



POLICY FOR HEALTH AND SAFETY ON SCHOOL TRIPS

St Richard's recognises the importance of school trips as a valuable aid to learning and to ensure that pupils have access to the arts, theatre, sites of scientific, historic and geographic significance and culture, both locally and nationally. The health and safety of both pupils and members of staff on such trips is paramount and the school policy is as follows.

PLANNING

Prior to a school trip the following planning procedures must be undertaken:

- The member of staff responsible for the school trip will seek the Headmaster's permission to organise the school trip.
- The member of staff responsible for the school trip will gather information to establish the suitability of the outing for the children involved.
- Where possible the member of staff will visit the venue to assess any risks and gather important information for the trip. It may not always be possible to visit the venue, in which case the member of staff should request a copy of the venue's health and safety risk assessment together with any additional, relevant information which can be provided. It may be that the chosen venue has been visited by St Richard's in previous years and the member of staff should consult the Evaluation Forms (Form SV3), which are filed in the Gun Room and the responsible member of staff for relevant information.
- Prior to making a confirmed booking, the member of staff will discuss the school trip with colleagues (where necessary) and produce a detailed plan. The plan should be shown to the Headmaster for approval.
- Planning details will include the date, time and length of stay, transport and dietary requirements, medical information and the staff to pupil ratio, which may vary according to the age of the children. Additional cover for supervision, if required, should be arranged at this stage.
- Parents/guardians will be informed about the trip in writing and will be asked to complete and return a Health and Permission Form for a School Trip (Form SV1).
- A full briefing will be held the day before the trip at which all participating members of staff will be informed of their responsibilities on the day.
- An assembly is held before the trip to inform the children about the details of the trip and their responsibilities and behaviour. Any questions from the children will be answered.
- The day before the trip the responsible member of staff must complete a Risk Assessment Form (Form SV2), which must be counter-signed by the Headmaster. This form is then photocopied and one copy is held in the School Office, one in the Risk Assessment file in the Gun Room and one is taken on the trip.

PRIOR TO DEPARTURE AND DURING THE TRIP

The leader must ensure that:

- The register is taken before leaving the school and headcounts are taken regularly throughout the day.
- The School Office is informed if there are any variations to the completed Risk Assessment Form (Form SV2).
- A mobile phone, emergency contact numbers, a register, a first aid kit, any medication/inhalers and other information (eg from the Health and Permission forms or from pupils' medical records) are taken on the trip.
- All members of staff are informed and aware of their responsibilities.
- The children wear and take suitable clothes.
- There are drinks and snacks and that all children have a packed lunch (if necessary), whether provided by the school or parents/guardians.
- There are containers and wipes for children who may suffer from travel sickness.
- There are spare clothes in case of 'accidents' (particularly relevant for the younger pupils).
- All children wear seatbelts on the journey.
- That the children are adequately supervised at all times.
- That no unnecessary risks are taken during the trip.
- That the School Office and parents/guardians will be informed about any incidents or accidents during the trip.
- That the School Office will be advised if the return time to school differs from that advertised to parents/guardians.
- That provision will be made at school if pupils need to stay overnight (including a meal if necessary) if any unforeseen delays lead to a late return to school.

AFTER THE TRIP

- The leader must inform the Headmaster of any accidents/incidents that occurred during the trip and, if appropriate, any actions required as a result of said accidents/incidents.
- An Evaluation Form (Form SV3) must be completed and filed in the Gun Room.
- The trip is discussed at a department/staff meeting.
- Suggestions for the improvement of future trips will be noted and circulated, where appropriate.

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