



## The Wren School

# Health and Safety of Wren Students on Activities Outside the School

### Purpose and Background

The Wren School recognises that it is important that students are able to experience a wide range of activities outside the school. It is important that students learn to understand and manage the risks that are a normal part of life.

It is the aim of The Wren School to ensure the health and safety of our students whilst engaged in such activities. This therefore requires the efficient organisation of school trips and visits which should have a clear educational purpose and precise backup procedures in case of emergency. Common sense will be used in assessing and managing the risks of any activity. Health and safety procedures will always be proportionate to the risks of an activity. Staff will be given the training they need so they can keep themselves and students safe and manage risks effectively. These arrangements take account of all relevant legislation and guidance.

### Policy objectives

This aim is to be achieved through the following objectives:

1. Practical and efficient preparation and planning for activities outside the school (including its addition to the school calendar).
2. Effective communication with parents of students taking part in the trip.
3. Implementation of the principle of duty of care throughout the trip, taking the same care that a reasonable, prudent and careful parent or carer would take in the same circumstances. This should include ensuring that staff are aware of their legal responsibilities during the trip and know how to deal with any emergencies that may arise.

4. Having all processes securely in place in the event of an accident or other emergency.

## Management of the policy

<b>School</b>	This policy is implemented and managed by the headteacher supported by the whole school responsibility leader for extended services and community links on behalf of the Governors' Inclusion & Community Committee
<b>Governing body</b>	The Governors' Inclusion & Community Committee will review and update this policy annually in line with all relevant legislation.
<b>Approval</b>	Updated and approved by the Full Governing Body - March 2017
<b>Next review due</b>	March 2018

## Associated policies

- Child Protection and Safeguarding Children Policy
- Critical Incident Policy
- Health and Safety Policy

## Practice and procedures

The Wren School leadership team, its governors and the Single Academy Trust will always take a common sense and proportionate approach to risk assessment and risk management, with a view to enabling children to undertake activities safely, rather than preventing activities from taking place.

Some off-site activities form part of the normal school week, e.g. games lessons at Prospect Park. Any risk associated with such repeated activities will be considered part of the school's health and safety policies and procedures. A regular check will be made to ensure that the precautions identified remain suitable. Written consent from parents will not be sought for these activities; however, parents will be told where their child will be at all times and of any extra safety measures required.

For each new proposed off-site activity, the headteacher will ensure that a suitable risk

assessment is undertaken by the person with responsibility for leading the activity. S/he will be mindful that the school must not be exposed to risks to their health and safety. S/he will also ensure that this person is trained to understand risks and the assessment process. A copy of all of the school's risk assessments, including those associated with off-site activities will be kept by the School Business Manager.

If staff intend taking students in their own vehicle, they will require Business Insurance and will need to seek parental consent in writing and inform the extended services and community links leader of their intention.

It is obviously sensible to start to plan an off-site trip as far in advance as possible; all residential trips require at least 6 months' notice and all day trips require as much notice as possible. See Appendix A for the role of the trip leader.

Any trips longer than a day (residential) need Governors' and Single Academy Trust's approval before they can take place. See Appendix B for guidance on residential accommodation for school visits.

The Wren School will follow HSE guidance for school incident reporting. See Appendix C for actions in case of a critical incident off-site.

## Associated documents

Health and Safety at Work etc. Act 1974

Health and safety; advice on legal duties and powers. For local authorities, school leaders, school staff and governing bodies. DfE February 2014

School trips and outdoor learning activities: Tackling the health and safety myths. HSE June 2001

Incident reporting in schools. HSE education information sheet

## Appendices

- A. The role of the trip leader
- B. Guidance on residential accommodation for school visits
- C. Actions in case of a critical incident offsite

## Appendix A

### The role of the trip leader.

Each school trip should have a nominated trip leader who will:

- Give trip details to an administration assistant with responsibility for off-site activities who will produce the letters. A medical form will be sent out with the letters which the trip leader must check and ensure that any special needs or medical conditions are supported by a nominated member of staff.
- Make all minibus or coach bookings through the administration assistant.
- Ensure that all residential trips have a named member of staff with an up-to-date first aid qualification.
- In the event of over-subscription, decide on which students should attend, according to a clear policy, such as aptitude, 'first come, first served' or random selection, that is known to parents/carers.
- Check the provisional list of students with the Whole School Responsibility Leader for Extended Services and Community Links. Students who have poor behaviour will not be allowed to participate in an off-site visit. If this is the case, parents or carers should be aware of the situation.
- Consider, in consultation with the Inclusion Leader, whether other students, such as those who are eligible for pupil premium support, may be offered financial assistance.
- On the day of the trip, ensure the exact list of names of students and staff attending are given to the administration assistant.
- Carry a mobile phone throughout the trip and ensure that it is monitored at all times on the trip in case the school need to contact someone urgently.
- Carry the consent and medical forms in a secure bag which must not be left unattended at any time. Forms must be shredded upon return.
- On return, ensure that serious first aid incidents are reported to the administration assistant.

- Ensure that there is at least one member of staff at the back and others scattered throughout a coach.
- Take water (small bottles), sick bags, litter bags, first aid kits and travel sweets for sickness.
- Enforce the seatbelt laws. Staff should not walk up and down the gangway unless there is an emergency.

## Appendix B

### Guidance on Residential Accommodation for School Visits

It should be considered that intruders gaining access to young people when on residential visits is a realistic possibility and therefore the possibility of any incident of this type occurring should feature in any risk assessment and planning process.

- Where possible it is strongly recommended that staff should visit the planned accommodation prior to any visit.
- Where this is not possible assurances should be obtained from the suppliers with regard to the suitability of the security of the accommodation together with floor plans showing the rooms allocated and details of the fire precautions and fire exits that are in place.
- When at the venue any circumstances giving cause for concern should be raised with the accommodation management or the company providing the facility.
- If the concerns cannot be satisfied alternative accommodation should be sought or if necessary the visit should be cancelled.
- There are many differing types of accommodation used by groups and each one will have different factors affecting the situation.

As far as possible the following factors should be taken into account when considering accommodation:

#### Hotels and Hostels

- Do the public have access to the site/building particularly at night or do you have sole occupancy?
- Are the access points lockable from the inside but still allow free exit in emergencies?
- Does the building have any form of night security?

- Is it feasible to leave bedrooms unlocked at night or will they require locking?
- If doors are locked, can the door be opened easily from the inside without having to use any form of key or code?
- If bedrooms are locked, can staff have ease of access to student rooms if it is required by use of a pass key or code?
- On what floor or floors is the proposed accommodation?
- Are the corridors well lit?
- Can intruders gain access through windows?
- Can intruders gain access via balconies?
- Can balcony doors and windows be secured and still allow ventilation if necessary?
- Is it possible to avoid using ground floor accommodation?
- Are the fire exits well lit and do they function efficiently?
- Are there washing facilities in the rooms or are they communal and shared with others?
- Are there centre or hotel staffs residential on the site and are they easily identified?
- If wet activities are envisaged are there adequate drying facilities provided?
- Is there space for the group to congregate in the facility if this is desired?

**The following should be implemented if possible:**

- Students should be located in rooms close together and staff should be in close proximity to student`s rooms with at least one member of staff on each floor where more than one floor is being used.
- Students should not be accommodated on their own in single rooms.

- The accommodation should only be capable of being accessed via one main entrance, which should be secured at night.
- All access doors should be capable of being locked so that they prohibit access but allow residents to exit easily in emergencies.
- Students should know where staff rooms are located
- All staff should know where students` rooms are located and have a list of room numbers and the names of the occupants.
- Where possible students should not be accommodated in ground floor rooms.
- At night students should be checked into rooms and staff should patrol the area at regular intervals until they are asleep. Anything unusual should be reported to the accommodation management.
- Any strangers should be challenged and reported to the management.
- Students should know the fire alarm signal, how to evacuate the building and where the assembly points are. If possible a fire drill should be practised.

### **Tented or chalet style accommodation**

Security is more difficult to assess in these circumstances and no campsite or tent will ever be totally secure. However, staff should have demonstrated that they have exercised due care in the selection of site and arrangements made.

The following should be considered:

- How accessible is the site to the general public?
- Does the site have security fencing, which can prohibit access?
- Is the site remote, which can prohibit ease of access?
- Is there a security presence at night, which patrols the grounds?
- Is staff accommodation adjacent to the students'?

On occasions, for example with Duke of Edinburgh Award Scheme expeditions, students

will be required to be without staff supervision when wild camping sometimes in remote locations. The following points should be considered:

- Participants should be well prepared for this type of camping.
- Participants should never be left on their own sleeping in a tent.
- If possible participants should have some form of emergency communication system. It should be considered that mobile phones will not operate in some wild locations.
- Groups should be monitored by staff even when unsupervised.