



# **Educational Visits and Field Trips Procedure**

© 2014 City of Glasgow College

Charity Number: SC0 36198

**Table of Contents**

**1. Purpose.....3**

**2. Scope .....3**

**3. Responsibility.....4**

**4. Risk Assessment.....5**

**5. Procedure.....5**

5.1. Educational Visits and Field Trips.....5

5.1.1 Category 1 - Excursions involving hazardous activities .....6

5.1.2 Category 2 – Excursion to a country outwith the UK.....7

5.1.3 Category 3 – Overnight stays within the UK .....8

5.1.4 Category 4 – Day long trips within the UK .....9

5.1.5 Category 5 – Local short duration trips .....9

**6. References .....10**

**7. Appendices .....10**

**8. Document Control and Review.....11**

**9. Revision Log.....11**

## Educational Visits and Field Trips Procedure

### 1. Purpose

- 1.1 City of Glasgow College is committed to the continuous development of all students, and recognises that taking part in educational excursions and residential help to develop their investigative and teambuilding skills, encourage greater independence, and prepare students for the workplace.
- 1.2 The following procedure and guidance are designed to ensure that a suitable and sufficient risk assessment is carried out, so that participants can have a safe and enjoyable experience.

### 2. Scope

- 2.1 **An excursion is defined as any off-campus activity**, undertaken by students and/or staff for the purposes of teaching and/or research. This can range from low risk visits to places within the local area (shops, cinemas, museums etc) to taking part in higher risk adventure activities, overnight stays, travelling abroad, or a combination of these.

As these activities can be diverse in terms of risk, this procedure outlines 5 categories of activity (high to low risk) to assist with the assessment process:

- **Category 1**  
Excursions involving high risk activities e.g. participating in white water rafting, camping, rock climbing, caving, kayaking or working with animals on a farm visit etc.
- **Category 2**  
Visits to a country outwith the UK.
- **Category 3**  
Overnight/Residential stays within the UK.
- **Category 4**  
Full day trips within the UK.
- **Category 5**  
Local short duration trips (low risk) e.g. museums, galleries, cinemas etc.

The procedure does **not** cover staff travelling on business trips at home or abroad.

### **3. Responsibility**

#### **3.1 Head of School**

Has the overall responsibility to ensure a trip leader is appointed and a suitable risk assessment is completed. The Head of School should ensure that all relevant documentation is completed, approve the trip and designated Trip Leader, and countersign the risk assessment.

#### **3.2 Trip Leader**

Will ensure that:

- a risk assessment is completed and communicated effectively to all concerned
- parental consent forms are obtained for U16s as necessary
- supervision (staff/student ratio) is adequate for size of group
- all documentation is completed and in order (dependent on excursion category)
- he/she will be the contact person in an emergency situation

#### **3.3 Lecturers and/or Support staff**

Will assist the Trip Leader in all relevant aspects of the trip.

#### **3.4 Students**

Will conduct themselves in a manner expected by the College,<sup>1</sup> follow instructions of supervisors, and bring to the attention of the Trip Leader any matter that may cause harm to people or damage to equipment.

#### **3.5 Health & Safety Team**

Will:

- Monitor and review this procedure
- Provide assistance and guidelines on completion of risk assessment form
- Provide advice on any matters regarding excursions

---

<sup>1</sup> see "Conduct" in Student Agreement

### 4. Risk Assessment

- 4.1 The Management of Health and Safety at Work Regulations requires a suitable and sufficient assessment of risk to the health and safety of staff, students, and others who may be involved with any trip and/ or activity.
- 4.2 There are a variety of activities which may involve significant risk. Where high risk is established, this can be successfully controlled by implementing the correct procedures. If an unacceptable level of risk cannot be successfully removed or controlled, then the activity should be cancelled on those grounds alone. Preparation and planning is the key to successful and safe trips.
- 4.3 All trips, regardless of destination or duration, will require risk assessment and documentation to be completed and recorded. The level of detail for a high risk activity (Category 1) risk assessment would not be expected for a short duration low risk trip (Category 5). The College risk assessment procedure and form are on the Health and Safety section of Connected. The risk assessment form is attached at Appendix 4 and should be used to record the assessment.
- 4.4 Used correctly, a suitable and sufficient risk assessment should help apply the correct level of measures to ensure that the activity and trip is safe. Risk assessment should be seen as a positive measure, providing confidence to the organisers and students for the success of the trip. It is important to strike the right balance and understand that all risks will not be eliminated. It is about putting sensible and proportionate precautions/measures in place.
- 4.5 Finally risk assessment should be a continual process throughout the trip, to ensure that all risks are considered, managed, and controlled. The risk assessment is completed in advance of the excursion. However, circumstances may change during the excursion, so organisers should be prepared to revise their assessment if necessary.

### 5. Procedure

#### 5.1. Educational Visits and Field Trips

For all trips there are 2 internal forms that must be completed. The Excursion Approval Form (Appendix 2) should be completed by the Trip Leader and authorised by Head of School. Once approved then work can begin on completing the College Health and Safety Risk Assessment form (appendix 4) and other supporting documentation as required.

As outlined in Section 2, college excursions fall into 5 categories. Each requires a different level of time, care, documentation, authorisation, arrangements and resources, depending on the category. However there may be standard activities which form a regular part of the curriculum, in which case approval can be produced at the start of each academic block. This is at the discretion of

the Head of School, who must ensure that there is a risk assessment available for the activities taking place. It is important to ensure that any generic risk assessments for standard activities are reviewed at regular intervals, to guard against complacency.

The following sections detail the documentation required for each of the 5 categories. It may also be necessary to carry out additional individual assessments for students who have a physical, sensory or health issue. The elements to be considered under the risk assessment are not necessarily appropriate for every trip.

Guidance on completing the documentation is outlined at Appendix 1.

### **5.1.1 Category 1 - Excursions involving hazardous activities**

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

The following documentation is required:

1. Excursion approval form completed by Trip Leader and authorised by Head of School.
2. Risk Assessment Form  
Elements to be considered as part of risk assessment process (see guidance at Appendix 1):
  - a) nature of activity (hazards/risks)
  - b) travel arrangements
  - c) location and duration of excursion
  - d) qualifications and experience of College staff related to the activities
  - e) suitability of equipment
  - f) staff and student gender mix
  - g) age, maturity and ability of students
  - h) size of group and staff/student ratio
  - i) first aid provision
  - j) accommodation (if staying)
  - k) fire precautions (if appropriate)
  - l) weather conditions (if appropriate)
  - m) communication and contact arrangements
  - n) responsibilities during free time
  - o) emergency arrangements
  - p) cultural considerations (if appropriate)
  - q) anticipation of equalities issues
3. Risk assessment of any outside provider
4. Any other relevant documentation with regard to outside provider i.e. AALA
5. Parental Consent if student under 16 years of age

6. Relevant medical information for group members (ensuring steps to protect sensitive personal data are undertaken under Data Protection Act 1998<sup>2</sup>)
7. Emergency contact details for each student to be held by Trip Leader and Head of School or Line Manager

### 5.1.2 Category 2 – Excursion to a country outwith the UK

(For advice on foreign travel you should contact the Director with responsibility for International activity).

The following documentation is required:

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

Elements to be considered as part of risk assessment process (see guidance at Appendix 1):

- a) nature of activity (hazards/risks)
  - b) travel arrangements
  - c) location and duration of excursion
  - d) qualifications and experience of college staff
  - e) suitability of equipment
  - f) staff and student gender mix
  - g) age, maturity and ability of students
  - h) size of group and staff/student ratio
  - i) first aid provision
  - j) accommodation
  - k) fire precautions (if appropriate)
  - l) weather conditions (if appropriate)
  - m) communication and contact arrangements
  - n) responsibilities during free time
  - o) emergency arrangements
  - p) inoculations (if appropriate)
  - r) cultural considerations
  - s) anticipation of equalities issues
  - q) Foreign Office advice
3. Risk assessment of an outside provider where necessary
  4. Any other relevant documentation with regard to outside provider
  5. Parental Consent if student under 16 years of age
  6. Relevant medical information for group members

---

<sup>2</sup> Ref: [http://www.ico.org.uk/for\\_organisations/data\\_protection](http://www.ico.org.uk/for_organisations/data_protection)

7. Emergency contact details to be held by Trip Leader and Head of School or Line Manager

### 5.1.3 Category 3 – Overnight stays within the UK

The following documentation is required:

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

Elements to be considered as part of risk assessment process (see guidance at Appendix 1):

- a) nature of activity (hazards/risks)
  - b) travel arrangements
  - c) location and duration of excursion
  - d) qualifications and experience of college staff
  - e) staff and student gender mix
  - f) age, maturity and ability of students
  - g) size of group and staff/student ratio
  - h) first aid provision
  - i) accommodation
  - j) fire precautions
  - k) weather conditions (if appropriate)
  - l) communication and contact arrangements
  - m) responsibilities during free time
  - n) emergency arrangements
  - o) cultural considerations (if appropriate)
  - p) anticipation of equalities issues
3. Risk assessment of any outside provider
  4. Any other relevant documentation with regard to outside provider
  5. Parental Consent if student under 16 years of age
  6. Relevant medical information for group members
  7. Emergency contact details to be held by Trip Leader and Head of School or Line Manager



#### 5.1.4 Category 4 – Day long trips within the UK

The following documentation is required:

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

Elements to be considered as part of risk assessment process (see guidance at Appendix 1):

- a) nature of activity (hazards/risks)
  - b) travel arrangements
  - c) location and duration of excursion
  - d) qualifications and experience of college staff
  - e) staff and student gender mix
  - f) age, maturity and ability of students
  - g) size of group and staff/student ratio
  - h) first aid provision
  - i) weather conditions (if appropriate)
  - j) communication and contact arrangements
  - k) responsibilities during free time (if appropriate)
  - l) emergency arrangements
  - m) cultural considerations (if appropriate)
  - n) anticipation of equalities issues
3. Parental Consent if student under 16 years of age
  4. Relevant medical information for group members
  5. Emergency contact details to be held by Trip Leader and Head of School or Line Manager

#### 5.1.5 Category 5 – Local short duration trips

The following documentation is required:

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

Elements to be considered as part of risk assessment process (see guidance at Appendix 1):

- a) nature of activity (hazards/risks)
- b) travel arrangements

## EDUCATIONAL VISITS AND FIELD TRIPS PROCEDURE

- c) location and duration of excursion
  - d) staff and student gender mix
  - e) age, maturity and ability of students
  - f) size of group and staff/student ratio
  - g) first aid provision
  - h) weather conditions (if appropriate)
  - i) communication and contact arrangements
  - j) responsibilities during free time (if appropriate)
  - k) emergency arrangements
  - l) cultural considerations (if appropriate)
3. Parental Consent if student under 16 years of age
  4. Relevant medical information for group members
  5. Emergency contact details to be held by Trip Leader and Head of School or Line Manager

### 6. References

Document Type	Document Name
Health & Safety Procedure	Risk Assessment Procedure (on Connected)
Health & Safety Form	Risk Assessment Form (on Connected)
External Website	Health and Safety on Educational Excursions Scottish Executive website: <a href="http://www.Scotland.gov.uk">www.Scotland.gov.uk</a>
External Document	Guidance to the Licensing Authority on the Adventure Activities Licensing Regulations 2004. The Activity Centres (Young Persons' Safety) Act 1995. HSE Books. ISBN 0717 611604.

### 7. Appendices

- Appendix 1 - Guidance on Documentation
- Appendix 2 - Application/Approval Form for Educational Excursion
- Appendix 3 - Parental Consent Form for Excursion
- Appendix 4 - College Risk Assessment Form

## 8. Document Control and Review

<b>Approval Status</b>		
<b>Approved by</b>		
<b>Date Approved</b>		
<b>EQAI Status</b>	EQIA Conducted?	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<b>Proposed Review Date</b>	December 2015	
<b>Lead Department</b>	Health and Safety	
<b>Lead Officer(s)</b>	Head of Health and Safety	
<b>Board Committee</b>		
<b>Copyright © 2011 City of Glasgow College</b>	Permission granted to reproduce for personal use only. Commercial copying, hiring lending, posting online is strictly prohibited	

## 9. Revision Log

Version Date	Section	Description
Version 0.1 16 Sep 2013	Procedure : All Sections	First draft City of Glasgow College Educational Visits and Field Trips
Version 1.0 12 Dec 2013	Procedure : All Sections	Final draft City of Glasgow College Educational Visits and Field Trips

**APPENDIX 1****GUIDANCE ON DOCUMENTATION****The 25 Point Risk Assessment**

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

**1. Nature of Activity**

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

**2. Transport/Travel arrangements**

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

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

If travelling by hired coach/minibus, the College must use a reputable company holding the appropriate Public Services Vehicle (PSV) operators' licence. The vehicle should have seat belts and these should be worn while in the vehicle. Trip organisers should check that the company has appropriate insurances and that relevant vetting/Enhanced Disclosure checks are carried out.

**3. Location and duration of excursion**

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

### **4. Qualifications and Experience of staff**

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

### **5. Suitability of equipment (if appropriate)**

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

### **6. Staff and student gender mix**

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

### **7. Age, Maturity and Ability of students**

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

The Trip Leader will need to obtain details of medical conditions, and any other relevant information relating to medication, allergies, phobias, special dietary requirements, special transport etc. Under Data Protection legislation, where this includes sensitive personal data, permission is required from the individuals concerned to collect and store such data. Such data needs to be protected, then subsequently destroyed.<sup>3</sup>

The Trip Leader will need to obtain details of additional support needs, so that they can consider how to meet these.

It is also important that all groups can participate as fully as possible with the activities.

### **8. Staff/student ratio**

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

---

<sup>3</sup> [http://www.ico.org.uk/for\\_organisations/data\\_protection](http://www.ico.org.uk/for_organisations/data_protection)

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

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

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

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

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

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

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

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

### **9. First aid provision**

You need to assess the level of first aid that might be needed. The provision will be dependent on the duration, location, activities and group numbers etc. The minimum provision is one person appointed to be in charge of first aid arrangements, and a first aid kit. However it is recommended that there is at least one qualified first aider for adventure activities, excursions abroad or residential visits.

### **10. Accommodation (if staying)**

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

### **11. Fire Precautions (if appropriate)**

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

### **12. Weather conditions (if appropriate)**

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

### **13. Communication and contact arrangements**

This covers communication with parents/guardians and students. Parental consent is required for Under 16s and they need to be provided with details of the excursion for adventure activities, residential and trips abroad.

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

### **14. Responsibilities during free time**

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

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

- Students preferably stay in groups

### **15. Emergency Arrangements**

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

- Establish nature and extent of emergency as quickly as possible
- Ensure the group are safe and looked after
- Establish the names of any casualties and get immediate medical attention
- Ensure a Leader accompanies casualties to hospital
- Collect details of incident
- Inform the College contact with relevant details
- Ensure no-one in group speaks to the media

The College contact will notify higher management, parents, police and designated media contact as appropriate and as soon as possible.

### **16. Inoculations (if appropriate)**

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

### **17. Cultural and Equalities considerations**

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

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

### **18. Foreign Office advice (if appropriate)**

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

### **19. Insurance**

The College has Employer's Liability and Public Liability Insurance. However no trip should go ahead until the organiser is satisfied that insurance is in place to cover: (a) personal injury covering students and staff and (b) public liability where a claim could be made against the organiser/supervisor of the trip.



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

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

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

### **20. Exploratory Visit**

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

### **21. Security**

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

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

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

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

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

### **22. Risk Assessment of Outside Provider**

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

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

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

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

### **23. Consent from Parents/Guardians**

Parental consent must be obtained in writing for all students under 16 years of age. Form is at Appendix 3.

### **24. Emergency Contact Details**

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

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

### **25. Excursion Approval Form**

See form at Appendix 2. The trip leader must complete this form and submit it to Head of School for approval. This single form covers all categories and only the relevant parts need to be completed. A health and safety risk assessment form (appendix 4) must be completed for every approved excursion as well as other relevant documentation required under each excursion category.

## APPENDIX 2

## APPLICATION FOR THE APPROVAL OF EDUCATIONAL EXCURSION

<b>School:</b>
<b>Course/Class:</b>
<b>Group Leader:</b>
The group leader should obtain parental consent for under 16s and complete the risk assessment form.
<b>1. Purpose of visit and specific education objectives:</b>
<b>2. Places to be visited:</b>
<b>3. Dates and times:</b>
Date/time of departure:
Date/time of return:
<b>4. Transport arrangements:</b>
<b>5. Organising company/agency (if any):</b>
Name:
Address:
Tel:
Licence No if registered with Local Authority:
<b>6. Accommodation to be used (if any) – Name/Address/Tel No:</b>

## EDUCATIONAL VISITS AND FIELD TRIPS PROCEDURE

<b>7. Details of activities to be undertaken:</b>	
<b>8. Names of any staff accompanying the party:</b>	
<b>9. Size and composition of group:</b>	
Total number of students:	Number of Under 16s:
Number of males:	Number of females:
Staff/Student ratio:	
<b>10. Name, telephone number of Emergency Contact in College who will hold all information about the visit or journey in case of an emergency:</b>	
<b>11. Existing knowledge of places to be visited and whether an exploratory visit is intended:</b>	
<b>12. First aid arrangements and arrangements for students with special educational or medical needs:</b>	

I confirm that all the relevant information and the health and safety risk assessment will be completed as necessary for this excursion.

Signed: (by Trip Leader)	Date:
-----------------------------	-------

### Approval by Head of School

Signed:	Date:
---------	-------

**APPENDIX 3**

**PARENTAL CONSENT FORM FOR EXCURSION  
(to be completed for students under 16 years of age)**

<b>Details of Journey/Visit/Activity</b>	
Destination:	
Travel arrangements/activities:	
Date:	
Visit time start:	Visit time return:
<b>Medical Information</b>	
(a) Does he/she suffer from any disability or conditions requiring medical treatment, including medication? If YES provide brief details:	
(b) Does he/she have any allergies? If YES provide brief details:	
(c) Please indicate if he/she has any cultural needs (dress, dietary, toilet arrangements etc).	
I agree to _____ (name) taking part in the above mentioned college event and participating in the activities described. I acknowledge the need for obedience and responsible behaviour on their part.	
<b>Emergency Contact Details</b>	
Name:	
Phone number day:	Mobile:
<b>Emergency Contact Details</b>	
Name:	
Phone number day:	Mobile:
Signature of Parent/Guardian:	
Name:	Date:

N.B. All sensitive personal data should be stored and secured in accordance with the Data Protection Act: for guidance see: [http://www.ico.org.uk/for\\_organisations/data\\_protection](http://www.ico.org.uk/for_organisations/data_protection)

APPENDIX 4: RISK ASSESSMENT FORM

<b>Division/ Service:</b>		<b>Location &amp; Area:</b>			<b>Activity/Equipment:</b>			
<b>RA No:</b>	Individual(s) Consulted:	Position:			Date:	Legislation:		
<b>SEVERITY (S):</b> Degree of harm which may be caused (including numbers affected)		<b>LIKELIHOOD (L):</b> Probability that event will occur			<b>RISK RATING (RR):</b> Severity x Likelihood			
1. Minor Injury    2. Major Injury    3. Fatality		1. Remote    2. Possible    3. Likely			1-2 Low    3-4. Medium    6-9. High			
<b>No:</b>	<b>Activity:</b>	<b>Hazard</b>	<b>Persons at Risk</b>	<b>Existing Controls</b>	<b>S 1-3</b>	<b>L 1-3</b>	<b>RR</b>	<b>Are the Risks Controlled?*</b>

## EDUCATIONAL VISITS AND FIELD TRIPS PROCEDURE

*\*Have the risks associated with the activity or use of equipment been reduced to a level that is as low as can reasonably be attained? If not, please outline on the Risk Control Action Plan sheet any further measures that are required to reduce the risk to an acceptable level.*

### RISK CONTROL ACTION PLAN

No:	Actions Required	Responsibility	Date to be Implemented by	Residual Risk Rating*

*\*The risks associated with the activity should now have been reduced to a level that is as low as can reasonably be attained?*

**Assessment carried out by:** Assessor(s); \_\_\_\_\_ **Position;** \_\_\_\_\_ **Date;** \_\_\_\_\_  
 Assessor(s); \_\_\_\_\_ **Position;** \_\_\_\_\_ **Date;** \_\_\_\_\_  
**Approved by:** HOS; \_\_\_\_\_ **Date;** \_\_\_\_\_ **Review Date:** \_\_\_\_\_