



# King Edward's

WITLEY

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## ***Code of Safety in Outdoor Activities***

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***This policy should be read alongside the guidelines provided by the Outdoor Education Advisers' Panel (OEAP) – [www.oeapng.info](http://www.oeapng.info)***

This checklist is to help the Head and the Party Leader to ensure:

- the health, safety and welfare of young people and staff
- the maximum educational benefit to pupils
- effective management, planning, organisation and leadership.

**1. Party Leader**

Is there a clearly identified party leader, who is a member of staff, sufficiently experienced and competent to assess the risks and manage the proposed visit or activity?

**2. Purpose**

Is there a clearly identified purpose for the whole programme and any of its constituent parts, appropriate to the age and ability of the group?

**3. Risk Management**

Has the party leader assessed the risks involved in all aspects of the visit or activity and recorded the significant findings or made reference to a previous record, with amendments as necessary?

**4. Location**

Is the proposed location of the visit suitable for the activity to be undertaken and manageable for the size, age and competence of the group?

**5. Advice**

Have you sought advice from someone with expertise or technical competence where there is uncertainty about safe practice?

**6. Approval**

Have the appropriate forms, accessed through Firefly, for approval by the Head and the Deputy Head Co-Curriculum been completed and submitted? Have transport and catering needs been confirmed?

- 7. Venue**
  - Does the visit involve hazardous activities booked through commercial, charitable or private providers? If so, have you met with the organisers and discussed safety concerns or checked any licensing necessary?
  - Is there a contact name, address and telephone number known for the visit venue?
  
- 8. Staff**
  - Are members of staff, instructors or adult volunteers leading hazardous activities suitably qualified and experienced, i.e. competent to do so?
  - Have members of staff or adult volunteers been vetted, regarding child protection, where necessary?
  - Does staffing include male and female supervision, where necessary?
  
- 9. Staff / Pupil Ratio**
  - Will the group have an acceptable staff/pupil ratio necessary for the activities proposed?
  - Do plans and staffing ratios reflect the needs of people with disabilities (where appropriate)?
  
- 10. Preliminary Visit**
  - Has the party leader made a preliminary visit to the site or centre to be visited, to check arrangements? (e.g. travel time, access and permission, facilities and equipment, leisure or recreational facilities for residential stays, staff support, guides or programmes of work, potential health and safety issues, shelter, toilets, costs, accommodation, contingency arrangements, references from previous users.)
  - If not, has action been taken to ensure the party leader is aware of potential hazards and opportunities?
  
- 11. Parental Consent**
  - Has parental consent been obtained for the visit as a whole and for any hazardous activities which are planned?
  - Parental consent forms are required for all overnight trips, trips abroad and all trips involving hazardous activities. If in doubt consult the Deputy Head Co-Curriculum.
  - Have parents been given details of the trip?
  
- 12. The Programme**
  - Do pupils and staff have the appropriate clothing and equipment necessary for the activities proposed and allowing for a range of weather conditions?
  - If not, will another provider be offering additional appropriate equipment?
  - Are pupils prepared for and physically capable of taking part in the proposed activity?
  - Is the programme suitable for all of the participants?
  - Is there an alternative programme in the event of poor weather, for example?

**13. Organisation**

- Are staff aware of dietary and medical needs of pupils and staff?
- Has the Medical Centre been shown the list of pupils attending the trip and their advice been acted upon?
- Have suitable and sufficient first aid arrangements been made?

**14. Transport**

- Is appropriate and legal transport available?
- Are there suitable and sufficient qualified drivers for any planned minibus journey?
- Have departure and return times been communicated to staff, pupils and parents?
- Is there a contingency plan, in the event of a delay or early return?

**15. Finance and Insurance**

- Have adequate arrangements been made to finance the visit and manage the finances?
- Is there adequate and relevant insurance cover?
- All trips overseas must have appropriate insurance costed into the trip.

**16. Briefing for Pupils**

- Will pupils be properly briefed on the activities they will undertake during the visit?
- The briefing may need to include:
  - appropriate clothing and equipment
  - rendezvous procedures
  - safety risks of jewellery
  - groupings for study or supervisory purposes
  - a system of recall and action in emergencies
  - agreed codes of conduct and behaviour
  - significant hazards
  - relevance to prior and future learning
  - duty mobile number for party leaders

**17. Briefing for Staff**

- Will the party leader also brief adults and voluntary helpers?
- The briefing may need to include:
  - anticipation of hazards and the nature of the programme
  - defining roles and responsibilities of staff
  - careful supervision, to cover the whole time away
  - standards of behaviour expected from pupils
  - regular counting of participants
  - how much help to give to pupils in their tasks
  - a list of names of people in sub groups
  - emergency procedures (**see off-site emergency procedures**)

**18. Emergency Contact**

- Has a named point of contact been identified at School in the event of an emergency, who has a contact list of the group members, including staff, and a programme of the group's activities?
- Are sufficient staff aware of procedures and relevant phone numbers in the event of an emergency?

**19. Preparation and Communication**

- Is there adequate time and opportunity to prepare for the visit or activity?
- Have other staff and colleagues whose work may be affected been notified of planned arrangements?

**20. Follow Up**

- Have arrangements been considered for appropriate follow up work and evaluation after the visit?
- Has a report been provided for the Head or other colleagues, where appropriate, to share positive aspects of the visit and learn from problems or incidents?
- Have other records been completed related to vehicles or equipment, for example?
- Have financial records been completed?

**Emergency Procedures for Off-Site Visits**

Follow the guidance in "Emergency Procedures for off-site visits" card (see Appendix 1).

**Procedures for Dealing with Emergencies On-Site**

**General**

All members of staff responsible for teaching classes and/or taking games and activities are to make themselves aware of the following procedures.

**Visitors**

These procedures apply equally to all members of staff accompanying pupils from other schools when visiting King Edward's and to other visitors in charge of groups visiting the school for whatever purpose. Those hosting such visits must ensure that a copy of these procedures is handed to the person in charge. In the case of visiting sports teams the member of staff hosting the visit must take the responsibility of ensuring that these procedures are observed.

**Minor Injury or Accident**

These are likely to include minor cuts and abrasions, sprains and strains.

- Make an assessment of the situation.
- Remove the pupil(s) concerned from immediate danger.
- Ensure the safety of the remaining pupils, assigning a member of staff or senior pupil to take charge of them.
- Administer any first aid as necessary and then escort the pupil(s) concerned to the Medical Centre – depending on the nature of the injury, it may be appropriate to let another pupil

accompany the injured person, but a pupil going to the Medical Centre should always be accompanied. An adult should supervise remaining pupils.

- Where necessary, external assistance from the Medical Centre should be sought. It may be necessary for a member of staff to cover in the Medical Centre if staff located there need to attend the injured person.

### **Major Injury or Accident**

Injuries might include possible loss of consciousness, severe bleeding, severe lacerations, broken bones, severe burning/scalding, a penetrating injury to the eye, shock.

- Make an assessment of the situation.
- Remove the pupil(s) concerned from immediate danger.
- Ensure the safety of the remaining pupils, assigning a member of staff or senior pupil to take charge of them.
- If appropriate, contact the emergency services immediately, and notify the Medical Centre. The following information should be provided:
  - your name and responsibility at KES
  - number of casualties and the nature of the incident
  - location within KES and any directions necessary
  - time of incident.
- If possible, provide first aid to the pupil(s) concerned.
- Send staff/pupils to the entrances to the school to direct emergency services to the casualty.
- Report the accident without delay to the Head, or in the absence of the Head, the Director of Finance and Operations or in his absence to the Deputy Head.
- The Head, or nominee as above, will report the incident to the Treasurer, or other member of the Governing Body as appropriate.
- The Head, or nominee as above, will make the necessary contact with parents to ensure that relatives are informed before the media if required.
- Only the Head, or in the absence of the Head, the Director of Finance and Operations should give any information to the media.
- Complete the Pupil Accident/Incident Report Form (available on Firefly) and return it to the Head as soon as is practical. A copy is to be sent to the Director of Finance and Operations.
- The Director of Finance and Operations will decide as to whether the accident needs to be reported under the criteria laid down in the Health and Safety at Work Act (1977) and take the appropriate reporting action.

If an accident happens, the priorities are to:

- assess the situation
- safeguard the uninjured members of the group
- attend to the casualty
- inform the emergency services and everyone who needs to know of the incident.

## Appendix 1

### Emergency Procedures for Off-Site Visits

#### Who will take charge in an emergency?

The **group leader** would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged.

#### Pre-Arranged School Home Contact

Pupils should be given the Medical Centre's telephone number and a staff mobile number if possible. In the event of pupils becoming separated from the group they can use these numbers to re-establish contact.

- Head (01428 686710) or home (01428 686721)
- Deputy Head (01428 686748) or home (01428 483359)
- School Medical Centre (01428 686769 between 8 am and 8 pm; 01428 686711 after 8 pm and before 8 am)

#### If an emergency occurs on a school visit the main factors to consider include:

- establishing the nature and extent of the emergency as quickly as possible;
- ensuring that all the group are safe and looked after;
- establish the names of any casualties and get immediate medical attention for them;
- ensuring that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;
- ensuring that an adult accompanies any casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
- notifying the police if necessary;
- informing the Head or Deputy Head. The school contact numbers should be accessible at all times during the visit.

#### Details of the incident to pass on to the school should include:

- nature, date and time of incident
- location of incident; names of casualties and details of their injuries
- names of others involved so that parents can be reassured
- action taken so far
- action yet to be taken (and by whom)
- ascertain telephone numbers for future calls

#### Then:

- at the first opportunity write down accurately all relevant facts and witness details and preserve any evidence if appropriate
- keep a written account of all events, times and contacts after the incident
- no-one in the group should speak to the media
- the names of those involved in the incident should not be given to the media
- media enquiries should be referred to the Head or a deputy
- no-one in the group should discuss legal liability with other parties