

## **EDUCATIONAL VISITS - HEALTH AND SAFETY POLICY**

**Published:** 30 September 2012  
**Reviewed Date:** 16 September 2016  
**Next Review Date:** 15 September 2017

### **Aim**

The aim of this policy is to assure and enhance health and safety of staff and students on educational visits in line with the DfES Guidelines on Health and Safety of learners on Educational Visits; and in compliance with UK Health and Safety at Work Regulations.

### **Policy Framework**

- **Approval of Visits:** This College has a procedure, which requires all educational visits to be approved by the Principal before they take place.
- Responsibilities:

#### **(a) The Board of Directors**

The Board must be actively involved with respect to ensuring that:

- (i) A risk assessment has been done
- (ii) Training needs have been provided for the group in charge of the visit.
- (iii) The appropriate safety measures are in place.

#### **(b) The Principal**

Ensure that the planning personnel and relevant logistic provision comply with regulations and guidelines outlined in this policy. For duties of Principal, see Appendix I.

#### **(b) Group Leader**

An overall responsibility is placed on the group leader to ensure that the visit is adequately supervised. This role is vital during and throughout the visit itself as the one in charge in whom the college's authority is vested. (See Appendix II)

#### **(c) Teachers/Lecturers**

Teachers/Lecturers on educational visits act as employees of the college even if outside college hours. They should ensure the health and safety of everyone in the group. They should cooperate with the group leader in:

- (i) Control
- (ii) Discipline

**(d) Students**

Before the educational visit, all students should be informed adequately on their responsibilities and the rules to be observed on such visits.  
(See: Appendix III).

**(e) Planning**

An established college committee on educational visits will have to plan the visit. The Principal of College, organiser and group leaders are involved here.  
(See Appendix V)

**(f) First Aid and Learners with medical needs.**

Provision should be made in terms of personnel and material for general first aid in particular, for any learner who is reported to have a known health problem or disability. The administering of such first aid requires that staff members in charge should have the appropriate training.

**Basic First Aid Provision:**

- A modern and sufficiently stocked first aid box
- A person or persons appointed to be in charge of first-aid arrangements
- All means of transport for the visit must carry by law a first-aid kit, which is functional.
- All those involved in organising the visit and even students should be aware of emergency procedures. (See Appendix VI)

**Review**

From time to time as required by circumstances and by legislation and government policy, these college policy guidelines may be reviewed to enhance the improvement of the Health and Safety of all our students and staff on Educational Visits.

**APPENDIX I**

**Principals should ensure that:**

- adequate protection procedures are in place;
- all necessary actions have been completed before the visit begins;
- the risk assessment has been completed and appropriate safety measures are in place;
- training needs have been assessed by a competent person and;
- the needs of the staff and students have been considered;
- the group leader or another teacher/lecturer is suitably competent to instruct the activity

and is familiar with the location/centre where the activity will take place.

- group leaders are allowed sufficient time to organise visits properly

## **APPENDIX II**

### **Group leader**

One tutor as the group leader, should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader would be appointed or approved by the principal.

The group leader should:

- obtain the Principal's prior agreement before any off-site visit takes place;
- ensure that adequate first-aid provision will be available;
- undertake and complete a comprehensive risk assessment;
- review regularly undertaken visits/activities and advise the Principal where adjustments may be necessary;
- ensure that tutors and other supervisors are fully aware of what the proposed visit involves;
- have enough information on the students proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;

## **APPENDIX III**

### **Responsibilities of Students**

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

- not take unnecessary risks;
- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly;
- if abroad be sensitive to local codes and customs;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it;

Any students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

## **APPENDIX IV**

### **Risk Assessment**

A risk assessment for a visit should be simple and clear.

The risk assessment should be based on the following considerations:

- . What are the hazards?
- . Who might be affected by them?
- . What safety measures need to be in place to reduce risks to an acceptable level?
- . Can the group leader put the safety measures in place?
- . What steps will be taken in an emergency?

## **APPENDIX V**

### **Emergency Procedures Framework during the Visit**

If an emergency occurs on an educational visit the main factors to consider include:

- . establish the nature and extent of the emergency as quickly as possible;
- . ensure that all the group are safe and looked after
- . establish the names of any casualties and get immediate medical attention for them;
- . ensure that all group members who need to know are aware of the incident
- . ensure that a tutor accompanies casualties to hospital and that the rest of the group are supervised
- . inform the college contact. The college contact number should be accessible at all times during the visit;
- . write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- . keep a written account of all events, times and contacts

**Dr. J. Khan**

**Director of Studies**

**16 Sep 2016**