

LYNDHURST SCHOOL

OUTINGS/EDUCATIONAL TRIPS

Aims:

Outings should have an educational aim and should usually complement or enhance work carried out in the curriculum.

Planning:

Risk Assessment – a site visit must be completed.

Careful planning is required for all school outings, both for the educational content and also for timings and health and safety aspects.

Numbers:

Ratio of adults to children 1:10 or better (depending on age and venue)
At least three adults to accompany trips to London (see below).

Before a trip takes place, all class teachers should ensure that they have discussed their plans with the Headmaster and agreed on the number of adults in the party. Some classes will require more adults to accompany them.

- a) If there are disruptive children in the class
- b) If there are disabled children in the class
- c) If the outing is to a place where closer supervision is required (an adventure park or a water park).

Staff should complete the Outings Booking Form in the staffroom. Risk Assessments should be completed as appropriate. Absence form completed for cover.

Travel:

This will be organised by the School Office but at least eight weeks' notice needs to be given if coaches are being used.

Outings for the Summer Term need to be organised in January.

Letters of permission to be returned by parents will also be sent out by the School Office in advance of the outing. Costings will be worked out by the Bursar and parents charged on the following term's account.

Health and Safety:

Each school party leader should carry:

- 1) A first aid kit
- 2) A mobile phone, usually the school's, number: 07807 740511
- 3) A list of all the children, with copies for each adult.
- 4) Medical forms and contact numbers for all children and staff.

If the party is large (i.e. two coaches) one member of staff to be nominated leader and preferably two mobile phones to be carried.

It is essential that the children are not allowed to swap coaches during the outing and that a careful check is made of names and the numbers travelling in each coach when the children have re-embarked after being away from the coach.

"I thought that he/she was on the other coach" is a mistake that must not be made.

Identity Cards:

Each child will be issued with an "identity card". This will incorporate:

The name and address of the school
The telephone number of the school

Terrorist Activity:

In the event of terrorist activity, trips to London may not be appropriate. Decisions about this will be taken by the Headmaster.

RISK ASSESSMENT FOR COACH JOURNEY

Hazard	Risk and to whom	Level of risk	Strategies to reduce risk to low
Traffic	Accident/injury to all	Low	<ul style="list-style-type: none">• Mobile phone to be carried and copy of emergency procedures• Check all pupils are wearing properly adjusted seat belts before commencing journey.• Take: First aid kit and sick bowl Check children have appropriate clothing Food if necessary• Pupil health forms and addresses/phone numbers
Inappropriate behaviour in coach	Injury to pupils To all if traffic accident	Low	<ul style="list-style-type: none">• Before leaving pupils to be told about: Not making too much noise which may distract the Driver. Not being able to move about the coach whilst It is moving.

RISK ASSESSMENT FOR MINIBUS JOURNEY

Hazard	Risk and to whom	Level of risk	Strategies to reduce risk to low
Traffic	Accident/injury to all	Low	<ul style="list-style-type: none"> • Mobile phone to be carried and copy of emergency procedures • Two adults necessary for journeys outside local area. • Check all pupils are wearing properly adjusted seat belts before commencing journey. • Front seats should not be used by pupils unless necessary. • Take: First aid kit and sick bowl <ul style="list-style-type: none"> Check children have appropriate clothing Food if necessary • Pupil health forms and addresses/phone numbers
Inappropriate behaviour in minibus	Injury to pupils To all if traffic accident	Low	<ul style="list-style-type: none"> • Second member of staff will deal with all pupil problems so that driver is not distracted • Before leaving pupils to be told about: <ul style="list-style-type: none"> Not making too much noise which may distract the Driver. Not being able to move about the minibus whilst It is moving.

RISK ASSESSMENT FOR SCHOOL OUTINGS

Hazard	Risk and to whom	Level of risk	Strategies to reduce risk to low