

Policy B6: Safety and Supervision on School Journeys

This policy has been written to ensure compliance with Standard 6 (Safety of Boarders) of the Boarding Schools, National Minimum Standards (NMS) published by the Secretary of State for Education that came into force on 01 April 2015 and in compliance with the Education (Independent School Standards) (England) Regulations 2014.

- 6.1. Introduction
- 6.2. Categories of Travel
- 6.3. Beginning and End of Term
- 6.4. Half Term Holidays and Leave-out Weekends
- 6.5. Weekend Activity Trips
- 6.6. Educational Trips in the UK
- 6.7. International Trips and Expeditions
- 6.8. Trips & Expeditions: Procedures

It should be read in conjunction with the School Medical Policy A7 which provides further guidance in relation to First Aid provision at QM.

NMS Standard 6: Safety of Boarders

- 6.1. The school ensures compliance with relevant health and safety laws by drawing up and implementing effectively a written health and safety policy.
- 6.2. The school premises, accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured.
- 6.3. The School ensures that the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and appropriate action is taken to reduce risks that are identified.

Personnel Named in this Policy

Head: Mrs Jessica Miles [JMiles@queenmargarets.com]
 Deputy Head: Mrs Simone Niblock [SNiblock@queenmargarets.com]
 Clerk (Director of Administration and Compliance): Mr Tom King [TKing@queenmargarets.com]
 Director of Enrichment and Extension: Mr Stuart Thompson [SThompson@queenmargarets.com]
 School Administrator (Enrichment): Mrs Lena Ledson [LLedson@queenmargarets.com]
 School Administrator (Pastoral): Mrs Sarah McGregor [smcgregor@queenmargarets.com]
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 Assistant Health and Safety Officer (Pastoral): Ms Moira Richardson [MRichardson@queenmargarets.com]

6.1. General Information

At QM, we believe that learning outside the classroom is an essential component of our curriculum. It gives the girls unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different: some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working, others will extend their knowledge of the world; the common factor is that they all make an essential contribution to the girls' development and education. Simply the act of travelling by road, rail, boat or air is an important life skill to experience. Well planned arrangements for travel and trips outside school are essential and this policy contains reassurance for parents and guardians and essential information for staff who will be responsible for trips and expeditions. Girl-teacher ratios, as stated in this policy, must be adhered to. Those ratios must be made up by suitably qualified employees of the School. If it is intended that anyone who is not an employee of the School should accompany a trip (a) that individual's participation on the trip must be approved in advance by either the Director of Enrichment & Extension or the Deputy Head and (b) an Enhanced CRB check carried out on that person unless the School already holds an Enhanced CRB clearance dated not less than 3 years from the last day of the proposed trip.

6.2. Categories of Travel

The school has identified the following different categories of travel outside the school grounds:

- Travel to and from school at the Beginning and End of Term.

- Travel to and from school at Half-term Holidays and Leave-out Weekends.
- Educational Visits.
- Weekend Activity Trips.
- International Trips & Expeditions.

6.3. Beginning and End of Term

Resident Staff will always be available from the day before Full term begins.

- Parents whose daughters are arriving early or late are requested to inform the relevant Housemistress.
- Housemistresses and a member of Senior Staff do not go 'off duty' until all girls have left the premises at the end of term.
- All girls are required to sign out at the end of term and Housemistresses check that all girls have arrived at QM at supper time on the first evening and call parents/guardians of any girls who have not turned up and/or for whom there is no information.
- The school is able to book/supply details for taxis through Station Taxis, whose drivers have enhanced DBS checks and with whom the School has a contract.

6.4. Half Term Holidays and Leave-out Weekends

These short holidays begin at 13:00 on Fridays, after which time, parents and guardians are able to collect girls. All girls should sign-out from their Boarding House.

- Permission to leave early must be sought from the Deputy Head in advance.
- A member of staff will always remain on duty until all girls have been safely collected from school.
- The School organises the purchase of train tickets for girls who make a pre-arranged booking through their Housemistress. The girls will be informed of the deadlines for this service. The School also provides return transport to York Station via coaches at pre-agreed reasonable times for half term holidays and leave-out weekends. Any girls who miss these coaches should inform the member of staff on duty by telephone if their plans change and will be advised to travel by Station Taxis.
- Girls who fail to show for pre-arranged transport and who do not communicate adequately with School staff will not be allowed to continue to make use of this service.
- Wherever possible, older girls will be asked to act as travel companions and be paired with younger girls for train journeys.
- Half term holidays and Leave-out weekends provide a chance for our resident staff to "re-charge their batteries". Please, wherever possible, respect that need and plan your daughter's return to school for the notified time.

6.5. Weekend Activity Trips

We have a year-round weekend programme of activities and trips, including canoeing, climbing, trekking, horse riding, sailing, visits to theme parks, assault courses, museums, cinemas and theatres. We also organise events in conjunction with other schools from time to time. We hope that every girl will want to be involved in a large number of these and she will be given the opportunity to make suggestions for future terms.

- It is essential for all trips to be planned in advance so that they can appear in the School Calendar. This is helpful to parents who like to know what their daughters are doing and is good PR for Queen Margaret's since a full calendar promotes the image of a vibrant community.
- Calendar entries are requested at least half a term in advance using iSAMS and are overseen by the Director of Enrichment & Extension.
- When a trip is proposed after the publication of the Calendar it must also be requested via iSAMS and the Director of Enrichment & Extension should be contacted. Following consultation with the Deputy Head a decision will be made as quickly as possible.
- Letters to parents and consent forms will be required if a trip will cost more than £30.00 per girl and the cost is to be added to the school bill.
- Staff must complete a Catering Request Form if girls will miss meals (giving at least 7 days' notice).
- If the trip is so long that the girls will not get a hot meal, the member of staff in charge of the trip must apply to the Bursar for a meal subsidy and arrange for girls to eat at a suitable venue.
- Staff should inform their line manager of cover arrangements for their teaching or pastoral duties during their absence.
- Each trip should be fully and correctly budgeted. This information should be presented to the Director of Enrichment & Extension for approval when the trip is requested.
- It is possible to book a School mini-bus via the diary in Staff Work Room. Staff must think carefully about whether they should be driving the minibus alone or at all.

- Coaches and trains may be booked via the School Administrator (Pastoral).

To meet Health & Safety guidelines the trip leader must ensure that the trip has adequate staffing. It is inadvisable to take a group of girls any distance on your own in case of emergencies. Please discuss any concerns with the Director of Enrichment & Extension. Recommended ratios (of staff to girls) are presented below:

- 1:25 for short local visit (perhaps during a lesson) (e.g. Escrick village, St Helen's Church)
- 1:20 for a regular trips (e.g. lecture, theatre trip etc., where girls are directly supervised throughout)
- 1:15 for any trip with Year I & II and all trips for Years III - V involving free time away from direct adult supervision (e.g. field work, gallery visits, shopping etc.)
- 1:15 for Year III upwards when an overnight stay is included
- 1:10 for Years I & II when an overnight stay is included

For potentially hazardous activities a significantly lower ratio might be necessary e.g. 1:5, 1:10, 1:12. A judgement can only be made when all the risks have been assessed. It may also be advisable for a male member of staff to have with him an additional female member of staff especially on trips outside a 30 mile radius of Queen Margaret's. Please discuss any concerns with the Director of Enrichment & Extension. Any trip which involves an overnight stay in the UK must be discussed in advance with the Director of Enrichment & Extension.

It is essential that each member of staff accompanying a trip is involved in the Risk Assessment and is briefed by the trip leader on all aspects of their trip. All the relevant forms and advice on procedure for completing a Risk Assessment is to be found in the Health & Safety Policy B9. The thoughtful and accurate completion of all these procedures and forms should ensure that your trip goes well. All the procedures and policies have been designed to ensure the highest safety standards for Queen Margaret's girls and to protect and support Queen Margaret's staff. Risk Assessment forms should be submitted to the Assistant Health and Safety Officer (Pastoral) at least one week before the trip takes place. A full Risk Assessment and list of girls and staff embarking upon the trip must be left, with contact numbers, at reception as the trip leaves QM. All information must be up-to-date and signed by the trip leader.

6.6. Educational Trips in the UK

We regularly take girls on day trips to: classical, religious, historic, geographical and scientific fieldwork sites and buildings, universities, museums, galleries, theatres and natural features to support learning across the curriculum. One of the aims of our Academic Extension programme is to get girls to look outward and this will include visiting a hospital, hospice or care home. Girls will represent the school in national competitions, e.g. School's Challenge quizzes and 'Top of the Bench' Chemistry events. Girls will also attend Model United Nations conferences and join musical ensembles and choral productions. Sports teams have a full programme of home and away fixtures, so in an average week we will support trips to at least three different schools or tournament venues. We have an active Duke of Edinburgh Award programme for girls involving a range of outdoor activities, voluntary services and skills. A majority of girls in Year IV take their bronze award, and many of our Sixth Form girls pursue the gold award. All these activities will require travel and some will necessitate overnight stays away from school. All trips which take girls out of school must be organised with the Head of Department and approved by the Director of Enrichment & Extension.

- It is essential for all trips to be planned in advance so that they can appear in the School Calendar.
- This is helpful to parents who like to know what their daughters are doing and is good PR for Queen Margaret's since a full calendar promotes the image of a vibrant community.
- Calendar entries are requested at least half a term in advance using iSAMS and are overseen by the Director of Enrichment & Extension.
- When a trip is proposed after the publication of the Calendar it must also be requested via iSAMS and the Director of Enrichment & Extension should be contacted. Following consultation with the Deputy Head, a decision will be made as quickly as possible.
- Letters to parents and consent forms will be required if a trip will cost more than £30.00 per girl and the cost is to be added to the school bill.
- Staff must complete a Catering Request Form if girls will miss meals (giving at least 7 days' notice).
- If the trip is so long that the girls will not get a hot meal, the member of staff in charge of the trip must apply to the Bursar for a meal subsidy and arrange for girls to eat at a suitable venue.
- Staff should inform their line manager of cover arrangements for their teaching or pastoral duties during their absence.
- Each trip should be fully and correctly budgeted. This information should be presented to the Director of Enrichment & Extension for approval when the trip is requested.
- It is possible to book a School mini-bus via the diary in SCR Quiet Room. Staff must think carefully about whether they should be driving the minibus alone or at all.
- Coaches and trains may be booked via the School Administrator (Enrichment & Extension).

To meet Health & Safety guidelines the trip leader must ensure that the trip has adequate staffing. It is inadvisable to take a group of girls any distance on your own in case of emergencies. Please discuss any concerns with the Director of Enrichment & Extension. Recommended ratios (of staff to girls) are presented below:

- 1:25 for short local visit (perhaps during a lesson) (e.g. Escrick village, St Helen's Church)
- 1:20 for a regular trips (e.g. lecture, theatre trip etc., where girls are directly supervised throughout)
- 1:15 for any trip with Year I & II and all trips for Years III - V involving free time away from direct adult supervision (e.g. field work, gallery visits, shopping etc.)
- 1:15 for Year III upwards when an overnight stay is included
- 1:10 for Years I & II when an overnight stay is included

For potentially hazardous activities a significantly lower ratio might be necessary e.g. 1:5, 1:10, 1:12. A judgement can only be made when all the risks have been assessed. It may also be advisable for a male member of staff to have with him an additional female member of staff especially on trips outside a 30 mile radius of Queen Margaret's. Please discuss any concerns with the Director of Enrichment & Extension. Any trip which involves an overnight stay in the UK must be discussed in advance with the Director of Enrichment & Extension.

It is essential that each member of staff accompanying a trip is involved in the Risk Assessment and is briefed by the trip leader on all aspects of their trip. All the relevant forms and advice on procedure for completing a Risk Assessment is to be found in the Health & Safety Policy. The thoughtful and accurate completion of all these procedures and forms should ensure that your trip goes well. All the procedures and policies have been designed to ensure the highest safety standards for Queen Margaret's girls and to protect and support Queen Margaret's staff. Risk Assessment forms should be submitted to the Assistant Health and Safety Officer (Education) at least one week before the trip takes place. A full Risk Assessment and list of girls and staff embarking upon the trip must be left, with contact numbers, at reception as the trip leaves QM. All information must be up-to-date and signed by the trip leader.

6.7. International Trips & Expeditions

We organise a number and variety of international trips and expeditions. Trips generally take place during the school holidays (leave-out weekends, half term breaks and longer holidays). In addition, a small number of girls from Year IV participate annually in an exchange with girls from St Margaret's School, Berwick, Victoria, Australia. The following list of trips has been approved:

Approved Trips for 2015-2016

Barcelona (Drama study tour; Years V-UVI) – October
Quebec (Skiing; Years I-UVI) – February
Amsterdam (Art museums visit; Years LVI-UVI) – March
Dubrovnik (Chamber Choir; Years III-UVI) – March
Sharm El Sheik (Scuba Diving; Years V-UVI) – March
Paris (Cantiamo; Years I-II) – June

Planned Trips for 2016-2017

Rome & Pompeii (Classics, Language, Culture; Years IV-UVI) – October
France (Cycling tour; Years V-UVI) – October
Paris (Language and Culture); Years LVI-UVI) – January
Switzerland (Skiing; Years I-UVI) – February
Machu Picchu (Expedition; Years V-UVI) – July
France (Water Sports; Years I-III) – July

All International Trips & Expeditions must be planned a year in advance and a schedule for release of information and payments to be made by parents approved by the Director of Enrichment & Extension following the guidelines on page 8 of this document. The trips must fit in with the school strategy and may require further consultation and agreement from SLT.

Planning must be meticulous and regular contact with the Director of Enrichment & Extension must be maintained throughout the planning stages and in the run-up to the trip taking place. Staff must be aware of the local situation (political, meteorological and social) of their destination(s).

To meet Health & Safety guidelines the trip leader must ensure that the trip has adequate staffing. All International trips must be accompanied by at least two members of staff, one of whom must be female. It may be worth considering the skills and qualifications of staff when planning a trip (e.g. language and medical skills). The recommended staffing ratio is 1:10 for International Trips, but there may be very good reasons for smaller ratios.

It is essential that each member of staff accompanying a trip is involved in the Risk Assessment and is briefed by the trip leader on all aspects of their trip. All the relevant forms and advice on procedure for completing a Risk Assessment is to be found in the Health & Safety Policy. The thoughtful and accurate completion of all these procedures and forms should ensure that your trip goes well. All the procedures and policies have been designed to ensure the highest safety standards for Queen Margaret's girls and to protect and support Queen Margaret's staff.

For International Trips, completed Risk Assessment forms should be submitted to the Assistant Health and Safety Officer (Education) at least one month before the trip takes place.

A full Risk Assessment and list of girls and staff embarking upon the trip must be left, with contact numbers, at reception as the trip leaves QM. All information must be up-to-date and signed by the Trip Leader.

A member of SLT must be appointed the key contact in the UK and must be given a copy of all documentation relating to the trip. They must be fully briefed and be available throughout the trip's duration within easy access of the school in case of an emergency.

6.8. Trips & Expeditions: Procedures

The following is a set of guidelines when planning, preparing and running a trip. It is not exhaustive, as every trip is different. Before starting planning any trip, staff should discuss their idea with the Director of Enrichment & Extension to ensure that it fits with the school's aims and will hit the right note with girls, parents and the wider community.

Trip Information

The school calendar is available through the school's website (<http://queenmargarets.com/calendar>) and also on iSAMS via the Parent Portal. Information is generally released at least one term at a time for viewing and will include references to trips and visits, together with a list of planned home and away sports fixtures. We very much welcome family and friends at all our matches, both home and away. Parents who would like their daughter to travel with them rather on the school transport must contact the trip leader in advance to make arrangements. Further information on any trip, visit or fixture may be obtained from the Director of Enrichment & Extension or School Administrator (Enrichment & Extension).

Parental Consent

We require specific, individual written consent from parents if we are to take girls on a trip or visit which involves an overnight stay, collection from a different venue, an overseas visit or will lead to an additional cost of more than £30 per girl. The consent form must be completed, signed and returned to school not less than three days before a girl departs on a trip and must include details of where parents / guardians may be contacted in an emergency.

Safety and Behaviour

Safety is top priority for us. We expect you to support the school in ensuring that your daughter follows the instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment. The school's Code of Conduct is fully applicable on all school trips and we expect the very best behaviour of all girls at all times. We reserve the right to send any girl home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety or the safety of others or if they do not adhere to the Code of Conduct.

Guidance for Staff

We have a large number of trips, out of school activities and visits, which are an important part of our educational ethos. We expect that every member our staff endorses the educational value of activities outside the classroom. We encourage everyone possible to participate in them, and to help with the arrangements. We always welcome suggestions from staff for new trips.

Coordination of Educational Trips

Coordination of Educational Trips is the responsibility of the Director of Enrichment & Extension. All Educational Trips which take girls out of school must be approved by the Director of Enrichment & Extension, who will support the Head and Deputy Head in the process of approving visits, ensuring that they are spread through the different age groups, and the school year. The Director of Enrichment & Extension will assist staff involved with organising trips, with checking parental consent forms and will keep records of all previous visits for reference. The Deputy Head will also keep reports of any accidents on trips and ensure that other relevant staff are informed. All new staff will receive training regarding planning school visits as part of their induction training.

Trip Leaders

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is charge of organising and running it. He or she will always have had experience of accompanying school visits before taking on the role of Trip Leader. The Director of Enrichment & Extension provides formal training for all new staff and potential Trip Leaders and is always available for advice. The Director of Enrichment & Extension will also be involved throughout the process of trip planning alongside the Trip Leader. Training covers practical guidance on conducting risk assessments, emergency procedures, the school's insurance cover, budgeting for visits and the circumstances under which a visit might be terminated or curtailed, for instance if weather or sea conditions suddenly deteriorate. Contact details for all staff on a trip will be presented as part of the trip planning documentation. It may be appropriate to nominate a Deputy Trip Leader.

Transport Arrangements

The Trip Leader must consider carefully the best means of transport, bearing in mind distances, times of day, potential tiredness of girls and staff, luggage and equipment, remoteness of location, nature of activity, cost and convenience. QM Minibuses, hired coaches (of various sizes), public coach and bus services, taxis and trains should all be considered and an informed choice made. QM's policy is to discourage staff from transporting girls in their private cars, and never to allow girls to be transported in cars driven by other girls unless consent has been given by the parents of the girl in question. This permission is recorded by the Deputy Head. We also discourage long road journeys if trains or aeroplanes are a viable alternative.

QM Minibuses

No one should drive the school minibus unless s/he has qualified as a minibus driver. For any minibus journey which is likely to last for longer than one hour there should be a second member of staff on the bus. The school will arrange and fund courses in driving minibuses for all staff who are involved in visits. We expect every member of staff to complete a "Drivers' Declaration Form" before s/he drives pupils in a school minibus or privately owned vehicle. The completed forms are held by the Health and Safety Officer.

Personal Liability and Insurance

The law places the Trip Leader "in loco parentis". The Health and Safety Guidance "School trips and outdoor learning activities: Tackling the health and safety myths" contains useful guidance. (<http://www.hse.gov.uk/services/education/school-trips.pdf>). Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that QM, as their employer will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines. QM has £25m of Employers' Liability Insurance and £25M of public liability insurance as well as a group travel policy that covers most visits inside the UK and overseas. That cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, including skiing holidays; but does not cover all adventurous activities, such as climbing or scuba diving. The policy is subject to financial limits that may not be appropriate for a particularly extensive trip. Any member of staff organising an adventurous or hazardous activity or an overseas trip of any length should therefore check, with the Clerk, whether or not the activity is covered by the School's policy. An extension usually can be arranged. The Trip Leader should ensure that s/he takes a copy of the school's travel insurance with him/her on all but the shortest of visits. Where a member of staff transports a girl in his/her car, insurance cover is provided through the school's "occasional business use" motor policy. That ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer. It is essential that any member of staff completes the Driver's Declaration form mentioned above before carrying a girl in his/her private motor vehicle.

Preparatory Arrangements

The amount of advance preparatory work needed will obviously vary considerably with the type of activity. Each trip must be considered separately; 'cut and paste' is not an option when planning details or assessing the risks associated with an activity outside school; facilities, train times and local weather conditions change with the seasons. The list that follows is designed to cover all the planning that a Trip leader needs to undertake for a longer type of visit. It is designed to be as comprehensive as possible. Clearly not all the bullet-points are applicable to every trip. Different timescales are indicated for International and National trips. If you are in any doubt, please consult with the Director of Enrichment & Extension at the earliest stage.

At Least One Term in Advance (One Year for International Trips & Expeditions)

Once the following list is complete, the evidence should be presented to the Director of Enrichment & Extension and the trip entered into the electronic calendar on iSAMS. Electronic approval of the trip by the Director of Enrichment & Extension will indicate that the trip will go ahead.

- Obtain advice from the Director of Enrichment & Extension on suitable dates, precedents etc.
- Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number & age of participants.
- Calculate the staff to pupil ratio.
- Prepare a draft itinerary.
- Decide the mode of transport for all legs of the journey.
- Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. The costs of the accompanying staff must be included.
- Check that the provider of adventurous activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority.
- Obtain clear statement from the Centre about their responsibilities for the safety of the pupils before making any commitment. Ask for copies of their risk assessments.
- Prepare your own risk assessment(s).
- Check the school's insurance cover, especially if the visit involves hazardous activities.
- Find other members of staff who are willing to participate in the trip, bearing in mind when it is necessary to have a female member of staff, someone who is First Aid trained or a language specialist.
- If volunteers participate: arrange for any volunteers participating in the trip to obtain an enhanced CRB disclosure. See the Clerk for details. This is also relevant if host families are to provide overnight accommodation.
- Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.
- Carry out a reconnaissance visit if the location is not one that the school has visited before. If a reconnaissance visit is impossible, a reference from another school that has visited the site may suffice.
- Establish the minimum and maximum numbers for the visit to be viable, bearing in mind that the costs of the accompanying staff will be divided amongst the participants.
- Ascertain the medical and visa requirements.
- Establish when the deposits are required by tour operators/transport companies/activity centres etc, and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff).
- Depending upon the destination: check with the Travel Advice Unit of the Foreign and Commonwealth Office.
- Book train tickets, if appropriate, in advance to save costs.
- Prepare a written case, to be counter-signed by the Deputy Head, seeking the Head's approval as necessary.
- If necessary, attend a First Aid and/or minibus driving course beforehand.

Ratio of Staff to Girls

To meet Health & Safety guidelines the Trip Leader must ensure that the trip has adequate staffing. It is inadvisable to take a group of girls any distance on your own in case of emergencies. Please discuss any concerns with the Director of Enrichment & Extension. Recommended ratios (of staff to girls) are presented below:

- 1:25 for short local visit (perhaps during a lesson) (e.g. Escrick village, St Helen's Church)
- 1:20 for a regular trips (e.g. lecture, theatre trip etc., where girls are directly supervised throughout)
- 1:15 for any trip with Year I & II and all trips for Years III - V involving free time away from direct adult supervision (e.g. field work, gallery visits, shopping etc.)
- 1:15 for Year III upwards when an overnight stay is included
- 1:10 for Years I & II when an overnight stay is included

For potentially hazardous activities a significantly lower ratio might be necessary e.g. 1:5, 1:10, 1:12. A judgement can only be made when all the risks have been assessed. It may also be advisable for a male member of staff to have with him an additional female member of staff especially on trips outside a 30 mile radius of Queen Margaret's. Please discuss any concerns with the Director of Enrichment & Extension. Any trip which involves an overnight stay in the UK must be discussed in advance with the Director of Enrichment & Extension.

Risk Assessment

It is essential that each member of staff accompanying a trip is involved in the **Risk Assessment** and is briefed by the trip leader on all aspects of their trip. All the relevant forms and advice on procedure for completing a Risk Assessment is to be found in the Health & Safety Policy. The thoughtful and accurate completion of all these procedures and forms should ensure that your trip goes well. All the procedures and policies have been designed to ensure the highest safety standards for Queen Margaret's girls and to protect and support Queen Margaret's staff.

For Educational visits, completed Risk Assessment forms should be submitted to the Assistant Health and Safety Officer (Education) at least one week before the trip takes place.

A full Risk Assessment and list of girls and staff embarking upon the trip must be left, with contact numbers, at reception as the trip leaves QM. All information must be up-to-date and signed by the trip leader.

All Trip Leaders are trained in conducting risk assessments on the potential hazards involved in a visit, trip or activity that they are planning and these are checked by the relevant Assistant Health and Safety Officer. These include:

- Identifying the potential hazards of the place being visited.
- Listing the groups of people that are especially at risk from the significant hazards.
- Listing existing controls or notifying where the information may be found.
- Considering how he/she would cope with the hazards which are not currently identified or fully controlled.
- Carrying out continual monitoring of hazards throughout the visit.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Trip Leader should ask for copies at the planning stage. Provided that he/she is satisfied, it will meet the requirements of QM, for the activity part of the visit. Additional risk assessments will probably be needed to ensure complete coverage of all aspects of the visit, including travel. The Director of Enrichment & Extension and Health and Safety Officers keep a set of generic risk assessments that cover sports fixtures, theatre and museum visits and most of our regular visits for reference, however, each trip must have its own assessment completed as the number of girls and exact location, including closest A&E facilities will vary.

At Least Six Weeks in Advance (Ten Months for International Trips)

The second phase in planning a trip is outlined below:

- Write a preliminary letter to send to parents and guardians of the target age group, outlining the purpose of the trip, the programme and the expected maximum cost and (where applicable) payment schedule. Ask for completion of a consent form, together with a deposit by a specific date. Mention any restrictions on numbers. The letter must conform to the school's policy on branding and editing and be approved by the Director of Enrichment & Extension.
- Brief the girls about the visit, its dates and purpose. A presentation in Assembly may inspire girls to sign up for a trip.
- Inform parents of the medical and visa requirements. Advise parents of non-British passport holders that they are responsible for ascertaining the visa requirements of the country to be visited.
- Outline the reasons why a completed consent form is essential and the need for a copy of each girl's passport.
- Check passport details e.g. date of expiry.
- Check names of all pupils wishing to participate with the Centre for Health and Wellbeing. Discuss with the Deputy Head any concerns about special arrangements that may be required for handling any specific medical, dietary or SEN issues.
- Collect payments / deposits and arrange with the Finance Department to set up a unique cost centre in the school accounts for the trip.
- Arrange for the Finance Department to pay deposits on hotels, flights, activity centre etc.
- On exchanges: assign pupils to host families and encourage an exchange of letters, emails, photographs etc.
- Establish friendly but professional links with host families, tour representatives etc.

At Least Three Weeks in Advance (Three Months for International Trips)

The next stage in planning includes:

- Finalise the costs and up-date the budget if necessary. If the trip now looks as though it will go over budget discuss this immediately with the Bursar.
- Ensure that payments are being received by the Finance Department for the trip from parents.
- Recruit replacement girls or staff if some have had to withdraw from the trip.
- Insist that all coaches are fitted with seat belts. This may not be possible in every country.
- Arrange for the Bursary to pay the balance to the airline, hotel, travel company etc.
- Arrange for a school credit card to be issued for the duration of the visit, if necessary.
- Arrange with the Director of Enrichment & Extension for loan of a school mobile with pre-paid SIM card valid for the country to be visited to be available on a specific date.
- Brief and prepare the pupils in advance.
- Ensure that they are given plenty of advance notice if they need special equipment (e.g. for skiing).
- Ensure that a member of SLT agrees to be the Trip Contact. He/she will need to be based in the UK for the duration of the Trip and be available by telephone, able to get to school and act in the case of an emergency.

At Least One Week in Advance (Six Weeks for International Trips)

As the date for the trip approaches, ensure that you:

- Give the Finance Department details of requirements for foreign currency, travellers' cheques or pre-paid foreign currency cards. Agree collection arrangements. (Trip Leaders will normally be required to collect and counter-sign their own travellers' cheques from the bank or airport terminal and will be required to produce their passport details for a pre-paid foreign currency card).
- Arrange meeting with the girls (and parents if feasible) to brief them on all aspects of the trip. This may be done in conjunction with a parents meeting or half-term break at an earlier stage. Information to remember to mention includes:
 - The itinerary, including the meeting and collection points.
 - Contact details for the hotels/hostels/ names and addresses of the host families.
 - Contact number for contacting the Trip Leader (this may be a mobile or a variety of landlines at venues on the trip or a UK based number which will be answered by the Trip Contact in the UK).
 - The money, kit and equipment that the pupils need.
 - The cultural setting and dress code of the country / activity centre.
 - The medical and visa requirements.
 - The expected standards of behaviour, and the potential risks of irresponsible behaviour.
 - The rules on alcohol, tobacco and illegal substances.
 - Remind parents those girls who ignore or flout the behaviour code risk being sent home at their parents' expense. Girls remain subject to the school's Code of Conduct throughout the visit.
 - Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.
 - Arrangements for communicating with parents in the event that the return is delayed.
 - The need to notify the school in the event of contact with an infectious disease between now and the date of travel.
 - Complete a Catering Request Form if girls will miss meals. If the trip is so long that the girls will not get a hot meal, the member of staff in charge of the trip must apply to the Bursar for a meal subsidy and arrange for girls to eat at a suitable venue.
 - Inform their line manager of cover arrangements for their teaching or pastoral duties during their absence.
 - Book traveling first aid kit from the Medical Centre

At Least Two Weeks in Advance (International Trips only)

Important checking of details and documents is essential:

- Collect passports of all girls on trip.
- Photocopy girls' passports and all other relevant documentation.
- Check all tickets for accuracy. Store them in the school safe until collection.
- Collect travellers' cheques from bank (if not collecting from airport terminal). Note their serial numbers before storing in safe until collection, with the foreign currency ordered by the Finance Department and give copy to Finance Department.
- Sign for school credit card. Store in safe.
- Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Trip Leader and other accompanying staff, and emergency procedures.
- Prepare packs for the Deputy Head, Trip Contact, Reception and for each member of staff, that contain the following information:
 - The Trip Leader's mobile number,
 - Mobile numbers of all participating staff,
 - The itinerary (address, phone numbers etc of all locations where the party is staying).
 - A list of pupils, together with copies of their parental contact forms (which includes details of each pupils' medical conditions),
 - Copies of all passports and travel documents,
 - Emergency contact numbers for the Head, house master
 - , Director of Enrichment & Extension and Trip Contact,
 - The address and contact details of the nearest British Consul.
 - On exchanges, the names and contact details of the exchange school and the host families that are accommodating each girl.
 - A copy of the tickets, travel insurance document (including emergency contact details).
 - A copy of the risk assessment.
 - Location of local hospital
 - Copies of the serial numbers of travellers' cheques.

One Day before Departure / Day of Departure

Last minute check:

- Collect tickets, credit card, travellers' cheques/pre-paid foreign currency card and foreign currency from the safe.
- Give trip information packs to designated school recipients and to other staff participants
- Give each pupil the names, addresses and phone numbers of their accommodation
- Remind girls about the rendezvous, dress code, standards of behaviour etc.
- Collect traveling first aid kit(s). Check contents.
- Collect ordered food/water.
- Collect School Mobile and charger.

During the Trip

Primary responsibility for the safe conduct of the visit rests with Trip Leader. He/she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. He/she will liaise with the partner school in the event of difficulties between a girl and their host family. He/she may delegate part or all of the responsibility for the following to one or more accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all girls wear their seat belts.
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every girl walks through the emergency escape route at each hotel.
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- Setting times for girls to be in their rooms at night. Conducting checks (using the other staff).
- Exchange mobile numbers for staff and girls for ease of emergency contact and identification.
- Setting agreed times and locations for checking girls when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour.
- Looking after – or reminding girls to look after – passports and valuables.
- Storing cash, travellers' cheques and tickets in the hotel safe.
- Keeping an account of all expenditure.

- Recording all accidents and near misses.

Illness or Minor Accidents

If a girl has a minor accident or becomes ill, the Trip leader, or another member of staff will take her to the local hospital or clinic. If the trip is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. We expect the Trip Leader to telephone the School Contact and for either Leader or Contact to telephone the girl's parents if she has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

Emergency Procedures

In the event of a serious accident resulting in the death or injury of one or more of the girls and staff, the Trip Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured girl(s) to hospital. Ensuring that the rest of the group were safe and looked after, and informing the Trip Contact (who will inform the Head) of what had happened would be the next tasks for the Trip Leader, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Trip Contact and Head are made. He/she would also need to arrange (perhaps using the Deputy Trip Leader or another member of staff) for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas. A full record should be kept of the incident, the injuries and of the actions taken. Depending on the nature of the incident, we may implement our own model communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any girl who has suffered some injury or mishap. We will use mass communication methods (SMS, email) for communicating with those whose children are not affected. Where possible, the Trip Leader should ensure communications from the girls on the trip to their parents is accurate and in the best interests of any injured parties. Where possible, communication with the media should be left to the Head. The Trip Leader should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge. Girls should be discouraged from talking to the media.

Delayed Return

If a visit is delayed, the Trip Leader should phone the Trip Contact who will alert everyone as necessary. It may be appropriate to get girls to text their parents an estimated time of arrival when on the journey home and keep them up-dated if it is a long trip and they are due to be collected.

On Return

Each Trip Leader is asked to provide the Director of Enrichment & Extension with any reports of accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. The Trip Leader should return all school property, together with a report of any lost or damaged property. He or she should also:

- Instruct all pupils to delete their records of the school mobile and of any staff mobiles.
- Remind staff to delete records of girls' mobile numbers that they may have acquired during the visit.

Expenditure

The Trip Leader is responsible for returning any unused cash or travellers' cheques to the Finance Department. The pre-paid foreign currency card and the school credit card should be returned, together with all related transaction vouchers. The Trip Leader is also responsible for producing a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill.

Report and Review

The Trip Leader should prepare a short report on the trip which highlights its educational benefits. Girls may also wish to write an article for the school magazine and present an assembly. Trips will be reviewed by the school's Education Committee and be passed to the Governor's Education Committee.

Jessica Miles

Head

Date Agreed: 2015-11-03

Review Date: 2016-11-03

**Appendix 1: QM Trips & Expeditions Consent Form
(adapted for each trip with agreement from the Director of Enrichment & Extension)****General Information**

Purpose of Trip:

Destination(s):

Girls able to attend: [insert year groups/ages/language levels/courses studies/etc]

Maximum number of girls:

Number of accompanying staff:

Trip Leader:

Travel Company (if applicable):

A full itinerary is attached

Departure date, time and place:

Return date, time and place:

Accommodation

[insert details, e.g. Hotel in [] for [] Nights with girls accommodated in rooms for 2/3/4]

Transport

1. School to [] by [coach/school minibus]

2. Outward Flight on [airline company] to [airport, town]

3. Coach to [hotel, town]

4. [insert local transport details, e.g. coaches, buses, subways, trains etc.]

5. Coach to [airport, town]

6. Return Flight on [airline company] to [airport, town]

7. Return to school by [coach/school minibus]

Please note that although it is school policy always to book coaches fitted with seat belts, this is not always possible outside the UK.

Planned Activities

[List here all the activities which will take place on the trip, including optional ones]

Supervision

[Include a statement about level of supervision and expectations at various venues; this may be age-specific for a mixed-age party]

Details of Daughter

Full Name (as on passport):

Year Group in school (at date of trip departure):

Nationality (as on passport):

Date of Birth:

Passport Details (for International Trips)

Passport Number:

Place of Issue:

Date of issue:

Date of expiry:

Medical Information

Name of Family Doctor:

Address of Doctor's Surgery:

Contact Number:

Allergies or sensitivities to food, medication, pets or insect stings etc.:

Chronic or recurring medical conditions needing regular or occasional medication or treatment:

Does your daughter suffer from travel sickness?

If 'yes', do we have permission to give her a travel sickness tablet?

If the case should arise, do we have permission to give your daughter a prescription pain relief tablet, e.g. paracetamol?

To the best of your knowledge, has your daughter been in contact with any infectious disease over the last four weeks

Does your daughter suffer from any phobia which might make it unsafe for her to participate in any of the planned activities?

Date of last tetanus injection:

Vaccinations (delete as applicable)

[insert details of required vaccinations and plans for these to be administered at school]

Do we have permission for your daughter to receive the described vaccinations?

Parental Information

Name(s):

Home Address(es):

Home Telephone:

Work Telephone:

Mobile Telephone:

Email Address(es):

Other Address(es) if applicable for duration of trip):

Consent to Emergency Medical Treatment

[Trip Title and Dates]

[Daughter's Name (as on passport)]

[I/We], [_____], authorise the Trip Leader, [_____], or an authorised deputy acting on [his/her] behalf to consent on the advice of an appropriately qualified medical specialist to [my/our] child receiving emergency medical treatment, including general anaesthetic, blood transfusion and surgical procedure [under the NHS]/[under the school's travel insurance cover] if [he/she] is unable to contact [me/us] in time.

Signature(s) of Parents/Guardians: _____

Date: _____

Code of Conduct

[Trip Title and Dates]

[Daughter's Name (as on passport)]

I understand that my daughter will be subject to the normal school rules of behaviour throughout the visit. I agree to her following the guidance on health and safety given either by a member of staff [or by an Instructor at the Activity centre] at all times. I accept that where her disregard for the code of behaviour either causes danger to herself or to others, or offence to the local customs, or is a serious breach of school discipline, such as (but not confined to) smoking, drinking alcohol, using illegal drugs or sexual misconduct, that she may be sent home forthwith at our expense.

Name(s) of Parent(s)/Guardian(s): _____

Signature(s) of Parent(s)/Guardian(s): _____

Date: _____

Please note that your daughter will not be allowed to participate in this visit unless this form is completed and returned to school by [_____].

Appendix 2 – Visit/Activity Planning Checklist: Day or Part Day Visit/Activity

Title of Visit/Activity **Name of Organiser** **Date**

Notes:

1. Attach this completed check list to your Proposed Visit/Activity Approval form.
2. By submitting this completed form it will:
 - a. Show you have a good understanding of the undertaking in organising a visit/activity off site.
 - b. Serve to remind you what is required, and when.
 - c. Allow SLT to appreciate the scope of the proposal and assist with decision making.
 - d. Provide the Visit Co-Ordinators early sight and notification of proposals.
3. This list may not include every consideration you require for your visit/activity plan.
4. Retain a copy of this to assist you with planning and finalising your plan.
5. Contact the health and safety team early should you require further guidance.

Health and Medical	Yes	No
Are all group members (including staff) physically fit enough and healthy enough for the planned visit/activity?		
Is the inclusion of a trained first aider within the group necessary/desirable?		
Will you require a first aid kit? Usually booked via the Medical Centre but may require some notice.		
Will you need to contact the Medical Centre for specific medical issues for the girls?		
Will you require any specific specialist medical equipment from the Medical Centre (eg Epipens)?		
Have you identified the nearest A&E hospitals and do you know how to get there and contact them?		
Will you transport available with you to take a casualty to A&E without creating an issue for the remainder?		
Does your venue allow reasonable access for emergency vehicles?		
Might there be any specific dietary requirements or considerations?		
Supervision	Yes	No
Will you have sufficient staff to adequately supervise all aspects and comply with policy ratios?		
Will staff be suitable qualified to undertake the supervisory role?		
Are all proposed supervisory staff employees of QM? If not you must seek approval from SLT.		
Will all of the supervisory staff be DBS checked by QM? If not consult SLT for approval and guidance.		
Will any of the supervisors be hindered from carrying out their supervisory role because of accompanying dependants or pets?		
Risk Planning	Yes	No
Do you know if you are required to submit a suitable and sufficient risk assessment?		
If you do need one, do you know you must submit it at least one school working week prior to the date of your departure?		
Do you know how to write a risk assessment?		
Are you aware of HSEs guidance '5 steps to risk assessments'?		
Do you know who should approve you risk assessment?		
Do you know how to assess risks and implement effective control measures?		
Do you know you must ensure all supervisory staff are aware of the contents of your risk assessment?		
Do you realise you should carry your risk assessment with you for reference as necessary?		
Do you know that your visit/activity should not go ahead without it having been approved?		
Do you require special parental consent for any part of the visit/activity?		

Communications		
Are you aware you should not issue your personal mobile phone number to pupils?		
Do you know to book QM mobile phones in good time with the either FW or MR?		
Will you have an adequate number of mobile phones?		
Do you suspect there may be issues with obtaining an adequate phone signal in the location you are going?		
If signal is known to be unreliable, you know to have a contingency in case of emergency?		
Are there land line phones available for use at your location for which you have the number?		
Do you suspect you will need parental consent if costs levied against the girls exceed £30?		
Are Marketing aware of your trip?		
Transport		
Have you given consideration to the most suitable mode of transport (best control/safest/quickest/most cost effective)?		
Do you know how to book your proposed transport and what notice you are required to give?		
If using QM (or self-hire) minibuses, do you have an authorised driver?		
Are you aware the middle front seat of the 17 seat school minibus can only be used by adults?		
If a private vehicle has to be used, are all the documents valid and is the driver and vehicle authorised?		
Are you aware QM discourages the use of private vehicles so far as possible?		
Do you need to consider comfort breaks en-route to your venue?		
Venue		
Do you know the route to your venue?		
If you have not been to your venue before, should you consider a pre-visit?		
Is there adequate safe parking at the venue?		
Do you need to give consideration to child protection issues whilst at/around the venue?		
Welfare		
Are you likely to require early/late meals that will require booking via the Catering Manager?		
Will you require packed lunches?		
Do you know what notice is required for booking packed lunches?		
Are there any special dietary requirements to consider?		
Do you know if there are suitable places, with shelter at the venue to eat packed lunches?		
Are there refreshments available to the girls at the venue?		
Are there adequate toilet facilities at the venue?		
Is there a need to consider specific equipment (foot ware, safety equipment, water bottles, rucksacks/bags, water proofs, Hi Vis vests etc)?		
Are the girls encouraged to take their personal mobile phones?		
Weather Conditions		
Can inclement weather conditions be anticipated?		
Will inclement weather impact on the success/safety of the visit/activity?		
Can shelter be provided if necessary?		
Are warm/waterproof clothes required?		
Will adverse weather conditions affect access to or from the venue?		
Can high temperatures and risk of exhaustion be anticipated?		

Emergency Procedures

Can you contact the School in an emergency?		
Can the School contact you in an emergency?		
Are you aware the School must be informed of any significant changes to the visit/visit plan?		
Do you need to log expedition details with emergency services (eg Coast Guard, Mountain Rescue etc.)?		
Are you aware you must have a detailed itinerary you must submit with your planning documents?		
Are you aware of the yellow 'QM Emergency Procedures' card that should accompany you?		
Have you considered the need for a contingency plan – even if it is to return early?		

Appendix 3 – Visit/Activity planning checklist – Overnight or multiple night stay

Title of Visit/Activity **Name of Organiser** **Date**

Notes:

1. Attach this completed check list to your Proposed Visit/Activity Approval form.
2. By submitting this completed form it will:
 - a. Show you have a good understanding of the undertaking in organising a visit/activity off site.
 - b. Serve to remind you what is required, and when.
 - c. Allow SLT to appreciate the scope of the proposal and assist with decision making.
 - d. Provide the Visit Co-Ordinators early sight and notification of proposals.
3. This list may not include every consideration you require for your visit/activity plan.
4. Retain a copy of this to assist you with planning and finalising your plan.
5. Contact the health and safety team early should you require further guidance.

Accommodation	Yes	No
Is the accommodation a recognised hotel or hostel which confirms to current safety standards?		
If not, are you aware you may need to implement additional controls to compensate for this?		
Do you have sole use of this accommodation?		
If not, will you request party rooms/rooms together to enable the group to stay close?		
Will you develop a room plan so you'll know where everyone in the group is?		
Do you foresee any specific child protection issues if sharing the accommodation building with others?		
Have you visited this accommodation before?		
Do you think a pre-visit is necessary?		
Are you aware you should brief your group about emergency procedures pertaining to the accommodation on, or soon after your arrival?		
Will supervisory staff be residing in the same building?		
Will there adequate toilet facilities close by without travelling a distance (eg. Camping at campsites)?		
Will there be sufficient supervisor staff for the type of accommodation proposed?		
Are there any facilities at the accommodation that may present additional hazards (eg, swimming pool)?		
Does the accommodation have its own security staff?		
Welfare		
Will you be eating all meals at the accommodation?		
If not, will you need to consider additional controls if leaving accommodation?		
Will those in your group be allowed free time?		
Will you be arranging additional evening activities at the accommodation?		
Transport		
Will you be keeping the transport with you whilst staying at the accommodation?		
Is there adequate safe parking at the accommodation?		
Will the transport be safe overnight?		

Appendix 4 – Visit/Activity planning checklist – Activities/Visits Overseas

Title of Visit/Activity **Name of Organiser** **Date**

Notes:

1. Attach this completed check list to your Proposed Visit/Activity Approval form.
2. By submitting this completed form it will:
 - a. Show you have a good understanding of the undertaking in organising a visit/activity off site.
 - b. Serve to remind you what is required, and when.
 - c. Allow SLT to appreciate the scope of the proposal and assist with decision making.
 - d. Provide the Visit Co-Ordinators early sight and notification of proposals.
3. This list may not include every consideration you require for your visit/activity plan.
4. Retain a copy of this to assist you with planning and finalising your plan.
5. Contact the health and safety team early should you require further guidance.

Supervision	Yes	No
Have you taken a similar visit/activity overseas previous?		
Have you received any form of visit/activity planning previously?		
Will you have adequate staff who are competent and suitable qualified for the proposed visit/activity?		
Travel Documents/Pre Checks		
Do you know everyone within the group requires a passport with at least 6 months validity remaining?		
Are you aware you should take a copy of these passports?		
Are there any group members travelling on non EU passports where additional checks may be required?		
Will you require visas to enter the proposed visit countries?		
Will you have current next of kin details?		
Do you suspect you may need to consult Foreign Commonwealth Office for advice on travel restrictions?		
Do you need to book currencies early?		
Will you have access to emergency funds in your visit location?		
Medical		
Will you be visiting a country covered by the E111 health card scheme?		
Are there any concerns regarding the health of anyone within the group?		
Will you check those on medication will have sufficient for the duration of the visit?		
Will there be a requirement for specialist first aid equipment to be taken?		
Will there be a requirement for specific vaccinations for the country/countries visited?		
Is there a risk of malaria in your visit location?		
Are there likely to be extremes of temperature (hot or cold) that may require special consideration?		
Are there likely to be animals and insects that may present a hazard to health?		
Insurance		
Do you suspect there will be a requirement for additional specific insurance required for the group?		
Do you suspect there will be a requirement for additional personal insurance?		
Will the visit be covered under school's insurance?		

Travel Arrangements		
Will you adequate time to make all travel connections?		
Will you need to consider feeding the group when travelling long distances for long periods?		
Will you brief the group about airport security prior to departure?		
Accommodation		
Does your hotel/accommodation have a swimming pool?		
Will your group be permitted access to this swimming pool, or any other places where swimming is possible?		
Will you have supervisors within your group who are adequately qualified to supervise this swimming?		
Communications		
Do you suspect they will be any issues understanding local languages?		
Do you have concerns that school mobile phones won't operate in your proposed visit location?		
Do you suspect you may require a satellite phone or quad band phone?		
Will the School be able to contact quickly you at your overseas location?		
Will you have the means to recharge mobile battery packs (socket adaptors)?		
Will you have British Embassy/Consulate contact details for emergency situations whilst overseas?		
Will you have contact details of all SLT members?		
Security		
Do you have any particular concern regarding personal security of those in the group?		
Will you have safe storage of valuable documents/monies/equipment?		
Are there any specific cultural traditions that must be observed?		

Appendix 5 – A Guide to producing Risk Assessments

GUIDANCE FOR PRODUCING RISK ASSESSMENTS

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 states the requirements for undertaking risk assessments.

Risk assessments are to be ‘suitable and sufficient’. A definition of what is suitable and sufficient is not defined in the regulations at reference A, but the level of detail in a risk assessment should be proportionate to the risk. Once all the risks are assessed and taken into account, insignificant risks can usually be ignored, as can risks arising from routine activities associated with life in general (eg. Climbing stairs or kerbs).

Persons producing risk assessments should be ‘accountable and competent’. In this context the term ‘accountable’ is taken as an employee, or a contractor to QM, and ‘competent’ is assumed to be a person who has either received training, or is experienced in producing risk assessments.

Individuals producing RAs are required to use good judgement when evaluating or assessing risks. An understanding of the principles for assessing risks will help in making the right judgements. Individuals undertaking RAs should, depending on level of experience, seek advice and guidance from other experienced persons, similar previous assessments, policy documents, health and safety guidance documents, etc. to complete their RAs.

Ideally the visit/activity leader should be the person carrying out the RA but it’s not essential. However, the visit/activity leader must be familiar with all aspects of the RA, and accept it as being suitable and sufficient before embarking on their visit or activity.

Your written RA is your evidence or proof that you have carried out a suitable and sufficient assessment of the risks. Paragraph 25 (c) of Regulation 3 of Management of Health and Safety at Work Regulations 1999 states ‘sufficient detail of significant findings should be recorded to demonstrate (to safety advisors and inspectors) that a suitable and sufficient assessment has been carried out’.

Persons responsible for producing RAs should be clear about the definitions of a hazard and risk. A hazard is something that has the potential to cause harm. A risk is the likelihood of the hazard potential being realised.

Five Steps to Risk Assessing

The Health and Safety Commission (HSC) has produced a small document title 5 Steps to Risk Assessing (HSE INDG 163 (rev 4)). It is a handy guide to help in producing RAs and can be down loaded from the following link:

<http://www.hse.gov.uk/pubns/indg163.pdf>

Step 1	Identify all the hazards
Step 2	Identify who might be harmed and how
Step 3	Evaluate or assess the risks from the identified hazards
Step 4	Record all significant hazards
Step 5	Review and revise the RA as necessary

Assessing/Evaluating Risk

The revised risk assessment template shown below makes provision for the risks to be evaluated by considering the likelihood of an identified hazard causing harm, and the severity of the harm. Whilst the practice of using a grading system of low, medium and high is acceptable, inserting figures relating to a risk matrix better demonstrates a process of evaluation or assessment.

Scoring in the first risk columns takes account of the situation without any additional control measures. Scoring in the residual risk column accounts for the residual risk remaining after additional control measures have been identified. You must satisfy yourself (and the Visit Co-Ordinators) that the residual degree of risk is acceptable for the visit or activity to proceed; if not, further control measures should be considered, or if that is not possible, the visit or activity should be reviewed/changed to avoid the hazards.

Using the matrix, and exercising judgement and experience, firstly consider the likelihood of the identified hazard causing harm and grade it from 1 to 5 (in accordance with the table below). Do the same with the likely severity of the harm and multiply the two figures together to achieve your score.

If your degree of risk falls between 16 and 25 (within the red zones on the matrix) the risk is too high and further control measure are required, or hazards avoided by changing activity. If the score falls between 9 and 15 (within the yellow zones) the risk is moderate and further control measures should be considered. If the score is below 8 usually the risk would be considered acceptable however, you should still review your control measures to lower this figure if it is reasonable practicably to do so.

Severity score from matrix

Degree of risk by multiplying likelihood by severity

List all additional control measures separately for each identified hazard

Residual risk taking into account your additional control measures, from the matrix as before.

Likelihood score from matrix

Assessment for: _____ Date of assessment: _____ Date of last review: _____ Assessed by: _____

Hazard	Persons Affected	Risk			Control Measures	Residual Risk			Comments
		L	S	DR		L	S	DR	

Identify each hazard (eg. Coach involved in road traffic collision RTC). Identify here what the likely harm might be (eg. Cuts and bruises, death etc.)

Identify who might be harmed. Don't just list girls and staff – staff include housekeeping, maintenance workers and caterers. Also include any visitors and the public where applicable

L=Likelihood S=Severity (or significance) DR=Degree of risk

5	5	10	15	20	25	
4	4	8	12	16	20	
3	3	6	9	12	15	
2	2	4	6	8	10	
1	1	2	3	4	5	
		1	2	3	4	5

LIKELIHOOD

SEVERITY

core	Likelihood	Severity
1	Remote	Insignificant
2	Unlikely	Minor
3	Possible	Moderate
4	Probable	Major
5	Highly Probable	Catastrophic

PROPOSED VISIT/ACTIVITY APPROVAL

Please note that completion of this form does not provide automatic authorisation. No mention of the proposed visit or activity should be made to any girls until the application process is complete and approval has been given.

Name	Department & contact No	Date of request
Description of proposed visit or activity		
Proposed dates		
Date	Timings	

Departure/Start				Name of visit/activity leader		
Return/Finish						
Educational objective				Year group(s) of girls involved		
				Estimated No of persons		
				Girls	Supervising staff	Others
				<i>Check numbers of supervisory staff indicated below</i>		
Proposed accommodation (if applicable)				Names of supervisory staff (if known)		
Proposed method of transport				Approximate cost to each pupil		
Coach	<input type="checkbox"/>	Sailing/Ferry	<input type="checkbox"/>			
Train	<input type="checkbox"/>	Flight	<input type="checkbox"/>			
Minibus	<input type="checkbox"/>	Private car	<input type="checkbox"/>			
Taxi	<input type="checkbox"/>	Other	<input type="checkbox"/>			
Details				Additional funding requested		
Type of visit/activity						
On site activity	<input type="checkbox"/>		Complete and attach check list 1a			
Day, or part day visit or activity off site	<input type="checkbox"/>		Complete and attach check list 1b			
Visit/activity involving overnight stay off site	<input type="checkbox"/>		Complete and attach check list 1b + 2			
Overseas visit/activity	<input type="checkbox"/>		Complete and attach check list 1b + 2 + 3			
Notes:						
<ol style="list-style-type: none"> Proposal to be sent directly to the Director of Enrichment & Extension Recommended ratios (of staff to girls) are presented below: <ul style="list-style-type: none"> 1:25 for short local visit (perhaps during a lesson) (e.g. Escrick village, St Helen's Church). 1:20 for a regular trip (e.g. lecture, theatre trip etc, where girls are directly supervised throughout). 1:15 for any trip with Year I & II and all trips for Year III – UVI involving free time away from direct adult supervision (e.g. field work, gallery visits, shopping etc.). 1:15 for Year III upwards when an overnight stay is included. 1:10 for Year I & II when an overnight stay is included. Ensure correct check lists are attached/accompany this visit/activity proposal. Supervisory staff should be employees of QM, otherwise approval from SLT is required. Supervisory staff should not be hindered from their supervisory duties by accompanied dependants or pets etc. 						

CONFIRMATION FOR VISIT/ACTIVITY APPROVAL					
The above proposal is approved		<input type="checkbox"/>	Is not approved		<input type="checkbox"/>
Approved subject to the following amendments/ conditions			Not approved for the following reasons		
A suitable and sufficient risk assessment is required		<input type="checkbox"/>	Is not required		<input type="checkbox"/>
Confirmed visit/activity plan and RA to be forwarded to				A first aider is required	
				by no later than:	
Funding for the visit/activity is approved as follows					

Please use this reference on all visit/activity planning documents:					
Approval					
Name		Signed		Date	