



# Outdoor Education, Trips and Visits

The King's School  
Cadhay Lane  
Ottery-St-Mary  
Devon  
EX11 1RA

## Policy Change Control

|                       |                         |
|-----------------------|-------------------------|
| Policy Owner          | School Business Manager |
| Approved By           | Resources Committee     |
| Date of Last Approval | 24/06/2020              |
| Next Revision Due     | June 2023               |

[illegible]

## **Introduction**

The Board of Trustees seeks to ensure that every student has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Board of Trustees recognises the significant educational value of visits and activities which take place away from the immediate school environment and believe that learning outside the classroom is an essential component of our curriculum. The trips and visits enhance students' learning and experience of particular subject areas, develop cultural capital, and contribute to the growth of their social and personal skills. Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, teamwork and the application of problem-solving skills and develop independence and self-confidence.

This policy sets out responsibilities, requirements and guidelines for planning, organising and managing school trips to ensure that students and staff may experience the best possible benefits from their trips and activities whilst at the same time minimising risks to their health, safety and welfare and providing opportunities for all.

Outdoor education, visits and off-site activities should be available and accessible to all who wish to participate, irrespective of gender, religion, ethnic origin, social background, medical need or physical ability.

## **Legal Framework**

Responsibility for health and safety is shared between the parties involved in managing any programme of work or activity. The level of responsibility relates to the level of control. However, ultimate responsibility rests with the Board of Trustees.

The 1974 Health and Safety at Work Act requires employers to do all that is reasonably practicable to ensure the health, safety and wellbeing at work of employees and non-employees, including young people, who are affected by their work. This includes off-site activities.

The 1974 Act and associated regulations including The Management of Health and Safety at Work Regulations 1999 require that employers:

- produce a health and safety policy linked to risk assessment
- have in place systems for reporting accidents and incidents
- produce and implement risk assessments
- develop measures to control those risks including training and providing information
- appoint people competent to carry out specific tasks
- develop emergency procedures
- monitor and review procedures and practice.

This policy document summarises the procedures which should be followed by school employees in managing outdoor education, visits and off-site activities.

Both organisations and individuals who assume a responsibility for the supervision of young people take on a legal Duty of Care. This duty is continuous during any visit or offsite activity and cannot be delegated. The law does not expect perfection but simply reasonable care, in accordance with that expected of an averagely responsible fellow professional. There is a "higher duty of care" on teachers and other professional staff because of the role they carry out and the greater knowledge they are assumed to have of young people and specialised activities.

## **Roles and Responsibilities**

*The Headteacher will:*

- ensure all visits and off-site activities have specific and appropriate educational/developmental objectives
- approve all visits and activities, based on compliance with the school health and safety policy and recognised good practice
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks , manage the activity and manage the specific group;

- check that the staffing ratio is suitable for each visit;
- check that risks have been assessed, significant risks recorded and any appropriate safety measures are in place.
- Act as EVC (Educational Visits Coordinator) for the school

*The Lead organiser will:*

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain the Headteacher's approval before any off-site visit or activity takes place using the appropriate T&V Approval Form (Annex F) at least 4 school weeks prior to sending any letters to Students/Parents
- follow policy and procedures of the school including using the T&V checklist found at Annex A
- assess the risks involved and amend as appropriate any previously recorded risk assessment and use specific guidance and risk assessments for any specific adventurous activity
- use the school planning checklist to ensure all procedures have been followed
- ensure the "external provider questionnaire" (Annex B) is completed where commercial, charitable or private organisations are being used for adventurous or residential activities
- inform parents/carers fully about the visit and gain their consent, where appropriate using Annex C / D or Edulink equivalent form
- re-assess risks while the visit or activity takes place
- ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather etc.
- provide relevant information to other staff, including any external contractor, about their roles and duties, the nature of the visit, location, and participants
- ensure that all staff and any external provider have access to emergency contact and emergency procedure details
- agree a clear working relationship with any external providers, including clear hand over of supervision
- agree a cost for the trip with finance and a payment plan as required
- chase students and/or parents/carers for monies due in respect of the trip

*Additional members of staff and volunteers will:*

- assist the visit leader to ensure the health, safety and wellbeing of all young people and adults on the visit, including any special needs or requirements of the participants.
- be clear about their roles and responsibilities while taking part in a visit or activity and carry out that role in an appropriate manner.
- be clear about emergency contacts and details
- be clear about the hand over arrangements with any external providers

*The Site Manager will:*

- Check that the T&V form has been completed correctly with the relevant supporting information
- Check that an appropriate Risk Assessment has been provided with the T&V Approval Form
- Advise Trip Organisers and the EVC on the H&S requirements of Trips

*The Finance Team will:*

- Support the lead Organiser with putting together a costing for the trip
- Accept payments and provide the lead organiser with updates on payment plans and monies received.

*Students:*

Whilst taking part in off-site activities students also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group.

Young people should:

- Avoid unnecessary risks
- Follow instructions of the party leader and other members of staff
- Behave sensibly, keeping to any agreed code of conduct
- Inform a member of staff of significant hazards

*Parents/Carers:*

Parents/Carers have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents/carers should:

- support the application of any agreed code of conduct;
- inform the party leader about any medical, psychological or physical condition relevant to the visit;

- provide an emergency contact number;
- sign the consent form electronically via Edulink or using the appropriate Annex.

## Risk Assessment

The risk assessment of off-site visits and activities is simply:

- the careful identification of what could go wrong or cause harm during the visit
- making a judgement - assessing the risks - to see whether the planned precautions reduce the risk of significant harm to an acceptable level
- determining what else may need to be done if the risk has to be reduced further.

The risk assessment process forms the backbone of planning any educational visit. Risk assessment is a legal requirement. It is also a process that promotes good practice.

Every educational visit must be subjected to a risk assessment process. The complexity of the risk assessment, and the method of recording the risk assessment, will vary according to the nature of the visit. In every case where there is a significant risk, documentary evidence should exist to show that a proper assessment of the risks involved has been made and precautions identified to reduce the risks to an acceptable level.

For local, low risk visits a generic risk assessment is sufficient, without the need for a specific written risk assessment for each separate visit. This should still be provided with the T&V approval form.

For adventurous activities and visits abroad, each event or visit should have its own specific recorded risk assessment, signed and dated by the visit leader. Nevertheless, one assessment record could apply to a series of events, such as a series of visits undertaken over a term for example. Moreover, a specific risk assessment can be re-used for subsequent visits, so long as the visit leader checks that it is still sufficient and no additional control measures need to be added in light of key differences for example, the time of year, the particular students undertaking the activity. The assessment will still need to be signed and re-dated for the new visit.

A suite of template risk assessments is available on the S Drive to trip Organisers both generic ones and activity specific ones.

A standard risk assessment template can be found at Annex E.

Whatever the visit category, the risk assessment process should continue during the visit. This ongoing process of risk assessment is sometimes referred to as 'dynamic risk assessment'. This involves professional judgements by all those involved in the visit in response to changing circumstances during the visit. The ongoing risk assessment involves staff monitoring the control measures and adapting or confirming them as required. These ongoing decisions will determine the safety of the group and the success of the activity. Needless to say, it is not expected that leaders write down this ongoing risk assessment.

## Staff to Student Ratios

|                        |  |
|------------------------|--|
| Low risk, local visits | - 1 adult to 15-20 students depending on student age and nature of activity                      |
| Adventurous activities | - 1 adult to 10 students (or as recommended by activity specific guidance)<br>(minimum 2 adults) |
| Visits Abroad          | - 1 adult to 10 students (minimum 2 adults)  |

An improvement in the basic ratios and staffing outlined above should be informed by risk assessment and may be needed depending on:

- the gender, age, attitude, disability, behaviour and competence of the group members
- the extent to which people with special health needs or learning difficulties are included in the group
- the nature of any planned specialist activities
- the experience and expertise of the adults
- the duration and nature of the journey
- the need to maintain a complete programme of supervision
- the type of accommodation
- the competence of the staff or volunteers
- The level of supervision offered by the provider of any activity

## **Supervision**

Young people must be supervised throughout all visits even though at times they may be unaccompanied by a member of school staff.

*Direct supervision* is where a member of school staff is with a young person/group.

*Indirect supervision* is where young people are unaccompanied by a member of school staff but where there is a member of school staff in the vicinity for example as might occur in a museum, shopping centre, or “down-time” at an activity centre.

*Remote supervision* is where young people are unaccompanied by a member of staff, and the supervising member of staff is not necessarily in the immediate vicinity, for example, as might occur on DofE expeditions, Ten Tors training and sixth form unaccompanied study visits, or where an external provider takes a group off site without a member of school staff present.

The decision to allow indirect or remote supervision should be based on professional judgement, taking into account factors such as:

- Prior knowledge of the individuals, including their maturity and levels of responsibility
- Venue and conditions
- Activity
- Preparatory training
- Competence of staff
- Emergency systems in place

Outdoor education encourages young people to gain confidence in their own abilities and to work with others. Small group and independent work which is not under the direct supervision of a member of staff can be very beneficial for this. However, greater care is needed in managing activities which can be onerous and demanding and must be based on risk assessment. This will need to take account of factors such as prior knowledge of the individuals (including their maturity and levels of responsibility), the venue, the environmental conditions, the activity taking place, preparatory training, the competence of the supervising staff and emergency systems in place.

## **Using external providers, including qualified coaches**

External providers, volunteer and paid coaches, specialist field workers or instructors may support us in a variety of off-site visits and activities. All external providers including qualified coaches must be subject to robust checks, and have a clear contract. The external provider questionnaire should be used.

The duty of care of the students remains with the school. It is not and cannot be delegated to the external provider or coach. The supervision of the students can be delegated to the provider, so long as appropriate checks are completed.

Where an external provider takes students off site without a member of school staff present, specific additional checks are required. This would include:

- Rationale for the arrangement, including the choice of external provider. It should be clear why this programme and the arrangements are in the best interests of the students.
- A clear contract setting out the responsibilities for supervision delegated to the external provider
- A named visit leader, employed by the school, who retains overall responsibility for the programme and the students on the visit.
- Agreement for pastoral care of the students
- Clear arrangements for action to be taken in the event of any incident, accident and emergency
- Clear and specific consent from parents/carers
- Evidence of the monitoring of the programme, which must include visits to off-site provision

Typically a coach has a specific level of competence in managing and delivering an activity and this should be



established before the coach leads or supervises the activity. For higher risk activities, including adventure activities such as climbing or watersports, it is essential that the coach holds a recognised award in that activity.

A coach may act as a group leader and work at some distance from the teacher. The teacher has overall responsibility for the group, but may delegate responsibility for the specialist, technical instruction during the activity.

The visit leader should seek to evaluate the competence of the coach and their ability to work with the age, behaviour and ability of specific groups of young people. Where possible, this should be through direct observation and regular, systematic monitoring and review. The level of direct supervision by the teacher, as visit leader, may then vary according to the competence and level of responsibility given.

The external provider questionnaire should be filed with the site manager for future reference so that duplicated requests to often used providers are minimised.

### **First Aid**

First aid should form part of the risk assessment for off-site activities. This will help to determine first aid staffing and equipment.

One of the supervisory staff undertaking off-site activities should be a competent first aider. As a minimum, there must be an appointed person in charge of first aid arrangements. An appointed person is someone identified to:

- take charge when someone is injured or falls ill, including calling an ambulance, if required
- look after the first aid equipment.

Competence may be recognised by prior knowledge and experience, or preferably, as a result of formal training which may include an assessment. The level of staff competence required will depend on many factors including:

- the nature of the programme and whether it is residential
- whether the programme includes adventurous activities
- the number in the party
- the extent to which outside first aid assistance is available, such as at many residential centres
- the environment and particularly whether it is abroad or remote
- the health and medical needs of individual group members.

For all activities and the associated journey an appropriate first aid kit should be available and its stocks regularly replenished. The visit leader and other staff should be aware of its contents and know how they should be used.

### **Parent/Carer Consent**

For most standard off-site trips, a consent form will be sought from the parents/carers using Edulink. The detail of the consent will be determined by the nature of the activity. For all adventurous or foreign trips or those that are residential, and example parent/carers consent can be found in found at Annex D.

## **Costs**

The costs and charges associated with Trips and Visits are covered by the Charges and Remuneration Policy which is contained within the Schools Finance Policy and is reviewed annually.

All charges to students are based on the actual costs incurred by the school in running the trip or visit and is shared equally between the students participating. These payments are often voluntary contributions and the students of parents/carers who do not contribute will not be discriminated against however if insufficient contributions are received the trip may be cancelled.

Costs to the school will include the provision of lesson cover for staff that are involved on the trip when the trip is not part of the statutory national curriculum.

The school will not seek contributions towards anything that is required by the statutory national curriculum.



The  
King's School  
Ottens St. Mary

## Annex A - T&V Checklist

| No. | Check                               | Description  | Tick |
|-----|-------------------------------------|--|------|
| 1   | Visit Leader                        | Is there a clearly identified visit leader, sufficiently experienced and competent to assess the risks and manage the proposed visit or activity?  |      |
| 2   | Visit Purpose                       | Is there a clearly identified purpose for the whole programme and any of its constituent parts, appropriate to the age and ability of the group?   |      |
| 3   | Risk Assessments                    | Has the visit leader assessed the risks involved in all aspects of the visit or activity and recorded the significant findings, or made reference to a previous record, with amendments as necessary?  |      |
| 4   | Staff                               | Are members of staff, including volunteers, suitably competent, experienced, qualified and able - to supervise the individuals and groups they are responsible for, in that environment?<br>Are members of staff, instructors or volunteers leading adventurous activities suitably competent to do so?<br>Is the ratio of staff to students appropriate for the activity / visit? |      |
| 5   | Costing                             | Has the full cost of the trip been calculated which may include admin charges for bank fees and staff cover costs?<br>Have the costs been agreed with finance?   |      |
| 6   | Cover Requirements                  | Has any cover requirements been agreed with DHT Personnel?<br>Have alternative arrangements been considered to minimise the cover required?  |      |
| 7   | Venue and use of External Providers | External providers must complete External Provider Questionnaire - Annex B.<br><br>Does the visit involve adventurous activities booked through a commercial, charitable or private provider? If so, do they meet appropriate standards e.g. Adventure Activities Licensing Service ( <a href="http://www.aals.org.uk">www.aals.org.uk</a> ).                                      |      |
| 8   | Safeguarding                        | Where staff or volunteers supervise students for more than one day or are not unsupervised by a member of staff, are they DBS checked? Have external providers confirmed their policy for DBS or equivalent checks on the External Providers Questionnaire?  |      |
| 9   | Approved T&V Form                   | A Trips and Visits form will need to be approved by Finance, the Site Manager and Headteacher.   |      |
| 10  | Parent/Carer Consent                | Have parents/carers given their informed consent for the visit as a whole and for any adventurous activities which are planned? - See Parental Consent Form (Annex C)  |      |
| 11  | Insurance                           | Are appropriate insurance arrangements in place for the trip and are parents/carers aware of the limitations of liability? See the SBM for information.  |      |
| 12  | Organisation                        | Are staff aware of dietary and medical needs of young people and staff?<br>Have suitable and sufficient arrangements been made for first aid?<br>Is appropriate and legal transport available?<br>Is there a contingency plan in the event of a delay or early return?   |      |
| 13  | Briefing                            | Will the students be properly briefed on the activities they will do during the visit? Will the visit leader also brief adults and voluntary helpers?<br>Have other staff and colleagues whose work may be affected been notified of planned arrangements?   |      |

## Annex B - King's School External Provider Questionnaire

To be completed by providers of outdoor education, visits and off-site activities to schools and education establishments.

Name of provider organisation:

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed.

Please complete in full, putting "yes" "no" or "N/A" as appropriate in the right hand column. Section A should be completed for all visits. Section B (Adventure Activities), Section C (Tour Operators) and Section D (Expeditions) should be completed if applicable.

| Section A – All providers  |                 |
|--|-----------------|
| Health and Safety and Emergency Policy   | Yes / No or N/A |
| 1. The provider complies with the relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits/activities, and has a health and safety policy and recorded risk assessments which are available for inspection.  |                 |
| 2. Accident and emergency procedures are maintained and records are available for inspection.  |                 |
| 3. The provider operates a policy for staff recruitment, induction and training that ensures that all staff with a responsibility for participants have the experience and competence to undertake their duties.   |                 |
| 4. There is a clear and communicated definition of responsibilities between the provider's staff and visiting staff regarding supervision and welfare of participants.   |                 |
| 5. The provider has a Code of Conduct which will be employed where appropriate and supplied in advance of any booking. Visiting groups should adhere to the Code of conduct.   |                 |
| <b>Staffing</b>  |                 |
| 6. The provider has a safeguarding policy covering staff recruitment, induction and training. To support this policy all reasonable steps are taken to check staff/volunteers, who will have access to young people, for relevant criminal history and suitability for work with young people. (i.e. UK DBS checks)                          |                 |
| 7. There are adequate and regular opportunities for liaison between school/organisation staff and the provider's staff to agree learning outcomes and to agree if necessary any changes to the programme.  |                 |
| <b>Insurance</b>   |                 |
| 8. The provider has public liability insurance for a minimum of £5 million.<br>(The Provider MUST NOT require the visit leader and / or participants to sign any form of insurance disclaimer / waiver. If such a form is used, the provider MUST send the form in advance of the booking, before any payment is made, to the visit leader.) |                 |

|   |                     |
|---|---------------------|
| <b>Inclusion</b>  |                     |
| 9. The provider will take all reasonable steps to allow inclusion and participation of any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001 and Disability Discrimination Act 2005.                          |                     |
| <b>Vehicles</b>   |                     |
| 11. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.  |                     |
| 12. Where applicable drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment.   |                     |
| 13. All drivers are appropriately insured and hold a valid licence to drive them on behalf of the provider.   |                     |
| <b>Accommodation (if residential or main use accommodation is provided)</b>   |                     |
| 14. A fire risk assessment has been completed, reviewed appropriately and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005.   |                     |
| 15. Security arrangements have been assessed and all reasonable steps taken to prevent unauthorised persons entering the accommodation.   |                     |
| 16. Separate male and female sleeping accommodation and washing facilities are provided. Staff accommodation is suitably located to ensure adequate supervision.  |                     |
| <b>Section B -Adventurous Activities and Field Studies in Outdoor Environments.</b>   |                     |
| <b>Activity Management</b>  |                     |
| 17. The ratios of staff to young people for the activities confirm to those recommended by the appropriate National Governing Bodies (NGB), or, in the absence of this, the provider's Code of Practice informed by risk assessment.  |                     |
| 18. The provider maintains a written code of practice for activities, which is consistent with relevant NGB guidelines or in their absence, recognised national/best practise standards.  |                     |
| 19. Staff competences are confirmed by the appropriate NGB qualification for the activity to be undertaken, or staff have had their competences confirmed by an appropriately experienced and qualified technical adviser.  |                     |
| 20. The provider has made an assessment of the first aid needs of employees and visitors/participants. There will be adequate and appropriate facilities along with access to a person with a valid and appropriate level of first aid qualification. Staff are practised and competent in accident and emergency procedures. |                     |
| 21. All equipment used in activities is suited to the task, adequately maintained and monitored in accordance with statutory requirements and current good practice, with records kept on maintenance checks where necessary.   |                     |
| <b>AALA Licence</b><br>Adventure Activities Licensing Authority (AALA) Licence held.  |                     |
| <b>Licence No:</b>  | <b>Expiry Date:</b> |

|  |  |
|--|--|
| <b>Section C - Tour Operators / Package Holidays</b><br><b>Where a tour operator delivers services using other providers e.g. ski schools, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in A and B of this form and that these providers operators to standards which meet the relevant regulations which apply to the country of operation.</b>              |  |
| 22. Sections A and B of the form, as appropriate, have been completed to show that checks have been made, records of which are available for inspection.   |  |
| 23. The Tour Operator complies with package Travel Regulations, including bonding to safeguard customers' monies/  |  |
| 24. Security in the case of Insolvency - There is an on-going legal requirement to have sufficient evidence of security for the protection of pre-payments in the event of insolvency under The Package Travel, Package Holidays and Package Tours Regulations 1992. This states that businesses offering "packages" must be able to provide this evidence at all times. Please tick to confirm that this is understood and will be complied with. |  |
| 25. ATOL, ABTA or other bonding body name and numbers:   |  |
| 26. If abroad, the accommodation complies with fire, health and safety regulations, which apply in the country, concerned.   |  |

**If any of the above specifications cannot be met, please give details below. Also please give details of any other accreditation with national governing bodies, tourist boards etc.**

**Signed:**

**Organisation:**

**Date:**

**Name:**

**Position:**

**Phone:**

**Email:**

## **Annex C - Annual King's School Parent/Carer Consent for off-site activities**

Dear Parent or Carer,

This is a consent form to cover off-site trips and visits that your child may be undertaking during the school year. These visits may include short journeys on foot or in vehicles and some may continue beyond the school day. Details of each visit will be sent to you in advance. None of these visits include any adventurous activity, or involves an overnight stay. A separate specific consent form will be sent out for visits involving adventurous activities or for residential visits.

|  |  |
|--|--|
| Students Name  |  |
| Students Date of Birth   |  |
| Special details - any information about your child's health which may need special attention, but does not prevent them from taking part should be noted below. (For example; any allergies, any medication needed and the dosage, travel sickness, diabetes, asthma or epilepsy?) |  |
| Has your child had any relevant recent illness?  |  |
| Does your child have any specific dietary requirements?  |  |
| Do you have any additional comments?   |  |

I would like my child to take part in the programme of visits planned for the school year. I understand that with the exception of walks in the local area and sporting fixtures and matches, the arrangements for each visit will be sent to me in advance.

I consent to any emergency medical treatment required by my child during the course of the visit.

I confirm that my child is in good health and I consider him/her fit to participate.

|  |  |
|--|--|
| Signature of Parent / Carer                |  |
| Date                                       |  |
| Name of Parent / Carer                     |  |
| Address                                    |  |
| Telephone Number - Home                    |  |
| Telephone Number - Work                    |  |
| Name of Family Doctor                      |  |
| Approximate date of Last Tetanus Injection |  |



## **Annex D - King's School Parent or Carer Consent for specific off-site activities**



Dear Parent or Carer,

You have already received details about our forthcoming visit or activity. Please complete and return this form giving your consent for your child to take part in this activity.

|                      |  |
|----------------------|--|
| Activity Description |  |
| Dates & Times        |  |

|  |  |
|--|--|
| Students Name  |  |
| Students Date of Birth   |  |
| Special details - any information about your child's health which may need special attention, but does not prevent them from taking part should be noted below. (For example; any allergies, any medication needed and the dosage, travel sickness, diabetes, asthma or epilepsy?) |  |
| Has your child had any relevant recent illness?  |  |
| Does your child have any specific dietary requirements?  |  |
| Do you have any additional comments?   |  |

*Swimming ability (for water based activities)*

Is your child able to swim 50 metres? YES / NO

Is your child water confident for the proposed activity? YES / NO

I would like my child to take part in this visit or activity and having read the information provided agree to him/her taking part in the activities described.

I consent to any emergency medical treatment required by my child during the course of the visit.

I confirm that my child is in good health and I consider him/her fit to participate.

|  |  |
|--|--|
| Signature of Parent / Carer                |  |
| Date                                       |  |
| Name of Parent / Carer                     |  |
| Address                                    |  |
| Telephone Number - Home                    |  |
| Telephone Number - Work                    |  |
| Name of Family Doctor                      |  |
| Approximate date of Last Tetanus Injection |  |

## Annex E - King's School Risk Assessment Template

|                        |  |
|------------------------|--|
| Activity / Environment |  |
| Assessment Date        |  |
| Completed By           |  |

| 1. Hazard<br><i>List significant hazards which may result in serious harm or affect several people.</i> | 2. Who might be harmed<br><i>List groups of people who are especially at risk from the significant hazards identified.</i> | 3. Is the risk adequately controlled?<br><i>List existing controls or note where the information may be found.<br/>(e.g. Information, instruction training, systems or procedures)</i> | 4. What further action is needed to control the risk?<br><i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more. This column can be used to record any site specific or event specific hazards and control measures.</i> |
|---|--|--|---|
|   |  |  |   |
|   |  |  |   |
|   |  |  |   |

## Annex F - King's School Trip & Visit Approval Form

|                                |             |  |               |  |
|--------------------------------|-------------|--|---------------|--|
| <b>Destination</b>             |             |  |               |  |
| <b>Date/Time From &amp; To</b> |             |  |               |  |
| <b>Visit Leader</b>            |             |  |               |  |
| <b>Purpose of Visit</b>        |             |  |               |  |
| <b>Year Groups</b>             |             |  |               |  |
| <b>Students Numbers</b>        | <b>Male</b> |  | <b>Female</b> |  |
| <b>Staff (Employees)</b>       |             |  |               |  |
| <b>Staff (Volunteers)</b>      |             |  |               |  |

|               | Supplier / Who?                     | Costs |
|---------------|-------------------------------------|-------|
| Transport     |                                     | £     |
| Accommodation | If minibus - name driver            | £     |
| Entry Fees    |                                     | £     |
| Food / Misc   |                                     | £     |
| Cover Costs   |                                     | £     |
| Admin Fee     | £31.00 per period of cover required | £     |
|               | 20p - per person / per instalment   |       |
| Total Costs   |                                     | £     |

|                  |   |                  |   |
|------------------|---|------------------|---|
| Cost Per Student | £ | Department Costs | £ |
|------------------|---|------------------|---|

| Type of Activity (Select appropriate one) |  |                            |  |
|---|--|----------------------------|--|
| Overseas                                  |  | Adventurous                |  |
| Residential                               |  | Adventurous (led by agent) |  |
| None of the Above                         |  |                            |  |

|                                    |     |  |    |  |     |  |
|------------------------------------|-----|--|----|--|-----|--|
| <b>Risk assessment attached?</b>   | Yes |  | No |  | N/A |  |
|                                    |     |  |    |  |     |  |
| <b>Draft Trip Letter Attached?</b> | Yes |  | No |  | N/A |  |
|                                    |     |  |    |  |     |  |
| <b>First Aid Provision</b>         |     |  |    |  |     |  |
| <b>Emergency Contact Provision</b> |     |  |    |  |     |  |

| APPROVAL SIGNATURES   |  | Date |
|-----------------------|--|------|
| Finance               |  |      |
| Health & Safety       |  |      |
| DHT Personnel (Cover) |  |      |
| Headteacher           |  |      |