</p>	<ul style="list-style-type: none"> <li>• Daily weather forecast obtained</li> <li>• All participants have suitable footwear, clothing and equipment to match expected conditions</li> <li>• Parents/carers and young people given checklist – kit checked before departure</li> </ul>	<p>✓</p>	<p>Staff to be aware of the weather conditions and check that the children are suitably dressed.</p> <p>Sun protection provided if needed. Footwear and outdoor clothing to be checked prior to the visit.</p>	<p><b>Low</b></p>
<p>Use of playground which could lead to physical injury.</p>	<ul style="list-style-type: none"> <li>• The playground is suitable in terms of space and segregation of activities e.g. ball games?</li> <li>• The whole playground can be adequately supervised.</li> <li>• There is an adequate number of supervisors.</li> <li>• The supervisors are competent i.e. training, instruction etc.</li>   <li>• Arrangements are in place for a visual sweep to be undertaken of the play area in order that dangerous items can be collected for safe disposal.</li> </ul>	<p>✓</p> <p>✓</p>	<p>Playground to be used is a public park, Teacher in charge to assess the park before allowing pupils into the area. Check the ground for any dangerous area, be aware of others who may be using the park.</p> <p>Teacher in charge to make sure that all staff are aware of pupils they are responsible for and aware of timings of the park activity.</p> <p>All staff are experienced staff working within the School and with the pupils.</p> <p>Regular registers to be completed by the Teacher, all staff and pupils to be able to be seen at all times by the Teacher, so support can be given at any time.</p>	<p><b>Low</b></p>
<p>Unsuitable equipment (falls/traps/collapse)</p>	<ul style="list-style-type: none"> <li>• The play equipment is designed for the age group concerned.</li> </ul>	<p>✓</p>	<p>Public park, play equipment suitable for pupils.</p>	<p><b>Low</b></p>

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## GENERIC RISK ASSESSMENT FOR CHILDREN AND FAMILIES

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		✓	Staff to ensure that pupils avoid equipment designed for babies and toddlers.	
Condition of playground etc. which could result in slips, trips/falls.	<ul style="list-style-type: none"> <li>The surface is even, in good condition and free from loose grit.</li> <li>There are no obstructions</li> <li>Play equipment is sited on a suitable, safe surface</li> <li>Arrangements are in place for the supervision of use of climbing equipment</li> <li>Arrangements are in place for a visual inspection of play equipment to be undertaken prior to use e.g. free from splinters, signs of wear?</li> <li>Adequate first aid is available.</li> </ul>	✓ ✓	<p>Teacher to complete a check of the playground for obstructions and check condition of play equipment.</p> <p>At least one member of staff to be first aid trained. First aid kit to be taken on the visit.</p> <p>Staff to observe the pupils they are working with at all times. To be with the pupils when on climbing equipment and direct pupils in their movement around the park to avoid collision with other equipment or children.</p>	<b>Low</b>
Illness of injury	<ul style="list-style-type: none"> <li>At least 1 leader with each group prepared to take lead in first aid. Check first aid certificate current, and that an appropriate first aid kit is taken.</li> <li>Leaders are briefed on emergency procedures and know how to call emergency services</li> <li>Young people and parents/carers are reminded to bring individual medication and this is kept secure (e.g. Asthma inhalers)</li> <li>Information about young people's existing medical conditions known by staff</li> <li>First aid and travel sickness equipment carried, young people with travel sickness known Mobile phones carried, if available</li> <li>Emergency contacts with head/establishment and parents/carers arranged</li> </ul>	✓	<p>All staff to be aware of the medical needs of the Pupils within the group.</p> <p>All risk assessment, care needs, behavioural plans and medical information to be kept together by the Teacher.</p> <p>At least one mobile phone to be fully charged and maintained by the Teacher</p> <p>All contacts to remain within the file carried by the Teacher.</p> <p>At least one member of staff to be fully first aid trained.</p>	<b>Low</b>
Special needs of specific young people – medical, behavioural, educational	<ul style="list-style-type: none"> <li>Obtain information from parents/carers. Use recommended consent form.</li> <li>Make necessary arrangements for individual young people including individual risk assessment and additional staffing as necessary</li> <li>Clear guidelines and emergency procedures set and understood. Young people remain in pairs or groups (buddy system – each responsible for named other)</li> <li>Staff understand they are still responsible</li> <li>All staff aware of timings and can prepare pupils as the time to leave approaches.</li> </ul>	✓	<p>Up to date consent forms to be held in the school and checked prior to the visit.</p> <p>Individual risk assessments that have been completed for some pupils to be understood by staff working with them and additional staffing is arranged according to the risk assessment.</p>	<b>Low</b>

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			Length of time to be spent on the park is communicated with all staff, meeting point discussed where a register will be completed before moving on.	
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**SPECIFIC RISK ASSESSMENT: Walks in ‘normal country’**, Normal Country = *parks*, enclosed farmland and fields (NOT moor land, mountain and/or where possible to be more than 30 minutes from a road) (ASSUMES LEADER WITH GROUP – IF APPROPRIATE, SEE INDIRECTLY SUPERVISED WALKS)

<b>State the location and type of visit:</b>	<b>GROUP SIZE:</b> Follow LEA Guidelines *dependent on NEEDS of pupils.
<b>ESTABLISHMENT:</b> Rosehill school, St. Mathias road, St. Ann’s, Nottingham, NG3 2FE.	
<b>WHO MIGHT BE HARMED:</b> Staff, Pupils, members of the public.	

HAZARDS (e.g. what might go wrong) (including lack of / inadequate arrangements)	EXISTING CONTROL MEASURES	Write YES if in place, NO if not (or N/A)
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### PLAN ‘B’

Exposure to harmful plants, berries etc.	Be aware of what the pupils might be handling, remind the pupils not to handle the plants.  Make sure children do not put things in their mouth. Carry a first aid kit to wipe any scratches from plants.	✓
Exposure to bites, stings and scratches from animals.	Staff to remain calm around any animals. Assess the environment as walking for any animals. Direct student away from an animal and move the group in another direction or around the animal obstruction.	✓
Student becoming agitated, anxious or overstimulated	Staff to be aware of individual risk assessment and care plans for the pupils they are working with and any possible triggers to behaviour. Ratios of staff to child to be considered prior to the visit to take account of their individual needs.	✓
Possible sting or insect bite.	Observe child for any allergic reaction. First aider to treat the sting or bite.	✓
Asthma attack, anaphylactic shock, medical emergency.	Inhalers to be with children at all times.  Adults to know individual needs of medication.	✓

ASSESSMENT CARRIED OUT BY:

SIGNED:

DATE:

(Visit Leader)

(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED WITH AND UNDERSTOOD BY ALL STAFF MEMBERS TAKING PART IN THE VISIT)

## GENERIC RISK ASSESSMENT FOR CHILDREN AND FAMILIES

REVIEWED BY MS Notts City

	Epipen to be readily available to specific individual where necessary and appropriate training undertaken by supervising staff.	
* Specific pupils at risk due to behaviour/medical or other circumstances to be added in this section and staff working with individual aware.	<p><b>ALL pupils have an ASD. (Autistic Spectrum Disorder)</b></p> <p>Staff aware/adequately trained and experienced to deal with possible behaviours.</p> <p>Individual pupil risk assessments carried out to determine safety of pupil/other pupils/staff and public. If risk too high consider whether appropriate to be on trip?</p>	✓
Threat from Terrorism	To be aware of before trip and follow guidance on trip from LA on procedures.	
<p><b>ON-GOING RISK ASSESSMENT</b></p> <p>Have staff been instructed to carry out ON-GOING risk assessments throughout the visit / activity e.g. as regards to changes of weather, tiredness / illness in the group, behaviour, problems made known by other groups at the same location etc.</p>		Tick when completed
		✓
OFF-SITE VISITS COORDINATOR'S (OVC) COMMENTS (if any):	SIGNED:	DATE:
HEAD OF ESTABLISHMENT APPROVAL:	SIGNED:	REVIEW DATE: <b>Jan 2022</b>
COMMENTS:		

ASSESSMENT CARRIED OUT BY:

SIGNED:

DATE:

(Visit Leader)

(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED WITH AND UNDERSTOOD BY ALL STAFF MEMBERS TAKING PART IN THE VISIT)



**GENERIC RISK ASSESSMENT – ALL VISITS:**

(‘Out and about in the community’ within hour travelling distance of school) **E.g. shops, café, library, garden centre, etc.**

<b>State the location and type of visit:</b> ‘Out and about in the community’ within hour travelling distance of school	<b>GROUP SIZE:</b> <b>Follow LEA Guidelines *dependent on NEEDS of pupils.</b>
<b>ESTABLISHMENT:</b> Rosehill school, St. Matthias road, St. Ann’s, Nottingham, NG3 2FE.	
<b>WHO MIGHT BE HARMED:</b> Pupils, staff and members of the public.	

HAZARDS (e.g. what might go wrong) (including lack of / inadequate arrangements)	EXISTING CONTROL MEASURES	Write YES if in place, NO if not (or N/A)	IF: NO State action to be taken with timescales NO Any additional control measures YES Site specific details	RESIDUAL RISK RATING High, Medium, Low
General safety considerations	<ul style="list-style-type: none"> <li>Ensure the school and the party leader have a register of those taking part in the visit and it is uploaded onto EVOLVE, including medical information and emergency contact details.</li> <li>Check on the day of departure to take account of absence(s) and alter accordingly.</li> <li>Refer to the Off-site Visits Policy for general information on conducting safe trips and visits.</li> <li>Ensure all participants are briefed on the itinerary, and expected behaviour.</li> <li>Ensure all participants, including staff, are aware of the emergency procedures and risk assessments for this visit and understand how it may affect them, especially in an emergency.</li> <li>Brief participants again at the beginning of the visit.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>General visits to cafes, supermarkets, libraries and local facilities/amenities within easy travelling distance of school – NOT residential.</p> <p>Staff briefed and ware of policy and procedures on trips out of school.</p> <p>Pupils reminded of behaviour before going out and symbols/visual aids used if required.</p> <p>Staff briefed on emergency procedures prior to visit.</p>	Low
Exposure to weather	<ul style="list-style-type: none"> <li>Consider possible weather conditions and plan appropriate programme, clothing and equipment – Consider heat/exposure to sun/cold and rain etc.</li> <li>Provide clear information i.e. suitable clothing and equipment to young people and parents that takes into account conditions likely to be encountered during the visit</li> </ul>	<p>✓</p> <p>✓</p>	<p>Suitable clothing</p> <p>Spare waterproof available.</p> <p>Good communication between parents and school via ‘Home/School Diary’.</p>	Low

ASSESSMENT CARRIED OUT BY:                      SIGNED:                      DATE:                      (Group Leader)

(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED WITH AND UNDERSTOOD BY ALL STAFF MEMBERS TAKING PART IN THE VISIT)



	<ul style="list-style-type: none"> <li>Plan for young people who may not bring suitable clothing - check before departure and/or bring spares</li> </ul>	✓		
Special requirements (Staff and young people) – medical, behavioural, educational	<ul style="list-style-type: none"> <li>Pre-existing medical conditions and required medication known. Details circulated amongst supervising staff, for both staff and pupils</li> <li>Young people and parents/carers are reminded to bring individual medication and this is kept secure (e.g. Asthma inhalers)</li> <li>Obtain information from parents/carers. Use recommended consent form OV4</li> <li>Make necessary arrangements for individual young people including individual risk assessment and additional staffing as necessary</li> </ul>	✓ ✓ ✓ ✓	<b>ALL pupils have an ASD (Autistic Spectrum Disorder) and will be supervised accordingly by qualified/experienced staff.</b>  Consent from parents given on outings. Pupil's behaviour assessed and individual risk assessment used where necessary.	Low
Young people lost or separated from group, inadequate supervision	<ul style="list-style-type: none"> <li>Ensure supervising staff are competent, understand their roles and are briefed regarding the outcome of risk assessments</li> <li>Pre - Plan supervision before visit and brief staff.</li> <li>Young people understand arrangements, that they are part of a group and need to follow instructions</li> <li>Ratios are set as part of the risk assessment, in line with National Guidance</li> <li>Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc.)</li> <li>Discuss itinerary and arrangements and code of conduct with young people and staff</li> <li>Briefing to all on what to do if separated from Group e.g. meeting points, staff at a 'central point', emergency numbers, action in case of an emergency etc.</li> <li>Regsiters by staff particularly at arrival/departure points, and when separating and reforming groups.</li> <li>Member of staff identified to remain at the venue if transport leaves before the young person(s) return. Return by staff/school vehicle of public transport.</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	High pupil /staff ratio due to nature of needs of pupils.  Staff assigned particular pupil to work with whilst 'out and about'.  Regsiters taken very regularly.  Pupils told what will happen on trip, - Brief simple itinerary.	Low
Emergencies	<ul style="list-style-type: none"> <li>The establishment has an emergency plan for dealing with an incident on off-site visits, which is known and understood by</li> </ul>	✓		Low

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	<p>staff who know how to contact sources of help both in country and at the accommodation</p> <ul style="list-style-type: none"> <li>• Mobile phones carried, if available</li> <li>• Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group.</li> <li>• List of young people and contact details of parents/carers are held by visit leader, deputy leader and establishment contact, after-hours emergency person and contact number must be available.</li> <li>• Leader and head/establishment contact has instructions as to what to do in an emergency</li> <li>• Inform venue and or next of kin, if appropriate.</li> <li>• If staff have to stay behind to deal with an incident or support pupils or staff they are supplied with the means of returning home once next of kin arrive – spare car, lift home or money for public transport.</li> <li>• Supervision reorganised to take into account the member(s) of staff now missing.</li> <li>• Group return home early if supervision levels fall below the required standard for safety to be maintained.</li> <li>• Contact SOLASM for advice, if necessary.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Mobile phones available and contact details to hand, First point of contact being school if not emergency.</p> <p>Staff briefed prior to visit.</p> <p><b>On-going risk assessment</b> if circumstances/situation changes.</p>	
Traffic	<ul style="list-style-type: none"> <li>• Warn young people of traffic on nearby Roads – site traffic is often unexpected</li> </ul>	<p>✓</p>	<p>Pupils to be supervised and hands held whilst crossing any necessary roads.</p> <p>Bus to be parked as near as possible to venue!</p>	Low
Slips, trips and falls.	<ul style="list-style-type: none"> <li>• Take care walking up and down winding stairs/steps, use handrails</li> <li>• Warn young people about uneven surfaces</li> <li>• Do not run down steep paved slopes, steps or inside the building.</li> <li>• Do not climb on or around any walls</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Pupils will be CLOSELY supervised in building and on walk to and from minibus.</p> <p>Behaviour reminders given, visual/symbol prompts where necessary.</p>	Low
Burn/scald from hot drink.	<ul style="list-style-type: none"> <li>• Risk of spillage either from member of group of member of the public using café.</li> </ul>	<p>✓</p>	<p>Staff to ensure hot drinks are as far away as possible from pupils. If public nearby then extra vigilance required.</p> <p>Pupils seated with adult supervising and risks assessed before using café, i.e. space, how busy, etc.</p>	Low

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Fire	<p>Buildings inside:</p> <ul style="list-style-type: none"> <li>• Take note of any fire briefings by Staff from venue - (café/supermarket etc.)</li> <li>• If the fire alarm sounds evacuate the building by the nearest safe exit. Fire exist are all marked.</li> <li>• Follow any instructions of Staff, who hold regular fire drills.</li> <li>• Check young people present against the register</li> </ul>	<p>✓ ✓ ✓</p>	<p>Checks made entrance/exits on pre visit. Staff aware of emergency procedures.</p>	Low
Animals, insects, poisonous plants etc.	<ul style="list-style-type: none"> <li>• Avoid known high risk situations</li> <li>• Take necessary avoidance action if encountered</li> <li>• Ensure those with known allergies carry medication</li> </ul>	<p>✓ ✓</p>	<p>Take advice from staff of place being visited.</p>	Low
Illness of injury – Young people and Staff	<ul style="list-style-type: none"> <li>• At least 1 staff member with each group prepared to take lead in first aid. Check first aid certificate current, and that an appropriate first aid kit is taken.</li> <li>• First Aid certificate uploaded to EVOLVE</li> <li>• Staff are briefed on emergency procedures and know how to call emergency services</li> <li>• First-aid and travel sickness equipment carried, young people with travel sickness known</li> </ul>	<p>✓ ✓ ✓ ✓</p>	<p>Appointed First Aider in group First Aid kit available with group. All staff ideally to have up to date basic First Aid training. Check records kept of staff/supply staff.</p>	Low
Individual / remote supervision (includes field work, souvenir shopping, theme parks, historic sites etc.)	<ul style="list-style-type: none"> <li>• Check location as suitable for this mode of supervision</li> <li>• Ensure young people sufficiently briefed and competent (any individual young people for whom indirect supervision is not suitable must be directly supervised)</li> <li>• Clear guidelines and emergency procedures set and understood. Young people remain in pairs or groups (buddy system – each responsible for named other)</li> <li>• Rendezvous points and times set young people know how to contact staff</li> <li>• Designated staff remain at a central contact point known by young people</li> <li>• If appropriate, Issue ‘emergency cards’ briefing young people on what to do if they get separated, including emergency numbers</li> <li>• Staff understand they are still responsible</li> <li>• Parents/carers informed and consent given, if appropriate</li> </ul>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>Pre-visit to be made if location new to school. Advice taken from previous visits. All pupils will be supervised at all times. Individual risk assessment will determine staff/pupil ratio. Pupil’s briefed on simple itinerary prior to trip, visual/symbol reminders used where necessary.</p>	Low

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Return from visits particularly after school hours	<ul style="list-style-type: none"> <li>Return is pre-planned and parents/carers are informed where to collect young people from (or it is pre-arranged with parents/carers that older young people will make their own way home)</li> <li>Suitable arrangements are made for young people whose parents/carers fail to collect them</li> </ul>	N/A	<p style="text-align: center;">N/A</p> <p>If return unavoidable after school hours due to emergency ~ school to contact necessary transport/taxis and alternative arrangements made. Parents to be informed as soon as possible.</p>	N/A
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SIGNED:

DATE:

(Group Leader)

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<b>SPECIFIC RISK ASSESSMENT – ALL VISITS - PLAN ‘B’</b> (‘Out and about in the community’ within hour travelling distance of school) <b>E.g. shops, café, library, garden centre, etc.</b>		
<b>State the location and type of visit:</b> ‘Out and about in the community’ within hour travelling distance of school		<b>GROUP SIZE:</b> <b>Follow LEA Guidelines</b> <b>*dependent on NEEDS of pupils.</b>
<b>ESTABLISHMENT:</b> Rosehill Special school, St. Matthias road, St. Ann’s, Nottingham, NG3 2FE.		
<b>WHO MIGHT BE HARMED:</b> Pupils, staff and members of the public.		
<b>HAZARDS</b> (e.g. what might go wrong) (including lack of / inadequate arrangements)	<b>EXISTING CONTROL MEASURES</b>	<b>Write YES if in place, NO if not (or N/A)</b>
Exposure to harmful plants, berries etc.	Be aware of what the pupils might be handling, remind the pupils not to handle the plants. Make sure children do not put things in their mouth. Carry a first aid kit to wipe any scratches from plants.	✓
Student becoming agitated, anxious or overstimulated	Staff to be aware of individual risk assessment and care plans for the pupils they are working with and any possible triggers to behaviour. Ratios of staff to child to be considered prior to the visit to take account of their individual needs.	✓
Asthma attack, anaphylactic shock, medical emergency.	Inhalers to be with children at all times. Adults to know individual needs of medication. Epipen to be readily available to specific individual where necessary and appropriate training undertaken by supervising staff.	✓
* Specific pupils at risk due to behaviour/medical or other circumstances to be added in this section and staff working with individual aware.	<b>ALL pupils have an ASD. (Autistic Spectrum Disorder)</b> <b>Staff aware/adequately trained and experienced to deal with possible behaviours.</b> <b>Individual pupil risk assessments carried out to determine safety of pupil/other pupils/staff and public. If risk too high consider whether appropriate to be on trip?</b>	✓
<b>Threat from Terrorism</b>	<b>To be aware of before trip and follow guidance on trip from LA on procedures.</b>	
<b>ON-GOING RISK ASSESSMENT</b> Have staff been instructed to carry out ON-GOING risk assessments throughout the visit / activity e.g. as regards to changes of weather, tiredness / illness in the group, behaviour, problems made known by other groups at the same location etc.		Tick when completed
<b>OF-SITE VISITS COORDINATOR’S (OVC) COMMENTS (if any):</b>	<b>SIGNED:</b>	<b>DATE:</b>
<b>HEAD OF ESTABLISHMENT APPROVAL:</b>	<b>SIGNED:</b>	<b>REVIEW DATE: Jan 2022</b>

**ASSESSMENT CARRIED OUT BY:**

**SIGNED:**

**DATE:**

**(Group Leader)**

(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED WITH AND UNDERSTOOD BY ALL STAFF AND YOUNG PEOPLE TAKING PART IN THE VISIT)

<b>GENERIC RISK ASSESSMENT – HORSE RIDING – Not led by LA Staff</b>				<b>GROUP SIZE:</b> <b>Young people:</b> <b>Adults:</b>
Horse riding should take place from British Horse Society (BHS) approved riding establishments (not livery yards) under the supervision of BHS relevantly qualified staff. Establishments should check the level of BHS approval and the scope of the riding school they intend to use on the BHS website <a href="http://www.bhs.org.uk">http://www.bhs.org.uk</a> . The riding school should complete a PROVIDER FORM (FORMERLY OV2) form. <b>If you plan to lead your own session contact the SOLASM for more detailed approval.</b>				
<b>State the location and type of visit:</b>				
<b>ESTABLISHMENT: Rosehill school, St. Mathias road, St. Ann’s, Nottingham, NG3 2FE.</b>				
<b>WHO MIGHT BE HARMED: pupils (riders)</b>				
HAZARDS (e.g. what might go wrong) (including lack of / inadequate arrangements)	EXISTING CONTROL MEASURES	Write YES if in place, NO if not (or N/A)	IF: NO - State action to be taken with timescales NO - Any additional control measures YES - Site specific details	RESIDUAL RISK RATING High, Medium, Low
Falls, injury from horses, equipment, or vehicles – injury, death	<ul style="list-style-type: none"> <li>Provision by BHS or ABRS approved establishment- external provider check completed</li> <li>Suitable clothing and helmet correctly fitted and worn</li> <li>Adequate supervision by qualified riding school staff and establishment staff</li> <li>Young People briefed re. basic safety rules</li> <li>Brief young people and parents/carers re clothing required</li> </ul>	No Yes Yes Yes Yes	However, the riding instructor is BHS approved	Low
Physical demands of the activity – injury	<ul style="list-style-type: none"> <li>Knowledge of participants’ physical and medical conditions and information passed to riding school instructors</li> <li>Activity and location agreed as suitable for group by visit leader and riding school</li> <li>Access to suitable first aid provision</li> </ul>	Yes Yes Yes	Details kept in each class donkey therapy folder  First Aid Kits in out and about bag, on minibus and at venue.	Low
Infection and illness (including E Coli 0157) – illness, death	<ol style="list-style-type: none"> <li>Avoid transmission of infection from hand to mouth</li> </ol> <ul style="list-style-type: none"> <li>Wash hands thoroughly before eating</li> <li>Change or clean footwear before leaving site, wash hands</li> </ul>	Yes		Low

**ASSESSMENT CARRIED OUT BY:**

**SIGNED:**

**DATE:**

**(Group Leader)**

(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED WITH AND UNDERSTOOD BY ALL STAFF AND YOUNG PEOPLE TAKING PART IN THE VISIT)

<b>SPECIFIC RISK ASSESSMENT – HORSE RIDING – Not led by LA Staff - PLAN ‘B’</b>		
Horse riding should take place from British Horse Society (BHS) approved riding establishments (not livery yards) under the supervision of BHS relevantly qualified staff. Establishments should check the level of BHS approval and the scope of the riding school they intend to use on the BHS website <a href="http://www.bhs.org.uk">http://www.bhs.org.uk</a> . The riding school should complete an PROVIDER FORM (FORMERLY OV2) form. <b>If you plan to lead your own session contact the SOLASM for more detailed approval.</b>		
<b>State the location and type of visit</b>		<b>GROUP SIZE:</b> <b>Young people:</b> <b>Adults:</b>
<b>ESTABLISHMENT:</b> Rosehill School		
<b>WHO MIGHT BE HARMED:</b> pupils/staff		
<b>HAZARDS</b> (e.g. what might go wrong) (including lack of / inadequate arrangements)	<b>EXISTING CONTROL MEASURES</b>	<b>Write YES if in place, NO if not (or N/A)</b>
Fall from donkey	Donkeys always on lead rein, with another member of staff or trained volunteer to assist. Plus member of school staff if necessary – minimum of 2 staff with one donkey	Yes
Non-riding pupils mingling with donkeys	Specific area of school field set aside for riding activities Clearly marked waiting area High level of supervision of children waiting to ride	Yes
Exposure to harmful plants, berries etc.	Be aware of what the pupils might be handling, remind the pupils not to handle the plants. Make sure children do not put things in their mouth. Carry a first aid kit to wipe any scratches from plants.	Yes
Student becoming agitated, anxious or overstimulated	Staff to be aware of individual risk assessment and care plans for the pupils they are working with and any possible triggers to behaviour. Ratios of staff to child to be considered prior to the visit to take account of their individual needs.	Yes
Asthma attack, anaphylactic shock, medical emergency.	Inhalers to be with children at all times. Adults to know individual needs of medication. Epipen to be readily available to specific individual where necessary and appropriate training undertaken by supervising staff.	Yes
<b>Threat from Terrorism</b>	<b>To be aware of before trip and follow guidance on trip from LA on procedures.</b>	
<b>ON-GOING RISK ASSESSMENT</b> Have staff been instructed to carry out ON-GOING risk assessments throughout the visit / activity e.g. as regards to changes of weather, tiredness / illness in the group, behaviour, problems made known by other groups at the same location etc.		Tick when completed
<b>OFF-SITE VISITS COORDINATOR’S (OVC) COMMENTS (if any):</b>		<b>SIGNED:</b>
<b>HEAD OF ESTABLISHMENT APPROVAL:</b>		<b>DATE:</b>
<b>COMMENTS:</b>		<b>SIGNED:</b>
		<b>REVIEW DATE: Jan 2022</b>

**ASSESSMENT CARRIED OUT BY:**

**SIGNED:**

**DATE:**

**(Group Leader)**

(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED WITH AND UNDERSTOOD BY ALL STAFF AND YOUNG PEOPLE TAKING PART IN THE VISIT)

<b>GENERIC RISK ASSESSMENT – NCC SCHOOL SWIMMING SESSIONS</b>				
<b>State the location and type of visit:</b>				<b>GROUP SIZE:</b> <b>Young People:</b> <b>Adults:</b>
<b>ESTABLISHMENT: Rosehill school, St. Mathias road, St. Ann’s, Nottingham, NG3 2FE.</b>				
<b>WHO MIGHT BE HARMED: Staff, Pupils, centre staff.</b>				
<b>HAZARDS</b> (e.g. what might go wrong) (including lack of / inadequate arrangements)	<b>EXISTING CONTROL MEASURES</b>	<b>Write YES if in place, NO if not (or N/A)</b>	<b>IF:</b> NO State action to be taken with timescales NO Any additional control measures YES Site specific details	<b>RESIDUAL RISK RATING</b> High, Medium, Low
Use of swimming pools – poor leadership and decision making	<p>Refer to and follow the latest Nottingham City Council (NCC) Safe Practice in School Swimming, when using any pool</p> <ul style="list-style-type: none"> <li>Any use of a pool must be supervised by qualified Lifeguard(s) working to recognised ratios as outlined in the NCC guidelines</li> <li>Ensure a school staff member is briefed by the Swim Teacher</li> <li>Observers should be identified, undertake a DBS check, briefed as to their role and sign the Observers checklist.</li> <li>Swim Teachers must be appropriately qualified according to NCC guidelines</li> </ul>	<p>√</p> <p>√</p> <p>√</p>	<p>Good communication through staff from Rosehill</p> <p>Including pupils who have DBS. Observers list in swimming file to read.</p>	Low
Poor Hygiene	<ul style="list-style-type: none"> <li>Pool area is clean and in good repair, that grille covers over outlet pipes are present and secure</li> <li>Changing areas are clean and hygienic</li> </ul>	<p>√</p>	<p>Visual inspection on arrival – centre staff notified immediately if any problems.</p>	Low
Drowning and injury	<ul style="list-style-type: none"> <li>Ensure that you know the swimming ability of the pupils</li> <li>Pool warning and depth signs are evident</li> <li>Pool water is clear and there is evidence of regular testing</li> <li>Lifesaving equipment is evident, accessible and in good repair</li> <li>Where there is a resuscitator, spinal board someone is trained in their use</li> <li>First aid kit is available</li> <li>Goggles – wearing of goggles to be discouraged</li> <li>Relevant ratios are adhered to for Teachers and lifeguards</li> <li>Pupils and staff understand the action to be taken in an emergency</li> <li>Ensure information is given re secondary drowning</li> </ul>	<p>√</p> <p>√</p> <p>√</p>	<p>Teacher and staff to read swimming profile of each pupil</p>	Low
Child protection	<ul style="list-style-type: none"> <li>All staff, observers and helpers must be DBS checked</li> <li>A register of all pupils attending the activity to be taken by staff</li> </ul>	<p>√</p>	<p>All staff checks updated.</p>	Low

**ASSESSMENT CARRIED OUT BY:**

**SIGNED:**

**DATE:**

**(Group Leader)**

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Hypothermia	<ul style="list-style-type: none"> <li>Pool and changing area ambient temperature ~ to be monitored by the pool, swimming will cease if temperatures fall below recommended levels (27C Main Pool, 29C Small Pool).</li> </ul>	√		Low
Slips, trips and falls None swimming activities	<ul style="list-style-type: none"> <li>Pupils must be briefed regarding expected behaviour and emergency procedures</li> <li>No Running</li> <li>Slip resistant surfaces in evidence</li> <li>Non-formal swim teaching activities must be specifically risk assessed and attached to this generic risk assessment e.g. diving, 'recreational' time, use of slide/flumes, inflatables etc.</li> <li>Appropriate supervision within the recommended staff pupil ratios in and out of the pool.</li> </ul>	√ √ √	<p>However, communication and behaviour difficulties increase risk.</p> <p>With staff support (some behaviours such as running always cannot be prevented). The Visits Leader should consider the use of pool shoes for 'runners' and their supervisors (pupils and staff) to mitigate against slips.</p> <p>Visual/Symbolic aids used where necessary.</p>	Low
Legionella	<ul style="list-style-type: none"> <li>Pool has carried out suitable and sufficient risk assessment for Legionella</li> <li>Monitor/observe health of pupils following swimming sessions</li> </ul>	√		Low

**ASSESSMENT CARRIED OUT BY:**

**SIGNED:**

**DATE:**

**(Group Leader)**

(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED WITH AND UNDERSTOOD BY ALL STAFF AND YOUNG PEOPLE TAKING PART IN THE VISIT)

<b>SPECIFIC RISK ASSESSMENT – NCC SCHOOL SWIMMING SESSIONS - PLAN ‘B’</b>		
State the location and type of visit:		
ESTABLISHMENT: Rosehill school, St. Mathias road, St. Ann’s, Nottingham, NG3 2FE.		
WHO MIGHT BE HARMED: Staff, Pupils, centre staff.		
<b>HAZARDS</b> (e.g. what might go wrong) (including lack of / inadequate arrangements)	<b>EXISTING CONTROL MEASURES</b>	<b>Write YES if in place, NO if not (or N/A)</b>
Epileptic episode in the pool	Pupils with epilepsy are always 1:1 in the pool. Instructors trained at handling episodes in the pool.	Yes
Risk of injury at transition periods, e.g. in changing areas	No public use of these areas during our school swimming sessions. Appropriate staffing ratios to support vulnerable pupils. Use of individual cubicles where needed.	Yes
Student becoming agitated, anxious or overstimulated	Staff to be aware of individual risk assessment and care plans for the pupils they are working with and any possible triggers to behaviour. Ratios of staff to child to be considered prior to the visit to take account of their individual needs.	Yes
Asthma attack, anaphylactic shock, medical emergency.	Inhalers to be with children at all times. Adults to know individual needs of medication. Epipen to be readily available to specific individual where necessary and appropriate training undertaken by supervising staff.	Yes
Threat from Terrorism	<b>To be aware of before trip and follow guidance on trip from LA on procedures.</b>	
<b>ON-GOING RISK ASSESSMENT</b> Have staff been instructed to carry out ON-GOING risk assessments throughout the visit / activity e.g. as regards to changes of weather, tiredness / illness in the group, behaviour, problems made known by other groups at the same location etc.		Tick when completed
<b>OF-SITE VISITS COORDINATOR’S (OVC) COMMENTS (if any):</b>	<b>SIGNED</b>	<b>DATE</b>
<b>HEAD OF ESTABLISHMENT APPROVAL:</b>	<b>SIGNED</b>	<b>REVIEW DATE</b>
<b>COMMENTS:</b>		

**ASSESSMENT CARRIED OUT BY:**

**SIGNED:**

**DATE:**

**(Group Leader)**

(THE CONTENT OF THIS RISK ASSESSMENT HAS BEEN SHARED WITH AND UNDERSTOOD BY ALL STAFF AND YOUNG PEOPLE TAKING PART IN THE VISIT)

<b>GENERIC RISK ASSESSMENT – TRAVEL – ON FOOT</b>				
<b>State the location and type of visit:</b>				<b>GROUP SIZE:</b> <b>Young people:</b> <b>Adults:</b>
<b>ESTABLISHMENT:</b> Rosehill school, St. Matthias road, St. Ann's, Nottingham, NG3 2FE.				
<b>WHO MIGHT BE HARMED:</b> Pupils, staff and members of the public.				
<b>SPECIFIC HAZARDS</b> (e.g. what might cause significant harm)	<b>SPECIFIC CONTROL MEASURES</b>	<b>Write YES if in place, NO if not (or N/A)</b>	<b>ADDITIONAL (SPECIFIC) CONTROL MEASURES</b> Briefly outline how you will apply the control measures or any additional measures specific to the visit.	<b>RESIDUAL RISK RATING</b> <b>High, Medium, Low</b>
On foot – Injury due to road traffic accident	<ul style="list-style-type: none"> <li>Walk on foot planned to avoid fast roads wherever possible</li> <li>Pavements must be used where available and the dangers of being on the road explained to young people.</li> <li>Supervision on pavements, roads and especially crossing of any fast roads is pre-planned</li> <li>Young people briefed re hazards and behaviour required</li> <li>If abroad, beware of traffic on the right-hand side of the road</li> <li>Safety when crossing roads on journeys is a key issue. Where possible pedestrian crossings or footbridges should be used and young people made aware of the rules outlined in the Highway and Green Cross codes.</li> <li>Consideration could be given as to whether easily visible clothing could be worn by young people</li> </ul>	<p>YES</p> <p>YES</p> <p>YES</p> <p>N/A</p> <p>YES</p> <p>YES</p>	<p>Staff members at front, centre &amp; back of walking group.</p> <p>Registers taken regularly.</p> <p>Holding hands (where age appropriate) or reigns used where necessary.</p>	Low
Walking on roads – Road traffic accident	<ul style="list-style-type: none"> <li>Face oncoming traffic</li> <li>Staff must be present at front and rear of the group, ideally wearing fluorescent waistcoats</li> <li>On the approach to a right hand bend, the front member of staff should go on ahead to warn approaching traffic of the presence of the group</li> <li>Everybody must keep well in to the side</li> <li>Young people must be cautioned as to the dangers and have the dangers explained to them beforehand.</li> </ul>	<p>YES</p> <p>YES</p> <p>YES</p>	Highly UNLIKELY in URBAN setting but - High staff to pupil ratio, holding hands or reigns used where necessary.	Low
Walking along roads at night	<ul style="list-style-type: none"> <li>Face oncoming traffic</li> <li>Staff wearing some reflective clothing and carrying good lights must be at the front and rear of group</li> </ul>	N/A		

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	<ul style="list-style-type: none"> <li>• On the approach to a right hand bend, the front member of staff should go on ahead to warn approaching traffic of the presence of the group</li> <li>• Everybody must keep well in to the side</li> <li>• Young people must have the serious dangers explained to them</li> </ul>			N/A
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<p><b>COVID 19 infection risks</b></p>	<p>Walking along may present ‘touch points’ along the way, e.g. button on pedestrian crossing. Need to consider how you manage these.</p> <p>What this looks like practically will depend on whether your <b>YP are likely to put their hands to their face, eyes, nose, mouth:</b></p> <p>-</p> <p>Consider how you will <b>manage interaction with the general public/social distancing</b> and whether this is <b>viable given how busy the path/pavement you’re using is.</b></p>		<p><b><u>If this is assessed as LIKELY, you may wish to use appropriate wipes to wipe down the touch points BEFORE use, e.g. button on pedestrian crossing.</u></b></p> <p><b><u>– If it is assessed as UNLIKELY, you may consider that antibacterial wipes/hand gel will suffice AFTER use.</u></b></p> <p><b>ENSURE enough supplies of wipes, hand gel etc. available to take with you on trip.</b></p> <p>Individual pupil risk assessment consulted and decision on suitability of pupil to visit, if pupil likely to put things in mouth consider implications and whether risk outweighs safety</p> <p><b>Consider time of day and location as to</b></p>	<p><b>Low</b></p>
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<b>GENERIC RISK ASSESSMENT – TRAVEL – ON FOOT</b>		
<b>State the location and type of visit:</b>		<b>GROUP SIZE:</b>
<b>ESTABLISHMENT:</b> Rosehill school, St. Matthias road, St. Ann's, Nottingham, NG3 2FE.		<b>Young people:</b>
		<b>Adults:</b>
<b>HAZARDS</b> (e.g. what might cause significant harm including lack of / inadequate arrangements)	<b>SPECIFIC CONTROL MEASURES</b>	
<b>PLAN 'B'</b>		
<b>ON-GOING RISK ASSESSMENT</b> Have staff been instructed to carry out ON-GOING risk assessments throughout the visit / activity e.g. as regards to changes of weather, tiredness / illness in the group, behaviour, problems made known by other groups at the same location etc.		Tick when completed
<b>OFF-SITE VISITS COORDINATOR'S (OVC) COMMENTS (if any):</b>	<b>SIGNED:</b>	<b>DATE:</b>
<b>HEAD OF ESTABLISHMENT APPROVAL:</b>	<b>SIGNED:</b>	<b>REVIEW DATE: Jan 2022</b>
<b>COMMENTS:</b>		

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(Group Leader)

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<b>SPECIFIC RISK ASSESSMENT – Children's Play Area/Park</b>				
<b>State the location and type of visit:</b>				<b>GROUP SIZE:</b> <b>Staff:</b> <b>Pupils:</b>
<b>ESTABLISHMENT: Rosehill Special School, St. Matthias Road, St. Ann's, Nottingham, NG3 2FE.</b>				
<b>WHO MIGHT BE HARMED: Pupils, staff and members of the public.</b>				
<b>HAZARDS</b> <b>(e.g. what might go wrong)</b> <small>(including lack of / inadequate arrangements)</small>	<b>EXISTING CONTROL MEASURES</b>	<b>Write YES if in place, NO if not (or N/A)</b>	<b>IF: NO - State action to be taken with timescales NO - Any additional control measures YES - Site specific details</b>	<b>RESIDUAL RISK RATING</b> <b>High, Medium, Low</b>
<b>Improper use of equipment</b>	Adequate, competent supervision in place. Equipment should be appropriate for age and abilities- check local signage. Conduct monitored.	<b>Yes</b>	Use of prior knowledge of park, advice taken from staff having participated previous recent visits. If uncertain a pre-visit should be undertaken by leader.	<b>Low</b>
<b>Slips trips and falls</b>	Children briefed on need to act sensibly on park and to stay within fenced area.  Leaders to ensure that equipment is not <b>over crowded</b> and is used for it intended purpose and user.	<b>Yes</b>	Briefing of pupils/staff BEFORE going on trip, symbols, visual and verbal rules given. <b>Consider time of day and location as to whether too busy to social distance.</b> Individual pupil risk assessments consulted and decision on suitability of pupils to visit.	<b>Low</b>
<b>Lost children</b>	Children briefed to stay within fenced area and visit to give adequate supervision at all times.  Lost child procedure in place.	<b>Yes</b>	Register taken regularly, assign specific pupils to specific staff for supervision/observation.	<b>Low</b>
<b>Other park users</b>	Children briefed not to talk or play with unknown people/animals.  Supervising staff keep watching children/ area/ people.	<b>Yes</b>	Very close supervision and verbal/visual reminders given re contact with others.	<b>Low</b>
<b>Dog waste and sharps</b>	Leaders to do a visual check of play area and remove any offending articles if they have suitable PPE and training. If not, revert to Plan B.	<b>Yes</b>	Visual check carried out on arrival PRIOR to pupils accessing/using play park.	<b>Low</b>
<b>Damaged equipment</b>	Leaders to do visual check of play equipment and report any breakages or concerns and deem out of use, revert to Plan B.			

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<b>Accident/Injury</b>	<p>Competent, sufficient first aid provision.</p> <p>Accident procedure known and understood by visit team.</p> <p>Visit team have appropriate communication means.</p>	<b>Yes</b>	'Appointed' First Aider – check qualification or experience.- to oversee any incidents and take responsibility for administering First Aid.	<b>Low</b>
<b>COVID 19 infection risks</b>	<p>Play parks will present many 'touch points'. Staff need to consider how you manage these. What this looks like practically will depend on whether your <b>YP are likely to put their hands to their face, eyes, nose, mouth:</b></p> <p>-</p> <p>Consider how you will <b>manage interaction with the general public/social distancing</b> and whether this is <b>viable given how busy the park is.</b></p>		<p><b><u>-If this is assessed as LIKELY, you may wish to use appropriate wipes to wipe down the touch points BEFORE use.</u></b></p> <p><b><u>-If it is assessed as UNLIKELY, you may consider that antibacterial wipes/hand gel will suffice AFTER use.</u></b></p> <p>Individual pupil risk assessment consulted and decision on suitability of pupils to visit.</p> <p>If pupil likely to put things in mouth, consider implications and whether risk outweighs safety.</p> <p><b>Consider time of day and location as to whether park is too busy to social distance.</b></p>	<b>Low</b>

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<b>SPECIFIC RISK ASSESSMENT – Children’s Play Area/Park</b>		
State the location and type of visit:		<b>GROUP SIZE:</b> <b>Staff:</b> <b>Pupils:</b>
ESTABLISHMENT: Rosehill Special School, St. Matthias Road, St. Ann’s, Nottingham, NG3 2FE.		
WHO MIGHT BE HARMED: Pupils, staff and members of the public.		
<b>HAZARDS</b> (e.g. what might go wrong) (including lack of / inadequate arrangements)	<b>EXISTING CONTROL MEASURES</b>	<b>Write YES if in place, NO if not (or N/A)</b>
<b>PLAN ‘B’</b>		
<b>ON-GOING RISK ASSESSMENT</b> Have staff been instructed to <b>carry out ON-GOING risk assessments throughout the visit / activity</b> e.g. as regards to changes of weather, tiredness / illness in the group, behaviour, problems made known by other groups at the same location etc.		Tick when completed
<b>OFF-SITE VISITS COORDINATOR’S (OVC) COMMENTS (if any):</b> • <b>ADVICE TAKEN FROM SOLAR (Andrew Smith)</b>		<b>SIGNED:</b>  <b>DATE:</b>
<b>HEAD OF ESTABLISHMENT APPROVAL:</b>		<b>SIGNED:</b>  <b>REVIEW DATE: Jan 2023</b>
<b>COMMENTS:</b>		

ASSESSMENT CARRIED OUT BY:                      SIGNED:    DATE:    (Group Leader)

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## Appendix K: Duke of Edinburgh Award Expeditions (Information / Guidance taken from NCC Policy 2022 'Section 25'.)

### Open-country activities

The LA acknowledges the immense educational benefits that open-country activities can potentially bring to young people, and fully supports and encourages open-country activities that are correctly planned, managed, and conducted.

For the purposes of LA approval, 'open-country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. Please contact the LA if you think this might apply.

The responsibility for the safety of participants in the activity will rest with either:

a) **An external provider** - see [Section 31](#)

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

*or*

b) **a member of your school's staff** - see below

This person must be specifically approved by the Headteacher to lead the activity, via EVOLVE.

The following minimum levels of technical competence apply where a member of the school's own staff intends to lead an open-country activity:

a) For leaders of walking groups outside the UK or Ireland,

- International Mountain Leader Award (IML) [www.mltuk.org](http://www.mltuk.org)

b) For leaders of walking groups in mountainous terrain within the UK and Ireland

- Mountain Leader Award (ML) Summer or Winter as appropriate [www.mltuk.org](http://www.mltuk.org) *or*

- A written statement of competence by an appropriate technical adviser - see [Section 30](#)

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c) For leaders of walking groups in summer conditions in non-mountainous hilly terrain (Known variously as upland, moor, bog, hill, fell or down), with well-defined obvious boundaries, such as roads and coastlines, and where any hazards within it are identifiable and avoidable, and where wild camping or movement on steep ground is not involved.

- Hill & Moorland Leader Award (HMLA) [www.mltuk.org](http://www.mltuk.org) *or*

- A written statement of competence by an appropriate technical adviser - see [Section 30](#)

d) For leaders of walking groups in terrain 'easier' than that defined in c)

The leader must demonstrate an appropriate level of competence. This may include one or more of the following:

- Basic Countryside Expedition Training (BCET) [www.evolveadvice.co.uk/bcet](http://www.evolveadvice.co.uk/bcet)

(Recommended for all leaders, assistant leaders and volunteers who do not hold a formal qualification)

- Countryside Leader Award (CLA) [www.countrysideleaderaward.org](http://www.countrysideleaderaward.org)

- Lowland Leader Award (LLA) [www.mltuk.org](http://www.mltuk.org)

- [Sports Leaders UK Level 3 Award in Basic Expedition Leadership](#) (BEL)

- Completion of a Visit Leader Training Course.

- A written statement of competence by an appropriate technical adviser see [Section 30](#)

- Evidence of recent, relevant experience, appropriately corroborated.

- An assessment of competence (written or implied) by the Headteacher.

DofE expeditions require parental consent and must be added to EVOLVE as adventurous. This will ensure they get appropriate scrutiny by the EVC, Headteacher/ Deputy and Local Authority.

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SIGNED:

DATE:

(Group Leader)

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