



Where learning's an adventure

Educational Visits Policy

	Name	Signature	Date
Prepared by:	Vicki Osbourne		Jan 2016
Checked and Reviewed by:			
Approved by:	Name: Chair of Governing Body		
Document Title:	Policy – Educational Visits		
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Overview

At Copenhagen Primary School Equal Opportunities plays an integral part in all aspects of teaching and learning. Copenhagen Primary School acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of young people. Children should go on a variety of school visits whilst they are pupils at Copenhagen. Ideally visits will support the work in the classroom and should be at least one per term.

Educational Visits Co-ordinator (EVC), will ensure that the planning and supervision of all visits and adventurous activities meet the DfES Requirements and LA guidelines. A member of the SLT has attended the LA EVC training course.

The EVC for the establishment is: Vicki Osbourne.

The Headteacher will keep the Governing Body aware of its Educational Visits via the normal Head to Governors reporting process.

The role of the EVC is detailed in the publication 'London Borough of Islington – Off Site Visits Policies & Procedures 2011'. This has been compiled by the LA's Outdoor Education Adviser and is downloadable from the EVOLVE site.

Competence to Lead

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the EVC. In assessing competence to lead, the EVC will take account of the factors stated in the Islington Off Site Visits Policies and Procedure document 2011 and consider the Copenhagen checklist document. In the case of the leading (i.e. instructing) of adventurous activities the assessment is undertaken by the LA by means of Form EV3, using the procedures and criteria in Section Z of the booklet.

Before the Visit:

1a) Discuss the proposal with the EVC/Head teacher and complete the Educational Visit Pro Forma

If approved:-

2) Complete Form: Copenhagen Risk Assessment to be approved by the EVC (The risk assessment should include any potential hazards including any children to take into consideration).

3) Book Visit

4) Book Transport

- 5) At least a week before let the kitchen know exactly how many packed lunches you require for children, eligible for free school meals, and school adults, by completing the kitchen form in the Educational Visits Pro Forma in the main office.
- 6) At least a week before send a letter to parents with a permission slip specific to your outing.
- 7) Arrange for parents and helpers to accompany you on the outing (see page 12)
- 8) Children in London are entitled to free travel for school outings. Please complete the necessary form and submit it at least three weeks in advance of your journey.

Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to Pupils/Participants, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (ie. low). In considering risk, there are 3 levels of which visit leaders should be mindful:

- 1) Generic Risks – normal risks attached to any activity out of school.
- 2) Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded on Form EV5 (Copenhagen Risk Assessment)
- 3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change. This is why Leader competence is a critical factor.

Further detail on risk assessment will be found in Islington Off Site Visits Policies and Procedure document 2011.

Approval for Visits

All matters regarding each visit off site – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC and Headteacher.

Approval of 'normal' day visits are at the discretion of the Headteacher/SLT/EVC. However, visits that are either:

- overseas
- residential or
- involving an adventurous activity (as defined in the Off Sites Visits Document) will require the additional approval of the LA (online through EVOLVE). The governing body will also need to be informed about these visits prior to a commitment being made.
- If an external provider or tour operator is being used, they must complete the detailed Form EV4 (External Provider Form) at the time of the provisional booking. The procedures to be followed in this case are outlined in Section AA of the Islington Off Site Visits Policies and Procedure document 2011.

Plan 'B'

Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

Staffing Ratios –see page 12

A professional judgement must be made by the Visit Leader, Headteacher/ Deputy as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

On every occasion when these ratios change the Headteacher must be informed and must sanction the revised ratio. Please note: **parents should not bring younger children.**

Supervision

Pupils/Participants must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- prior experience of pupils/participants
- age of pupils/participants
- responsibility of pupils/participants
- competence/experience of staff
- environment/venue

Role of Supervising Parents

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the

pupils/participants in their immediate care, and be shown the completed Copenhagen Risk Assessment.

First Aid

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. The One Day Emergency First Aid Work for the appointed person is the minimum requirement for residential visits. Specific Paediatric First Aid is needed for Early Years, and Activity First Aid qualifications may be needed for Adventurous Activities. First aid kits are available from the Admin Office; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils/participants and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. If travel is by coach or minibus, all pupils/participants must wear a seat belt. If a minibus is being borrowed or hired, the driver must have passed the LB Islington test for the driving of council vehicles.

Water 'Margin' Activities

Where pupils/participants might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this is downloadable from EVOLVE.

Cost

Parents and carers are asked for a voluntary contribution to cover transport and entry fees for school trips. If insufficient funds are received to cover the cost for the trip the school may have to look for other ways or cancel. (see Charging and Remissions Policy).

Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

The reply slip should read:-

"I give permission for my child _____ to take part in I have read and understand the information about the visit. I enclose my voluntary contribution."

In the case of sports fixtures, the reply slip should read:-

"My child _____ is able to play in the match (at) on

I have read and understand the information in the letter, and give permission for my child to take part."

Emergency Procedures

All staff involved in a visit should be aware of what action to take in the event of an emergency. Ensure the rest of the group are safe, decide if you need specialist help and either; contact the school, emergency services and/or parents (liaise with onsite First Aiders). For visits that take place outside of school hours the school mobile phone must be with the leader at all times.

After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents and/or participants. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning.

Advice and guidance

Islington Children's Services has an Outdoor Education Advisor who can be contacted for any matter concerning off site visits and experiential learning and a Health & Safety Team for all matters concerning safety.

On the day:

- Collect packed lunches from the kitchen.
- Check the first aid outing bag to make sure it is adequately equipped. Make sure that individual pupils that have their own medicines, have adequate supplies etc (pumps etc).
- Share the risk assessment with all adults going on the trip.
- Discuss with children behaviour expectations.

- Take all permission slips with you on the trip.
- Fill out the Pro Forma form to show which children and adults are going, where you are going, when you expect to be back and a contact mobile number. Leave this in the office.
- Organise the children into groups. Each adult should take responsibility for a small group of children but 2 adults and their groups should stay together.
- Inform everybody of possible hazards (risk assessment), e.g. deep water, major roads, etc. Make sure everyone knows the pick-up point and leaving time.
- Make sure all the children go to the toilet before leaving.
- Take money/card and mobile phone for use in emergency.

Never label children with their own name. If a group of children need identification, then the name of the school and telephone number may be used.

- All children and adults should wear high visibility vests.

On the bus/coach:

- Children and adults must wear seat belts.
- Adults must be well spread out - one should sit near the back to keep an overall view.
- Adults should sit on the outer seat.
- Children should not change seats, kneel up, eat, or be allowed to open windows.
- When getting off the bus, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count them off the bus.

The class teacher should lead and another staff member should be at the rear. Any other adults should stay with the children in the middle.

When you arrive

When you arrive at the venue, please call the school on 020 7837 5597 to confirm that you have arrived safely.

When you are ready to leave

Please ring again when you are about to leave.

Always walk on the pavement as far away from the road as possible. Adults walk closest to the road. Children must **NEVER** step into the road until given permission by an adult.

The mobile phone(s) should be switched on during trip and the Home Contact advised of any delays etc. as soon as possible and updated regularly so they can update waiting parents etc.

EDUCATIONAL VISIT

Team Leader		
Venue		
Date		
Checklist	Please tick/date when completed	Initials
STEP 1. Visit Pro Forma Completed (Appendix A)		
STEP 2. Letter to Parents (Appendix G) checked and approved		
STEP 3. Trip entered on EVOLVE (Appendix C) (see SBM - Vicki for help)		
STEP 4. Risk Assessment completed (Appendix F)		
STEP 5. Risk Assessment (Appendix F) uploaded to EVOLVE		
STEP 6. Letter to Parents (Appendix G) uploaded to EVOLVE		
STEP 7. Trip agreed by Headteacher(subject to all controls in order)		
STEP 8. Trip entered on TUCASI (Britta)		
STEP 9. ALL permission slips received (Pass to Vicki)		

STEP 10. All monies collected and list attached to this form (Britta)		
STEP 11. Kitchen informed (Appendix D) (Pass form to Britta)		
STEP 12. All volunteers have signed agreement form (Appendix J)		
STEP 13. List of pupils/phone numbers given to Team Leader (Britta) –Please also ask for school phone		
Authorised by Headteacher	Signed	Date
STEP 14. Check you have completed the check list (Appendix E) and pass to SBM -Vicki		

A copy of this completed form to be given to Visit organiser and Britta

Appendix A. Visits Request form

Group Leader Class Teacher		Year		Class(es)	
Place of visit		Address (Include postcode)			

Key Information

Date of trip	Educational reason and purpose for visit	Time leaving school	
		Time of arrival back at school	

Method of travel

Circle the method of transport

Bus	Coach	Train	Tube
Taxi	Walk		

Cost

Admission Costs	Travel Cost			Total cost
NUMBERS (SEE OVER FOR RATIO'S)	Number of children			COST (per person/ child)
Children	M		F	£
Staff (please name here)				
Additional Adults (parents-please name)				£

Additional Adults (volunteers-please name)		£
NUMBERS		
Date trip booked		
Date Payment Due		
Method of Payment		
Date Purchase Order Raised		
Date Invoice Requested		

RISK ASSESSMENT NEEDS TO BE DONE AT LEAST 10 DAYS BEFORE THE TRIP DATE

(Please give a copy of the completed and signed trip pro forma to an Admin Officer and arrange a date/time to complete the Risk Assessment if you need help)

PLEASE PASS THIS FORM WITH A CLASS LETTER ATTACHED TO OFFICE-BEFORE YOU GIVE OUT TO THE CLASS

Appendix B

Activity	Year group	Staff/Adult: Child Ratios (minimum)	Notes
Educational Visits	EYFS Nursery	1:2 when using public transport 1:4 for local area trips	More adults may be needed if the trip involves a busy place, a space that is difficult to supervise, any activity with increased risk, any children with behavioural concerns/needs. This must be thought about when planning the trip.
	EYFS Reception	1:2 when using public transport 1:6 for local area trips	
	KS1	1:6 when using public transport 1:15 for local area trips	
	KS2	1:8 when using public transport 1:15 for local area trips	
Residential Visits (In UK)	Years 4-6	1: 8-10	
Visits Abroad	For younger year groups contact the Outdoor education adviser		

Swimming in Public Pools (with qualified Lifeguard)	Years 1-3	1:5-8	
	Years 4-6	1:10-12	
Swimming (all other)	All Years	1:5-10 with 2 Staff Minimum	This is classified an adventurous activity and requires specific local authority approval

Appendix C. VISITS RISK ASSESSMENT

Please log on to :-

WEBSITE - <https://evolve.edufocus.co.uk>

CHOOSE –Islington council

Username: your USO (e.g. vosbourne3.206)

Password: your USO password

TRAVEL TICKETS

Log on to <https://schoolparty.tfl.gov.uk/>

Username: **copenhagen14n1**

Password: **mermaid**



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**Appendix D PLEASE GIVE THIS FORM TO SCHOOL OFFICE FOR KITCHEN
AT LEAST 2 WEEKS BEFORE YOUR TRIP**

CLASS NAME	
NO. OF CHILDREN GOING ON VISIT	
NO OF PACKED LUNCHES REQUIRED FROM KITCHEN	
DATE(S) OF VISIT	
ORGANISING TEACHER FOR THIS VISIT	
SIGNED (TEACHER)	

DATE	



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Appendix E. Educational Visits Checklist

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid.

Note: This 'master' copy is in EVOLVE Resources. To reduce bureaucracy, EVCs are encouraged to adapt this to suit their particular circumstances, and then upload this to their establishment's own EVOLVE Resources section via the EVC Dashboard (orange 'cogs' icon on home page).

In advance of the visit:

1. Have the intended outcomes of the visit been clearly identified? (see Section 4) yes
2. Is the visit appropriate to the age, ability and aptitude of the group? yes
3. Has there been suitable progression/preparation for participants prior to the visit? yes
4. Does the visit comply with any guidelines specific to your Establishment? yes
5. Does the visit comply with any specific LA guidelines? (see relevant sections) yes
6. If a member of staff is going to lead an adventurous activity, have they been 'approved' by the LA? (see Section 28) yes n/a
7. If using an external provider or tour operator, does the provider hold an LOtC Quality Badge (see www.lotcqualitybadge.org.uk) or have they satisfactorily completed and returned a 'Provider Form'? (see Section 29) yes n/a
8. Are transport arrangements suitable and satisfactory? (see Section 14) yes n/a
9. If residential, have appropriate measure been taken to ensure the suitability of accommodation? (see Section 17) yes n/a

10. If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (see Section 18) yes n/a
11. Has a pre-visit taken place? (normal procedure for most visits within the UK). yes
If not, have appropriate additional checks been made?
12. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). yes
13. Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability? yes n/a
14. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? yes
15. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role? yes
16. Are all support staff aware of and comfortable with their roles? yes
17. Are all helpers aware of and comfortable with their roles? yes
18. If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? (see Section 7 and ESN Form) yes
19. Is insurance cover adequate? (see Section 13) yes
20. Does at least one member of staff know the participants that are being taken away, including any behavioural traits? yes
Have participants been advised in advance about expectations for their behaviour?
21. If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? yes
22. Are participants aware of the nature and purpose of the visit? yes
23. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section 9) yes
24. Have all relevant details been issued? (eg. itinerary, kit lists, etc?) yes n/a
25. Are staff aware of any medical needs and/or other relevant details of participants? yes
26. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? yes n/a
27. Are staff aware of any relevant medical conditions of other staff/helpers within the group? yes n/a
28. Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? (see Section 12) yes
29. Is a first aid kit (appropriate to the visit) available? (see Section 12) yes
30. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing yes

conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and parental consent been obtained?

31. For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts? yes n/a
32. Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)? yes
33. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section 27) yes
34. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see Section 19) yes n/a
35. If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? (see Section 16) yes n/a
36. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? yes n/a
37. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? yes n/a
38. Does any specialist equipment conform to the standards recommended by responsible agencies? yes n/a
39. Have all financial matters been dealt with appropriately? yes
40. Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? (see Section 3) yes
41. If residential, overseas or involving adventurous activities, has the visit been approved by the LA ? (see Section 3) yes n/a

During the visit

42. Do all staff have a list of participants/groups? + emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours? yes
43. Does the establishment office have a list of the names of all participants, including adults? and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)? yes
44. Do staff have sufficient funds to allow for any contingencies? yes n/a
45. Do staff have any relevant literature, work sheets, clipboards, etc? yes n/a
46. Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed? yes
47. Are participant numbers being checked at appropriate times? yes
48. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? yes n/a

49. Are participants aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.) yes n/a
50. Has a clear recall system been arranged if the group is working away from you? yes n/a
51. Do participants understand this and will they be able to respond effectively? yes n/a
52. If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet? yes n/a
53. Do participants know what action they should take if they become separated from the group? yes
53. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)? yes

At the end of the visit

54. Are appropriate arrangements in force for the dismissal of participants? yes
55. Has the Visit Leader reported back to the Educational Visits Coordinator? yes n/a
56. Has the group been debriefed and any relevant follow-up work completed? yes n/a
57. Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc? yes
58. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? yes
59. Have all staff and helpers involved in the visit been thanked for their input? yes

Signed _____ **Print Name** _____

Date _____

Appendix F

RISK ASSESSMENT FOR EDUCATIONAL VISIT

Visit Leader _____

Date of Visit _____

Venue _____

Time _____

DEFINITION

The risk assessment applies to staff, visitors and pupils

THE HAZARDS

The hazards arising with this activity are:

- Use of unauthorised equipment
- Equipment
- Activities – sports
- Overcrowding
- Unauthorised visitors
- Action of others
- Fire
- Health hazards – utility services
- Environmental factors including weather
- Trips, slips or falls

RISK CONSEQUENCE

- Cuts
- Bruises
- Fractures
- Minor injuries

RISK FACTOR

The inherent risks are assessed as **LOW** provided that the control measures detailed in this assessment are implemented and maintained.

INFORMATION

The employees affected by the above risks should have received an appropriate standard of training in order to understand the arrangements that have been made in connection with school events:

Please identify which method has been used to communicate the information:

- Classroom Based Training
- On-line Training
- On the Job Training
- Written Instructions

MONITORING

The control measures detailed in this risk assessment are to be monitored by local management to ensure that they are effectively and consistently implemented. Any instances where effective implementation becomes impossible should be reported to the person responsible for health and safety who may seek advice from Corporate Health and Safety.

CONTROLS	In Place?		
	N/A	YES	NO
Planning event			
➤ An organisation plan should be implemented which includes adequate supervision and stewarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ All necessary permissions should have been obtained from relevant bodies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Ensure adequate insurance is in place for activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ The suitability of the venue/accommodation has been assessed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ You have considered neighbours and informed them of the event if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ You have plans in place to deal with rubbish and waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Particular attention has been paid to environmental conditions such as mud, floods etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ A nominated person has been identified to take management control of the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Everyone involved in the event is kept up to date with the planning arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Consideration should be given to ensuring adequate welfare facilities are available for the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment			
➤ You ensure that all equipment is suitable for use at the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Training has been provided if necessary for any equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➤ All electrical equipment has been tested/inspected by a competent person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Protective devices have been deployed if required such as RCD's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Manufacturer's instructions are followed when using equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Equipment will only be used by authorised personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Equipment not in use is stored appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ The bouncy castle guidelines provided by the health and safety executive should be consulted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Safety			
➤ Any food provided meets food hygiene standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency provision			
➤ All accidents and incidents are recorded on the IRIS online reporting system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ First aid facilities are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Adequate access and egress is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Emergency procedures have been developed for the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ There are restrictions on chemicals, flammables and heat sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ System to be in place to calculate the number of people on site during event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Adequate cleaning provisions to be in place to deal with spillages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental issues			
➤ Contingency plans are in place to deal with adverse weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Adequate provision for water/shade on hot days should be implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Adequate provision of hot drinks and warm environments on cold days should be considered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL MANAGEMENT CONTROLS

The following controls are additional to those listed above and are the responsibility of the local/premises manager to ensure implementation:

-

This assessment was completed by (name):		Date:

REVIEW

This assessment should be reviewed annually or sooner if circumstances change such as significant change in procedure, equipment or supervisory personnel.

DATE OF THE REVIEW

REMARKS (If you complete this form manually, write remarks/comments on a separate sheet.)

IF ANY OF THE ABOVE CONTROLS ARE NOT IN PLACE (AS SHOWN IN THE 'NO' COLUMN) THE APPROPRIATE MANAGER MUST TAKE ACTION. WHEN SEEKING TO AMEND THIS ASSESSMENT, CORPORATE HEALTH AND SAFETY MUST BE NOTIFIED.

Staff signatures

Staff should sign below to confirm they have read and understood the risk assessment

Name	Job Title	Signature

Appendix G . PLEASE COMPLETE THE LETTER BELOW FOR PARENTS AND PASS TO BRITTA TO TYPE AND PHOTOCOPY



Copenhagen Primary School
 Treaty Street, London N1 0WF
 T 020 7837 5597
 office@copenhagen.islington.sch.uk
 www.copenhagen.islington.sch.uk

Date _____ **Class** _____

Dear Parents/ Carers
 A school trip has been arranged for your child, please see all details below:

Venue							
Date							
Reason for this visit							
Time of leaving school							
Time of return to school							
Method of transport (Please tick as appropriate)	WALK	BUS	COACH	TUBE	TRAIN	TAXI	OTHER
Packed lunch required?							
Special equipment required							
Teacher in charge							
Volunteers required?							
Cost of visit							

Please complete the form below to give permission for this trip and return to school

By _____

Yours
Class Teacher _____



COPENHAGEN PRIMARY SCHOOL

Visit to _____ **Date** _____
Name of child _____ **Class** _____

I give permission for my child to take part in this school visit.

I enclose my voluntary contribution of £_____

Please note if sufficient funds are not received the visit could be cancelled

Signed _____ Print Name _____

Appendix H Pre-visit talk with accompanying adults

* Hand out 'Information for accompanying adults' letters

- ✂ Purpose and nature of the visit
- ✂ Outline day's agenda and where we going
- ✂ Explain how we getting there
- ✂ Emphasise attention always on children, don't leave to e.g. rush back for left items on transport
- ✂ Remember to count children regularly
- ✂ Remind of green cross code and adult walking on edge of pavement
- ✂ Name First Aider. Can also ask for help from staff at destination.
- ✂ Meeting point during the day
- ✂ Meeting point in event of evacuation
- ✂ Outline procedure if need to temporarily leave children in another adult's care
- ✂ Outline procedures for lost child
- ✂ Outline procedures for injury
- ✂ No mobile phone use
- ✂ No taking photos of children
- ✂ No bringing or buying any snacks or presents for children
- ✂ All return to school, no early leavers without permission
- ✂ Point out school contact number on top of info letter

*Leave adults to read through the 'Information for accompanying adults' letter

Appendix I

Pre-visit talk with children

- ✂ Talk about groups, staying with adult
- ✂ Discuss road safety, remind them of green cross code and partners
- ✂ Keep away from road
- ✂ Talk about safety on transport
- ✂ Hold onto rail when on bus stairs
- ✂ No talking to strangers
- ✂ Where to go if get lost
- ✂ Talk about crowds, staying near adult
- ✂ Behavioural expectations

* Ensure all children go to the toilet

* Ensure all children are wearing fluorescent vests (in stock room one – please ask Kelly)

Appendix J PARENT AGREEMENT FORM FOR SCHOOL VISITS

Visit to _____

Date of visit _____

Dear Parent / carer,

Thank you for coming on our visit. Please remember that although this is a social event to be enjoyed with your child, as a helper you are responsible for the safety and well-being of any other child allocated to your care.

PLEASE DO:

- Make sure your attention is always on your allocated children
- Regularly count the children in your group
- Walk on the part of the pavement closest to the road
- Abide by the green cross code
- Explicitly tell the adult if you pass care of a child to them temporarily
- Telephone the school if you become separated from the group

PLEASE DON'T:

- Become distracted and allow the children a 'free rein'
- Bring or buy any snacks or presents for children
- Use your mobile phone- emergency use ONLY
- take photos of children on mobile phones
- Leave the group before we return to school

Group leader:

Designated First Aider:

Evacuation meeting point:



I understand and agree to all of the above

Signed _____ Please print name _____

Please see overleaf to make yourself aware of which children are with which adult.



Where learning's an adventure

Below are today's allocations of children to adults.

ADULTS	CHILDREN
