

# **Lumen Christi College**

## **Educational Visits Policy**

### **1. Aims of the Policy**

The College recognises the value to students of educational visits. Such visits should:

- enhance students' understanding of curricular activities;
- provide opportunities to practise skills;
- develop students' social skills.

The College also recognises and accepts that such visits may present challenges to the health and welfare of students. Educational visits will, therefore, be planned and operated in accordance with this policy and guidance so that everyone involved understands his/her responsibility and can participate fully in learning outside of the classroom.

This policy seeks to implement best practice guidance from EA as provided in "Educational Visits – Policy, Practice and Procedures" (2017) and "Educational Visits: Best Practice" (2009), and from DENI in "Every School a Good School: Guidance for Governors: Educational Visits" (2010).

### **2. Definitions**

**'Educational Visit'** includes but is not restricted to the following activities: off-site visits, study and cultural visits, hazardous and adventure activities and expeditions, overseas trips and residential trips. It is not intended to cover routine sporting activities or physical education.

**'Employee'** means anyone who works under a contract of employment with the Board of Governors.

**'External Provider'** means any person or organisation other than the College or employee of the College who provides a service and/or facilitates an activity under a contract during the Educational Visit.

**'Group Leader'** means an Employee who has overall responsibility for the supervision and conduct of the Educational Visit.

**'Hazardous Activities'** include but are not restricted to activities such as winter sports, rock climbing, hill walking, skiing, mountaineering, surfing, skin or scuba diving, white-water rafting, caving, climbing, trekking and water sports or activities in or around water. An activity may be considered to be hazardous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain or in or near water.

**'Supervisor'** means any competent adult, aged 18 or over who has responsibilities and duties assigned to him/her during an Educational Visit.

### **3. Legal Requirements and Responsibilities**

Under the Health and Safety at Work Act 1974, the Board of Governors is responsible for the health, safety and welfare at work of their employees. This duty extends to everyone involved in Educational Visits (to include but not restricted to teachers, volunteers, helpers and students and members of the public).

The Board of Governors carries out its legal responsibility by observing the Management of Health and Safety at Work Regulations 1999, as amended, made under the 1974 Act, which require them to:

- assess the risks of activities and record any significant risks;

- introduce measures to control those risks;
- tell their employees about these measures.

These duties apply at all times to all Educational Visits in the UK. Educational Visits outside of the UK will be subject to the law of that country, but if the risk assessment is carried out in the UK, it will also be subject to UK domestic law.

#### 4. Individual responsibilities

The **Vice-Principal** responsible for authorisation of school trips will ensure that application forms, risk assessment forms and, if required, transport arrangement forms have been completed, satisfy herself that risk assessments have been carried out, that appropriate safety measures are in place and that staff training needs have been addressed by the group leader for any educational visits to be approved.

She will ensure that

- Educational Visit Proposal Appendix 1 – Forms has been submitted and Educational Approval Form completed by Principal / Vice Principal.
- every educational visit will have a Group Leader who has been appointed or approved by the Principal;
- adult members of staff and volunteers have been vetted through AccessNI;
- the Group Leader is competent to plan, undertake and supervise activities and to monitor/assess the risks throughout the Educational Visit;
- risk assessment(s) for the planned Educational Visit have been completed and appropriate health and safety measures are in place before final approval of any trip;
- she has the full itinerary, the address and telephone number of the venue of the educational visit, as well as contact details for staff and students.

The **Group Leader** is the teacher responsible for the planning, undertaking and supervision of an educational visit.

The Group Leader has responsibility for

- Submission of Educational Visit Proposal Form Appendix 1 Forms.
- the preparation of proper risk assessment(s) Appendix 3 in consultation with the Vice-Principal;
- the supervision and conduct of the Educational Visit, including behaviour and discipline of the students as well as their health and safety;

The Group Leader will obtain approval for the trip from the Principal / Vice-Principal and plan this within the constraints of the school's published calendar. He /she will carry out a risk assessment using the pro-forma Appendix 3, undertake the briefing of group members and parents, where appropriate and provide adequate information to parents regarding the Educational Visit in order to obtain informed parental consent, and obtain such consent where appropriate.

It is also the responsibility of the Group Leader:

- to ensure that all students participating in the trip sign and adhere to the terms of the **Code of Conduct** published in Appendix 2
- to liaise with the Finance Manager in order to ensure that all payments required are obtained in advance of any visit, that adequate insurance is in place and that all insurance conditions are complied with;
- inform staff of absent pupils at least **5 working days** before departure;
- be responsible for confirming that adults who will attend the educational visit are properly vetted in accordance with the college's Child Protection Policy;

- obtain relevant medical information for students wishing to attend the Educational Visit and appraise himself/herself of Students' special educational and/or medical needs which may be relevant to the visit and liaise with other employees, teachers, supervisors, where appropriate;
- ensure that there is sufficient first aid provision for each educational visit from appropriately qualified personnel;
- prepare students, teachers, supervisors and volunteers in advance of the educational visit;
- obtain and carry emergency telephone numbers and details of emergency points of contact;
- take immediate steps to terminate the Educational Visit if there are unacceptable risks to the health or safety of the students or to anyone else on the visit;
- ensure that all students and parents are aware of the standard of behaviour expected on all Educational Visits and the consequences of breaching those standards.

The Group Leader has the right to return any student home if, after consideration of all relevant matters, s/he is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the parent(s)/carer(s).

**Supervisors** act as employees and ambassadors of the College, whether the educational visit takes place within normal working hours or outside those hours.

Supervisors will do their best to ensure the health and safety of everyone in the group and act as any reasonably prudent parent would do in the same circumstances. They will:

- comply with the instructions of the Group Leader and help with control, behaviour and discipline;
- speak to the Group Leader if concerned about the health or safety of anyone attending the educational visit;
- be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader.

Non-teacher adults acting as supervisors will be properly vetted, CRB checked and assessed in accordance with the College's Child Protection Policy by the Group Leader and Vice-Principal prior to the visit. They will not be left in sole charge of students except where it has been previously agreed as part of the risk assessment.

**Employees** also have a common law duty to act towards students as any reasonably prudent parent would do in the same circumstances. However, in some circumstances such as where employees specialise in a particular activity or lead more hazardous or adventure activities there may be a higher duty of care.

All Employees should adhere to the terms of this policy and confirm that they have read, understood and agree to comply with the terms of this Policy before engaging on any school trip.

Non-compliance with the terms of this policy and with general health and safety responsibilities will be taken seriously and may result in disciplinary action.

**Students** must not put themselves or others at risk and must follow the instructions of the Group Leader, teachers and supervisors.

They are expected to:

- adhere to the code of conduct at all times;
- dress and behave sensibly and responsibly, using safety equipment as instructed;
- wear College uniform or kit unless permission has been given for other clothing;
- if abroad, be sensitive to local codes and customs.

**Parents** will contribute to the success of the visit by understanding and reinforcing the objectives and educational aims of the educational visit and by reinforcing the standard of behaviour and conduct expected of their child on the educational visit.

Parents should

- complete permission slips (global or specific, as appropriate) and code of conduct agreement; See Consent Form Appendix 1
- provide clear information on their child's health and/or any special needs, including the need for medical attention or medication;
- provide their up to date contact details or other appropriate contact details in the event they will be unavailable;
- attend any briefing sessions to be held by the Group Leader.

## 5. Administration

Approval in principle for any educational visit must be obtained from the following before each visit can take place. Those planning any educational visit should obtain approval from:

**Principal:** for non-routine activities e.g. trips outside of the UK or hazardous activities;

**Vice-Principal:** for routine academic trips e.g. theatre trips, concerts, museum visits; for recreational trips e.g. trips to the cinema, theatre.

To reduce the adverse impact of trips on the teaching and learning of students remaining in the college caused by teacher absences, all trips requiring overnight stays of more than one night must be planned to take place during a period of school holidays/closure before approval will be granted.

**In addition, risk assessments and breakdown of proposed costs including anticipated substitute teacher cover costs must be completed by the group leader and factored into the overall cost of the trip prior to seeking approval for the trip.**

## 6. Risk Assessment please see Appendix 3

The Group Leader will complete Educational Visit Group Details Form and attach to risk assessment. The Group Leader will consult with any relevant authorities, colleagues and external organisations to carry out a full and detailed risk assessment of hazards posed by the educational visit using the standardised risk assessment Appendix 3. Appendix 3a to be used for trips involving an overnight stay and Appendix 3b for all other trips. Please follow exemplars given.

Risk assessment forms for all educational visits must include:

- all planned activities;
- other general considerations to include the venue and transport arrangements;

- medical requirements for individual students and management strategies;
- full contact details of staff and students;
- consideration of specific activities within the visit such as camping; ferry and flights; first aid needs; individual student requirements; placement with host families; nature of residential accommodation; arrangements for transport.

It is acceptable for generic risk assessments to be used for regular educational visits provided that hazards, risk factors and control measures remain the same, but all other administrative requirements should be observed.

The Group Leader should continue to assess and reassess risk throughout each educational visit by way of dynamic risk assessment. If he/she considers that the hazards or risk factors unacceptable then the activity or educational visit itself should **not** go ahead.

## 7. Supervision

There shall be an adequate ratio of adults to students in order to supervise students during each educational visit. Ratios should become closer the more complex or hazardous the venue or activity.

An Emergency Plan shall make provision in the event of an emergency or incident, within the specified ratios of supervisors to students for a different supervisor or competent adult, to deal with any emergency or incident; seek emergency and/or medical assistance and communicate with the emergency contact at the College; and supervise the remainder of the party.

For local low risk visits in normal circumstances and subject to any special considerations the following ratios may be appropriate:

Years 8- 12: 1: 15

Years 13-14: 1: 20

One supervisor should be appropriately qualified in first aid.

### **Overnight stays, residential visits or visits outside of the UK:**

All supervisors will be employees and a ratio of 1:10 will apply to students below 16 years of age and 1:15 will apply to students above 16.

Mixed gender groups will, where possible, have at least one male and one female supervisor.

### **Unsupervised Students:**

Where Students are working unsupervised, for example, on a Duke of Edinburgh Award expedition, the risk assessment will reflect the aptitude and experience of the students. All risk assessment forms will have been submitted to the designated school officer.

## 8. Consent

Appropriate consent must be obtained from at least one parent. Parents sign a **Global Permission Form** when their children are admitted to the College which provides written consent for most educational visits.

Additional written consent must be obtained from at least one parent for:

- overnight and residential stays away from the College;
- visits outside the UK;
- hazardous activities
- visits which will cost more than £25.00. Please see Appendix 1 –Consent Form.

The Group Leader will ensure that parents are given sufficient information in writing to give them a true and accurate understanding of the educational visit in order to enable them to provide informed consent.

A copy of the written consent must be lodged with the Vice-Principal by the Group Leader. If consent is refused by one or both parents, the student shall not take part in the educational visit.

## **9. Child Protection**

The College's Child Protection Policy and procedures and the Drugs Policy & procedures will apply at all times during Educational Visits.

Vetting of host families abroad cannot be undertaken through the NI Access checking process and exchange or home stay visits abroad means that the responsibility for vetting the host families rests with the host school. Parents will be informed of this prior to their permission to allow their child to attend such visits.

The Group Leader will carry out the duties of the Designated Child Protection teacher or will name an appropriate adult member of the group to do so. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the educational visit will be reported immediately to the Vice Principal and Child Protection Teacher who will advise as to how the situation is to be managed.

The Group Leader will also carry out the duties of the Designated Teacher responsible for Drugs. If a Drugs related incident happens on an Educational Visit / Activity the trip leader will assume the role of the designated teacher and update the designated teacher at the earliest opportunity and submit a full report on return to school.

## **10. Disability, medical and special educational needs**

The College will make every effort to ensure that educational visits cater for and are accessible to all, irrespective of disability, special educational or medical needs, ethnic origin, religion or gender.

Where there are doubts over the inclusion of a student on the grounds of disability, special educational or medical needs, ethnic origin, religion or gender, there will be consultation between the College, the student and the parent(s).

If despite making reasonable adjustments there remains a significant, unmanageable and unacceptable risk to the health and safety of student(s) or anyone else on the educational visit, it may be reasonable to exclude a student from the educational visit on those grounds. A record should be maintained by the College of the reasons for the exclusion of that student from the educational visit.

## **11. Charging**

The College reserves the right to charge for educational visits, transport, accommodation, equipment and other related costs. If payment is not received before the visit begins, the College reserves the right to exclude students from Educational Visits. Where arrangements for sending a student home early have to be made, parents will normally be required to meet the costs of such arrangements. The College will not be obliged to refund the cost of the remainder of the visit.

**When charging for school trips, the cost of substitute teacher cover for staff members acting as group leader or supervisors must be calculated into the overall cost of the trip.**

## **12. Hazardous Activities and External Providers**

Anyone who leads a hazardous activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations. Where possible the Group Leader should obtain and check references from external providers.

The Group Leader should check if external providers are required to have a licence to provide licensed activities and, if so, that they hold a current licence.

If the Group Leader is not leading the activity, he/she should agree with the external provider their respective roles and in particular who is going to be responsible for students during the activity and for what period of time. The Group Leader, teachers and supervisors retain responsibility for the moral and emotional well-being of students during the activity and should not hesitate to withdraw a student from an activity they judge to be unsafe or causing distress.

Prior to commencement of any hazardous activity, whether licensable or not, the Group Leader should be fully satisfied with arrangements for health and safety. In the event that he/she is not satisfied he/she will consider, in consultation with the Vice-Principal whether it is appropriate to abort the activity altogether.

## **13. Transport**

The Group Leader, as part of the planning and risk assessment of an educational visit, shall consider the transport requirements for the educational visit, including contingency planning for cancellation, delay or breakdown of the transport arrangements.

All transport bookings must be made through the College administration and only coach companies which have been vetted and approved by the College may be used.

The Group Leader should ensure with the school administration that the driver of the vehicle has the appropriate licences, insurances and is competent to drive the vehicle concerned.

## **14. First Aid**

The Group Leader will ensure that there is adequate first aid provision on each educational visit.

The minimum first aid requirements for educational visits are:

- a suitably stocked first aid container;
- one appointed person to take charge of first aid arrangements;
- risk assessment dealing with first aid requirements considering the nature and complexity of the activity and the number of students and supervisors;
- availability of ambulance services and other medical assistance and proximity to hospitals.

In the event of an emergency all members of the group should:

- assess the nature and extent of the emergency;
- take immediate action to safeguard themselves and other members of the group.

The Group Leader (or another Supervisor in the event the Group Leader is unable to fulfil the role) should

- summon emergency assistance and/or medical assistance and/or inform the police, if appropriate;
- if there are casualties, ensure that they are accompanied if required to go to hospital and that the remainder of the group is adequately supervised;

- seek assistance from the First Emergency Contact and Vice-Principal/Principal where appropriate;
- follow the reporting procedures below.

### **15. Reporting Procedures Following an Incident**

The Group Leader should ensure that any incident is properly recorded and is reported to the First Emergency Contact and Vice-Principal as soon as reasonably practicable.

Under no circumstances should anyone make a statement to the press or any admission of liability for any occurrence other than on legal advice. Any statements to the Police, HM Revenue and Customs or other officials should only be made in the presence of a lawyer and on his/her advice.

Any incident where a Student is taken from the accident site to hospital should be reported to Vice-Principal immediately.

**An Incident/ Accident Report** must be submitted to the Vice-Principal **within 48 hours** of return from the educational visit. This should be reported through the Incident /Accident Report form held in the College Reception. Please complete incident report Appendix 4.

### **16. Use of Social Media**

Staff must ensure as far as possible that students should refrain from posting information online during any school trip.

The Group Leader must make this clear to the students and parents that they must refrain from posting online and students who post any inappropriate material will be given appropriate sanctions in line with the College's Positive Behaviour Policy.

### **17. Post Visit Review Form (Appendix 5)**

Please complete the Post Visit Review Form on return.

## Educational Visit Proposal Form

**To be completed for any trip involving overnight stay**

# EVP

Name of School	
* Name and address of other school(s) involved (if applicable):	
Educational objective(s) of visit:	
Place(s) to be visited:	

KEY STAGE GROUP:	Key Stage 3/4  [11-16 years]	Post 16  [16+ years]
Tick		

Total Numbers of Pupils Involved	Your School Project	Male	Female
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Category of visit	Circle as appropriate			
	3	4	5	
Proposed Dates(s)	From: .../.../...	To: ...../...../.....	Number of Days (incl):	
Approx cost per pupil				

Activities to be undertaken:	
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Staff & other adults involved Name:	M	F	School Visit	Date & Time of attendance

Transport Arrangements:	
Organising Company:	
Agency (if relevant):	
Other comments or information:	
Principal's Signature:	Date:
Chair of Governor's Signature:	Date:

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school project to process and retain the information for the purpose(s) stated.

# Educational Visit Approval Form

EVA

(For use in relation to visits involving overnight stay)

Year 20 \_\_\_\_\_ Term \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_

Activity	Educational Objective(s)	Frequency (dates)	No of Pupils	Year group(s)/ age range

Approved \_\_\_\_\_ / \_\_\_\_\_

*Signed principal*

*Date:*

# Parental Consent Form

School Name:

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Date:

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I consent to my son/daughter\*

(Name in full)

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taking part in the educational visit to be held on

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I confirm to the best of my knowledge that he/she\* is medically fit to participate.

Please give details of:

1. Any current medical condition

2. Post Medical Condition (e.g. following a medical procedure or illness)

3. Any medication being taken

4. Any other relevant information which may affect his/her participation in the visit (including allergy or dietary requirements)

5. Emergency contact numbers:

i) Name (parent)	_____	Work: __
		Mobile: __
ii) Name (parent)	_____	Work: _____
		Mobile: _____
iii) Name (next of kin)	_____	Work: _____
		Mobile: _____

I accept the established code of conduct for the educational visit and agree to the arrangements relating to my son/daughter returning home from the visit due to unforeseen circumstances.

I agree to my son/daughter receiving emergency medical treatment, including anesthetic/blood transfusion, as considered necessary, by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Signed .....(Parent/Guardian) Date .....

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school to process and retain the information for the purpose(s) stated.

## Appendix 2

### **Code of Conduct for Pupils**

Pupils who are participating in any extra-mural activities/trips are ambassadors for the College and representing their parents and, as such, are bound at all times by the College's Positive Behaviour Policy of Lumen Christi College.

Parents and pupils are expected to sign the Code of Conduct by which they agree to the procedures, practice and sanctions associated with external trips.

Pupils are expected to:

- co-operate fully with teaching staff and all other supervisory staff at all times
- take responsibility for their own property and respect that of others
- behave with courtesy and consideration to all members of the party as well as any members of the public with whom they come in contact
- keep clean and tidy any facilities that they use, including any means of transport
- treat accommodation facilities appropriately. Any damage found or caused must be reported to a member of staff at once
- report punctually for any activities, travel etc.,
- behave in a safe and appropriate manner with all members of the party and all those with whom they come in contact in the course of the visit
- refrain from smoking and from drinking alcohol throughout the period of any trip
- refrain from posting information online during any school trip.
- advise teaching or supervisory staff immediately about any problems or concerns experienced during the visit
  
- adhere strictly to the deadlines for 'lights out' set by the supervising staff. All pupils must remain in their rooms from that time until the following morning
- follow the group leader's arrangements for contacting member of staff if he/she wishes to contact another pupil or report a problem after curfew
- seek the permission of a supervisor if they wish to borrow an item from another pupil's room. Pupils should NOT enter any bedroom other than the one to which they have been assigned
- adhere to normal school rules regarding appropriate use of cameras used and photographs taken on school trips; no photographs of staff or pupils are permitted without their consent.
- Students should refrain from posting information online during any school trip.

### **Sanctions**

Pupils and parents must be aware that breaches in the Code of Conduct will result in a sanction being applied. Possible sanctions include;

- If there are concerns about a pupil's behaviour/work in school prior to the trip, the College reserves the right to withdraw permission for the pupil to participate in the school trip.
- During the trip, pupils in breach of school rules or causing concern will be spoken to and issued with a verbal warning by a member of staff
- Pupils may be excluded from an activity or all activities and placed under the supervision of a teacher instead.

- Parents will be contacted and informed of the problem where an initial verbal warning proves ineffective or where an incident is of sufficiently serious concern.
- Pupils/parents will be liable for the cost of any damages for which they are responsible during a trip.
- Pupils in breach of the code of conduct may not be permitted to participate in future school trips.
- In serious cases, a pupil could be sent home early and parents would have to incur the additional costs arising from this.
- Taking photographs of staff and pupils without consent is a breach of school rules. Any publication online or otherwise of photographs taken without consent will entail suspension from school.
- The College Policy on Drugs will be implemented if required during the trip.
- Students who post any inappropriate material will be given sanctions in line with the College's Positive Behaviour Policy.
- All sanctions imposed will be reviewed by the management of the college.

**Parent / Carer:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix 2

### CODE OF CONDUCT FOR ALL LEADERS, STAFF AND SUPERVISORS

Adult supervisors leading and accompanying a group of students are at all times bound to follow the college's Child Protection Policy.

Given the particular circumstances of educational trips, adult supervisors must adhere to the following additional guidelines:

- Supervisors must discuss and agree supervisory duties in advance of the trip and carry out all duties so assigned throughout the period of the trip.
- Supervisors must ensure that their relationships with pupils are appropriate to the age and gender of the pupil, taking care that their conduct does not give rise to comment or speculation.
- Supervisors must not enter the bedrooms or sleeping accommodation of pupils unless accompanied by another supervisor except in an emergency or when such action is completely unavoidable.
- A supervisor should avoid situations in which he/she is alone with a pupil. If such a situation is unavoidable, the supervisor should as far as possible ensure that he/she is in a public place with the pupil.
- Supervisors must avoid all physical contact with pupils, unless engaging in administering first aid or as part of the college's Reasonable Force policy.
- Supervisors must not consume alcohol during the trip.
- Supervisors must not smoke in the presence of pupils during the period of the trip.
- Supervisors must ensure that their own conduct is appropriate in the circumstances and would not give rise to comment or speculation.
- If any incident occurs during the trip where a supervisor feels that his/her actions may have been misconstrued, the supervisor should report the incident to the Group Leader immediately and should, on return to the College, provide a written and verbal report of the incident to the Designated Teacher or Principal.

Signed .....(Parent/Guardian) Date .....

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation

by you to allow the school to process and retain the information for the purpose(s) stated.

## Appendix 3a

### Lumen Christi College



### Risk Assessment

Teacher Organiser:

Department:

Location of Outing / Event:

Date(s) of Outing / Event:

Staff Leader:

Contact Number:

Staff Involved:

Other Adults:

Students Involved Signed

Date

Authorised by \_\_\_\_\_

Date \_\_\_\_\_



This is an example of an approach to risk assessment, using a scoring mechanism.

Risk assessment can be undertaken by identifying the hazards and then assessing the risk. Note that a hazard is anything with the potential to cause harm. Risk is the likelihood of harm from the hazard being realized.

Probability of occurrence	Score	Consequence of outcome
Highly unlikely to ever occur	1	Slight inconvenience
May occur but very rarely	2	Minor injury requiring First-Aid
Does occur but only rarely	3	Medical attention required
Occurs from time to time	4	Major injury leading to hospitalisation
Likely to occur often	5	Fatality or serious injury leading to disability

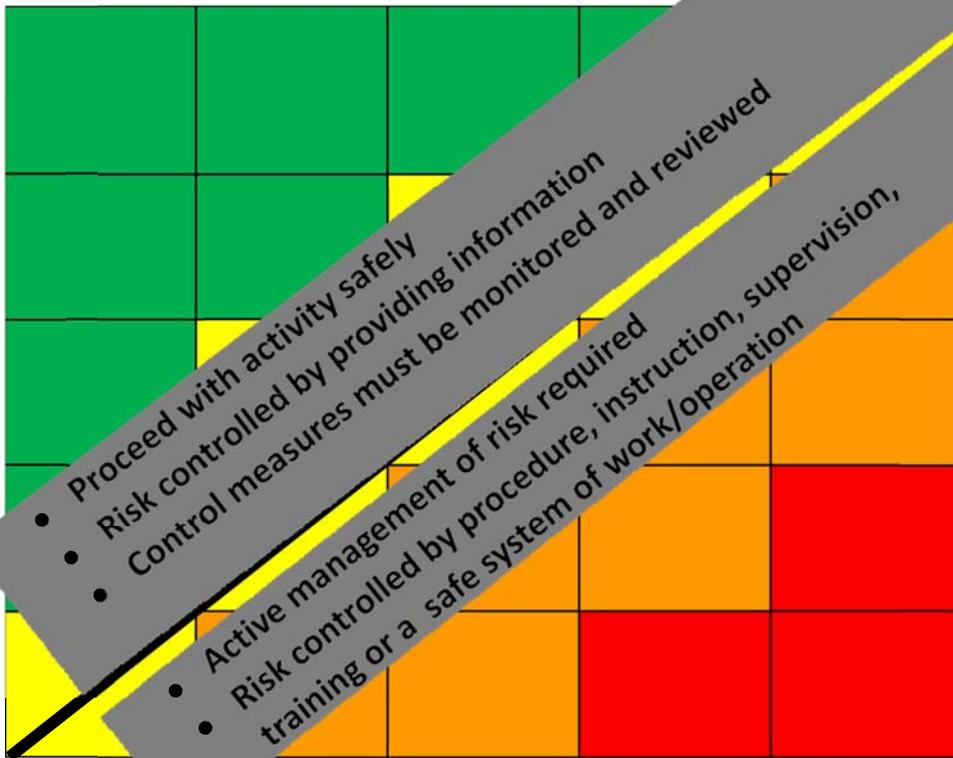
**Risk = Probability of occurrence x Consequence of outcome**

The level of risk can be calculated by multiplying probability by consequence, so providing a theoretical maximum score of 25. If the resulting score totals 10 or more then active management of the risk is required.

Score	1	2	3	4	5
1	1 Trivial Insignificant	2 Trivial Insignificant	3 Trivial Insignificant	4 Trivial Insignificant	5 Low Tolerable
2	2 Trivial Insignificant	4 Trivial Insignificant	6 Low Tolerable	8 Low Tolerable	10 Medium Substantial
3	3 Trivial Insignificant	6 Low Tolerable	9 Low Tolerable	12 Medium Substantial	15 Medium Substantial
4	4 Trivial Insignificant	8 Low Tolerable	12 Medium Substantial	16 Medium Substantial	20 High Intolerable
5	5 Low Tolerable	10 Medium Substantial	15 Medium Substantial	20 High Intolerable	25 High Intolerable

Risk Level	Action Required
<b>1 – 4 Trivial/Insignificant</b>	Acceptable. Activity should be regularly reviewed to ensure there is no change to the risk.
<b>5 – 9 Low/Tolerable</b>	Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.
<b>10 – 16 Medium/Substantial</b>	Active management of risk required above score of 10. Activity can proceed, but with caution, ensuring control measures are maintained. Efforts should be made to reduce risk to low.
<b>20 – 25 High/Intolerable</b>	Unacceptable. Immediate action required. Activity should be stopped until control measures can be implemented to reduce risk to medium, then monitor

## Risk Treatment



The vital issue is whether the risk can be managed. If there are doubts that the risk is manageable, then it is advisable to change the activity and/or the location. Where there is considerable concern as to the outcome, it is better to abandon and redesign the educational visit than to expose young people to an unacceptable level of risk.

Group leaders must fully record their risk management decisions on paper.

‘As with much health and safety legislation and regulations the paper at the end of the process is of minor significance compared to the professional judgement of the group leader.

As risk management is becoming recognised in all walks of life it is important that young people become involved in the process at the earliest possible stage.’ (Teaching Geography, Vol.25, No. 2, April 2000, p. 74) Schools and youth groups need to develop young people’s understanding of risk. This will equip and prepare them to undertake risk assessment and help them to determine how risk can or cannot be managed.

Please find at **Appendix 4a** an exemplar risk assessment produced by a local secondary school for a school trip to London.

For pupils prone to behavioural problems an individual risk assessment is required, a template for which is available at **Appendix 4b**

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
<b><u>Risk Assessment - General Risks</u></b>							
All activities	Sickness/Injury Requiring the need for medical treatment	Students Staff	<ul style="list-style-type: none"> <li>•All students carry an ID card</li> <li>•Insurance through NST</li> <li>•Details of medical conditions and medication will be obtained from parents; students to have sufficient medication for the entire trip</li> <li>•Written permission from parents to authorise teachers to approve appropriate medical treatment</li> <li>•Two experienced first aiders on trip</li> <li>•Contact numbers for parents, NST emergency medical service and insurance company to be carried by group leaders</li> <li>•In the event of an allergy (nut) or other allergic reaction the NST emergency medical service number will</li> </ul>	3	3	<b>9</b>	Should a pupil become ill during the trip their parents will be notified and professional medical help sought
Coach Travel	Risk of accident	Students Staff	<ul style="list-style-type: none"> <li>•All teachers and students will wear seatbelts on the coach where available</li> <li>Students will be told not to move about coaches when in motion</li> <li>Reputable companies used throughout visit</li> </ul>	2	5	<b>10</b>	

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
Outside activities	Students getting lost	Students	<ul style="list-style-type: none"> <li>•All students will be allocated to a particular teacher for whole trip</li> <li>•Students will be told to stay in groups (minimum 3) at all times and never to go anywhere alone</li> <li>•Students to be aware of school mobile number which will be carried by staff</li> <li>•In case of a student going missing, staff to be informed immediately</li> </ul>	4	1	4	
All Activities	Risk of abuse of students by strangers	Students	<ul style="list-style-type: none"> <li>•Students to stay in groups (minimum 3) at all times and never go anywhere alone</li> <li>•Students to be aware of school mobile phone number which will be carried by staff</li> <li>•In case of inappropriate contact from a stranger, staff to be informed immediately</li> </ul>	2	3	6	
<b><u>Coach Travel to and from Belfast International Airport</u></b>	Road Accident	Students Teachers	<ul style="list-style-type: none"> <li>•Reputable company used</li> <li>•All teachers and students will wear seatbelts on the coach where available</li> <li>•Students will be instructed not to move about coach when in motion</li> <li>• Coach company will provide bags for sickness</li> </ul>	2	5	10	Regular staff checks
	Travel sickness			3	1	3	

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
<b><u>Belfast International Airport/ Gatwick Airport/ Luton Airport</u></b>	Students getting lost	Students	•Students will be allocated to a teacher and will check-in as a group. Teachers will retain boarding passes for students unless when needed for boarding of aircraft.	4	1	4	Teachers will supervise their groups and give clear instructions on a regular basis. Students may visit shops but they are not allowed to venture anywhere on their own. Any student straying from the group will be
	Injury			3	2	6	
	Theft		•Students will remain in their groups and board together. They will be counted regularly.	2	1	2	
	Lost boarding pass		•Students will be seated together and will exit plane after the other passengers.	4	1	4	
	Attention from strangers		•Students will be told to report any inappropriate attention from	2	3	6	
<b><u>Hostel/Hotel</u></b>	Sickness	Students Staff	•NST have been requested to locate student rooms close together •Students will be assigned to specific room	3	3	9	Students will be warned about behaviour and the avoidance of accidents. Students will read fire drill instructions in their rooms and check locations of exits Teachers will check all rooms for
	Accident and Injury		•Teachers' rooms have been requested to be on same level as students •Students will be told to report any inappropriate attention from strangers to teachers immediately	3	3	9	
	Fire		•NST regularly inspect the quality and safety of hostel accommodation. •Teachers will draw students'	2	5	10	
	Attention from strangers			2	3	6	

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
			<ul style="list-style-type: none"> <li>•Students will be asked to keep doors closed at night, opening them to no one except a member of staff. Windows should remain closed unless they are on a safety or security catch. Only male staff will go into boys' rooms. Only female staff will go into girls' rooms.</li> <li>•Member of staff from hotel/hostel will be available at night time.</li> <li>•Students will not be allowed out of the hostel unless supervised by staff.</li> <li>•Students will be asked to be</li> </ul>				Students will be given set times to stay in rooms and switch off lights. Teacher will be on duty in corridors at night time All teachers will have a list of rooms and occupants Students will be aware of the teachers' room
<u>Underground Journeys</u>	Students getting lost  Lost tickets  Falling onto the line	Students	<ul style="list-style-type: none"> <li>•Student to get off train at next stop and notify a member of the underground staff.</li> <li>•Student or member or rail staff to phone school mobile.</li> <li>•A member of staff will meet student at this point.</li> <li>•Teacher to speak to underground staff about replacement ticket</li> <li>•Ensure group stay behind the safety lines at tube stations</li> </ul>	3  4  2	4  1  5	12  4  10	Head counts on the platform before embarkation and disembarkation. Students are given instruction what to do in case of failing to disembark Student to phone school mobile Student to get assistance from member of underground staff Member of staff

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
							will meet student at point where they are located
<b><u>Trip on the River Cruise</u></b>	Water Accident / injury	Students Teachers	•Students supervised at all times to ensure safety	3	2	6	Students will be warned about behaviour and the avoidance of accidents. Students to be in groups at all times Close teacher supervision of students Regular roll calls Staff to monitor school mobile phones for messages
	Getting lost		•Students will be expected to be on good behaviour during the boat trip of the River Thames and staff will need to be vigilant that students stay within safe areas of boat.	2	2	4	
	Falling off boat		•Students will be told to report any inappropriate attention from strangers to teachers immediately	2	5	10	
	Attention from strangers			2	3	6	
<b><u>Visits to Restaurants</u></b>	Slips/ Trips	Students Teachers	•Ensure that pupils are seated together in restaurants and supervised by teachers.	2	2	4	
	Food Poisoning		•Slips/trips pupils must inform member of teaching staff and restaurant manager immediately •Use Food Hygiene Ration Schemes to assist in the choice of Restaurants.	2	3	6	

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
<b><u>Trip to Madame Tussauds</u></b>	Slips/ Trips	Students Teachers	•Ensure that pupils are seated together in theatre before lights go down and supervised by teachers.	2	2	4	Student reminded of appropriate behaviour and manners. Close teacher supervision of students. Students remain with their allocated teacher  Teacher does head count for their allocated group group, communicates with
	Evacuation/Fire		•Ensure no pupils leave the building without teacher supervision •Ensure that pupils are aware of evacuation procedures •Ensure all pupils accounted for at the assembly point.	2	2	4	
<b><u>Trip to Natural History Museum</u></b> Risk assessments for school groups carried out by The Natural History Museum have been attached to this document	Slips/ Trips	Students Teachers	•Ensure that pupils are seated together in theatre before lights go down and supervised by teachers.	2	2	4	• Student reminded of appropriate behaviour and manners. • Close teacher supervision of students. • Students remain with their allocated teacher • Teacher does head count for their
	Evacuation/Fire		•Ensure no pupils leave the building without teacher supervision •Ensure that pupils are aware of evacuation procedures •Ensure all pupils accounted for at the assembly point.	2	2	4	

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
							allocated group group, communicates with leader in charge
<u>Trip to West End musical</u>	Slips/ Trips	Students Teachers	<ul style="list-style-type: none"> <li>• Ensure that pupils are seated together in theatre before lights go down and supervised by teachers.</li> <li>• Ensure no pupils leave the building without teacher supervision during performance/at interval/at end of performance</li> </ul>	3	2	6	Student reminded of appropriate behaviour and manners. Close teacher supervision of students
<u>Trip on the 'Hop on Hop Off' bus tour</u>	Road Accident Boarding and disembarking the bus	Students Teachers	<ul style="list-style-type: none"> <li>• All teachers and students will wear seatbelts on the bus where available</li> <li>• Students will be instructed not to move about coach when in motion</li> <li>• Staff will expect students to observe Green Cross Code.</li> </ul>	2	4	8	Regular staff checks. Close staff supervision when boarding & disembarking the bus
<u>Shopping Trip in Oxford Street</u>	Getting lost  Attention from strangers  Danger from traffic  Pickpockets	Students   Teachers	<ul style="list-style-type: none"> <li>• Staff should ensure that students are safely escorted off underground at Oxford Street</li> <li>• Leaders will walk students around main part of Oxford Street and establish a location and time for meeting students.</li> <li>• Staff will expect students to observe Green Cross Code.</li> </ul>	3  2  3  4	4  3  5  2	12  6  15  8	Students will be warned about behaviour and the avoidance of accidents. Students to be in groups at all times Close teacher supervision of

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
			<ul style="list-style-type: none"> <li>• Staff will establish times and meeting points .</li> <li>• Students will be instructed to report any inappropriate attention from strangers to teachers immediately</li> <li>• Students will be warned about the dangers of pickpockets, and advised not to carry too much money and to secure any personal belongings</li> <li>• Students to have mobile phone numbers to contact staff if necessary</li> </ul>				students Regular roll calls Staff will establish times and meeting points for shopping Staff to monitor school mobile phones for messages
<b><u>Trip to London Eye</u></b> Risk assessments for school groups carried out by London Eye have been attached to this document	Accident / injury	Students Teachers	• Students supervised at all times to ensure safety	1	3	<b>3</b>	Students instructed on the health and safety rules of the London Eye Teachers supervise students on entering London eye and disembarking capsule
	Boarding the capsule		• Steps/stairs when boarding the capsule	2	2	<b>4</b>	
	Door entrapment		<ul style="list-style-type: none"> <li>• Ensure that there are no students who suffer from vertigo</li> <li>• Supervision in capsule by teachers, ensure all students are away from door when opening</li> </ul>	2	3	<b>6</b>	
<b><u>Trip to Covent Garden</u></b>	Getting lost	Students	• Staff should ensure that students are safely escorted to Covent Garden	2	3	<b>6</b>	Students will be warned about behaviour and the avoidance of accidents. Students to be in
	Attention from strangers		• Leaders will walk students around main part of Covent Garden and establish a location and time for meeting students.	2	3	<b>6</b>	

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
	Danger from traffic  Pickpockets	Teachers	<ul style="list-style-type: none"> <li>• Staff will expect students to observe Green Cross Code.</li> <li>• Staff will establish times and meeting point.</li> <li>• Students will be told to report any inappropriate attention from strangers to teachers immediately</li> <li>• Students will be warned about the dangers of pickpockets, and advised not to carry too much money and to secure any personal belongings</li> <li>• Students to have mobile phone</li> </ul>	2  4	4  2	8  8	groups at all times Close teacher supervision of students Regular roll calls Staff will establish times and meeting points for shopping Staff to monitor school mobile phones for messages
<u>Moving around public areas in London</u>	Terror Attack  Potentially involving gunshot, stab, vehicle and blast injuries	Students Teachers	<ul style="list-style-type: none"> <li>• Staff and students briefed to be vigilant throughout visit</li> <li>• Staff and students required to download CitizenAID App onto mobile phone and familiarise themselves with Run-Hide-Tell procedure</li> <li>• Teachers to supervise movement of students in as small a group as possible</li> <li>• Potential target areas to be avoided where possible, e.g. Large railway stations, Houses of Parliament etc.</li> <li>• Appointed first aiders to be familiar with the 'Treat the Injured' section on CitizenAID.</li> </ul>	4	5	20	Situation should be monitored prior to visit. If attack occurs anywhere in UK, trip may have to be reconsidered depending on circumstances. If already in place, and an incident occurs, group should be retained within hotel or an alternative place of safety.

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY

# Appendix 3b

Lumen Christi College



## Risk Assessment

Teacher Organiser:

Department:

Location of Outing / Event:

Date(s) of Outing / Event:

Staff Leader:

Contact Number:

Staff Involved:

Other Adults:

Students Involved Signed

Date

***Authorised by*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

# Risk Management

Educational Visit Group Details Form

**Group Details:** \_\_\_\_\_

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

Name Staff & Students	Date of Birth	Gender M/F	Contact number	Medical Condition (If Any) And resulting action	Special Dietary Needs And resulting action	Comments/ Remarks

**RISK ASSESSMENT**



School		Activity	School excursions	Review Date:	
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Assessment completed by:					
Name:		Date:		Signature:	

Hazard	Persons Exposed and How	Current Controls	Further Action Necessary	Action by Whom	Action by When	Completed
<b>Inadequate preparation for school excursions</b>	Pupils  Accidents  Incidents  Dangerous occurrences  Fatalities  Pupil separated from group	<ul style="list-style-type: none"> <li>Adequate number of supervisory adults present</li> <li>Head count carried out before departure and before return trip by trip supervisor</li> <li>Supervisor(s) has a fully charged mobile phone</li> <li>Pupils made aware of action to take if separated from group</li> <li>Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and pupils where the need arises</li> <li>Information on particular medical conditions has been received by person organising the activity</li> <li>Safety instructions provided to pupils including information on correct clothing and equipment</li> <li>Principal and or designated person responsible for safety and health is aware of the location of the group and duration of visit</li> <li>Safety briefing for adults assisting in supervision</li> </ul>				

Hazard	Persons Exposed and How	Current Controls	Further Action Necessary	Action by Whom	Action by When	Completed
<b>Road collision</b>  <b>Unsafe road travel arrangements</b>	Staff  Pupils  Serious injury/death	<ul style="list-style-type: none"> <li>Safety belts must be worn where pupils are being transported by road. Safety belts must not be shared</li> </ul>				
<b>Defective road vehicles</b>	Staff  Pupils  Serious injury/death	<ul style="list-style-type: none"> <li>All modes of transportation used must be in compliance with the Road Traffic Act</li> <li>Visual inspection of the school owned bus by the driver or operator is appropriate to ensure operation of lights, indicators, windscreen wipers, etc. prior to setting out on journey (see ROSPA checklist)</li> </ul>				
<b>Poor weather conditions</b>	Staff  Pupils  Hypothermia	<ul style="list-style-type: none"> <li>Weather conditions assessed on the day and considered suitable for trip</li> </ul>				

## Educational Visit Incident Record Form

1 Name of School \_\_\_\_\_

2 Name of group leader \_\_\_\_\_

3 Date, Time and Location of Incident \_\_\_\_\_

4 Name and address(es) of witness(es)

(a)

(b)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5 (Please state in your own words what happened including details of names and status of those involved)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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6 Describe what action was taken(e.g. detailsof First-Aid, policeormedical involvement)

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Signed

Date

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The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school to process and retain the information for the purpose(s) stated.

## Post Visit Review Form

**Group Leader:** \_\_\_\_\_

**Visit to:** \_\_\_\_\_

**Dates:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Please comment on the following:-**

Issue	Response
Was the venue suitable?	
Was the accommodation/food/equipment of a suitable standard?	
Were the venue staff competent?	
Were the travel arrangements appropriate?	
Were the educational objectives met?	
Was the content of programme relevant to the group?	
Were the young people effectively briefed prior to the visit?	
Were agreed procedures followed by all in a supervisory capacity?	
Are there any specific issues which need to be addressed as a result of this visit?	

Other Comments:

Signed group leader: \_\_\_\_\_

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

*This Policy will be reviewed biennially by the principal and vice-principal and updated in light of any additional direction from the Department of Education or evidence gained from ongoing school activities and trips.*