

Educational Visits Policy



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Highfield School Educational Visits Policy

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1. Purpose of the Policy

Highfield School recognises the value of off-site visits to pupils as an enrichment to their studies, and to their personal and social development. Such visits can improve the individual's affiliation to the school and help generate positive relationships with their teachers.

- 1.1. Risk Assessments will, as a minimum, state
 - the educational purpose of the visit,
 - its aims and objectives and
 - how it conforms to the school's curriculum aims.
- 1.2. Risk Assessments will be used to provide assurance that each visit is methodically and suitably planned.
- 1.3. Approval of visits will be outlined within the arrangements section of this policy.
- 1.4. Competencies required for the nominated Visit Leader and supervisors will be clearly defined.
- 1.5. Where the school uses external providers, each provider will be required to complete and return the External Provider checklists, E2 and/or E3.
- 1.6. Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
- 1.7. The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy.
- 1.8. Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.
- 1.9. No child will be allowed to embark on any visit without producing a consent form signed by their parent/carer.
- 1.10. Every trip or visit will be subject to a review

2. Organisation

Responsibility for educational visits rests with the Governing Body and Headteacher.

2.1 Governing Body

- 2.1.1. Approval of all visits in out of Wakefield areas will be undertaken by the Chair of Governors; Mrs Annette Netherwood
- 2.1.2. The person named above will be the nominated governor for Educational Visits.
- 2.1.3. The Headteacher's report outlining visits planned and the results of the reviews of visits undertaken will be submitted annually.

2.2 Headteacher

- 2.2.1** The Headteacher will be responsible for ensuring that Educational Visits are planned in accordance with Wakefield Council's policies and procedures, that the supervisors are competent and that governor assent has been given.
- 2.2.2** The Headteacher will authorise all visits
- 2.2.3** The Headteacher will report visits planned and the results of the reviews of visits undertaken to the Governing Body annually.

2.3 Educational Visits Co-ordinator (EVC)

- 2.3.1** The school's Educational Visits Co-ordinator is Mrs Nicola Hirst
- 2.3.2** They will undertake duties as agreed between them and the Headteacher.
- 2.3.3** The EVC will be fully conversant with the Handbook for Educational Visits and OEAP National Guidance and will have attended the EVC training provided by the Local Authority.

2.4 Visit Leader

- 2.4.1** The Visit Leader will comply with the requirements outlined in the Handbook for Educational Visits and their role as defined in the OEAP National Guidance.
- 2.4.2** The Visit Leader will ensure that the Evolve system is completed, a Risk Assessment form and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.
- 2.4.3** The Visit Leader will ensure that all parents/carers of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.
- 2.4.4** The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.
- 2.4.5** The visit leader will undertake regular head counts of pupils throughout the trip.
- 2.4.6** The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip.
- 2.4.7** The Visit Leader will review their trip on the Evolve system.

2.5 Supervisory staff

- 2.5.1** All staff assisting with supervision on any trip will be conversant with the risk assessment for the Educational Visits. They should feel confident to challenge any unsafe practice observed.
- 2.5.2** All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed. All staff assisting with supervision will

ensure that First Aid equipment and any necessary medication is taken and the risk assessment is kept safe and secure. The risk assessment must stay on their person at all times to ensure it is available throughout the trip.

- 2.5.3** All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Visit Leader.
- 2.5.4** Staff will feedback information to the Visit Leader to enable a full review of the trip to be completed.

3. Arrangements

3.1 Proposals

- 3.1.1** The Visit Leader will submit a proposal to the Headteacher within the following timescale for each category of visit.

Category	Latest date for submission to Headteacher
1. Local / Low Risk	2 Weeks
2. Non-Routine Visits / Further Distance / Medium Risk (e.g. swimming)	4 Weeks
3. Residential / Abroad / High Risk	6 Weeks
In exceptional circumstances the Head may grant a shorter period for local or continuing activities outside of the two week time scale.	

- 3.1.2** The Risk Assessment notification must be completed for all visits.
- 3.1.3** Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form (s), and provide emergency contact number(s) and all relevant medical details.
- 3.1.4** Where pupils regularly visit the local area as part of their curriculum school will seek permission in writing from parents annually which enable school to take pupils out of school into the local community as part of the regular and planned curriculum. This will include regular timetabled activities such as Community Education and Shopping visits or walks in the local community.
- 3.1.5** If the trip is not a regular/routine visit, a separate letter, seeking parental permission, should be sent to parents by the trip organiser with authorisation of the EVC and Head teacher. E.g. a full day trip at the end of a term, a trip which arrives late back to school meaning a change to transport arrangements.
- 3.1.6** Where coach or minibus travel is to be used it must be in accordance with Wakefield Council regulations and the EVVN2 must be completed and uploaded.

3.2 Notification

- 3.2.1** Notification will be made using the Evolve electronic system supported by Wakefield LA.
- 3.2.2** The Visit Leader is responsible for planning the visit, carrying out appropriate risk assessments and taking into consideration and drawing attention to the particular needs of the group. This must include physical needs, medical conditions, required medication as well as any behaviour plans.
- 3.2.3** The Headteacher will ensure that the Visit Leader carries out this task.

3.3 Undertaking the visit

- 3.3.1** Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a dynamic risk assessment made prior to the alteration taking place.
- 3.3.2** A record must be kept of all such instances for evaluation and review purposes.
- 3.3.3** Any accidents or near misses that occur during a visit will be reported the EVC and these will in turn be reported to the LA representative.
- 3.3.4** Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the Health and Safety team in Wakefield Council.

3.4 Monitoring

- 3.4.1** The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.
- 3.4.2** On occasions the EVC, Headteacher, Senior Manager or member of the Governing Body will accompany a group.
- 3.4.3** The school may also request Wakefield Council's Health and Safety Team to undertake a monitoring visit of a planned trip. This will be used for the school's own monitoring purposes.

3.5 Evaluation and Review

- 3.5.1** The review will be completed on the Evolve system.
- 3.5.2** Every visit will be reviewed by the Visit Leader. The Visit Leader will report any significant issues with the visit to the Headteacher and EVC.
- 3.5.3** The results of the evaluation and review process will be available to the Headteacher.
- 3.5.4** The Headteacher's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

3.6 Variations to regular trips out of school

3.6.1 If a trip is part of a weekly timetable for a group then some staff changes may be required to enable pupils to access their curriculum as planned.

3.6.2 The amendment will be made by the trip leader and added as a note to the Evolve system.

3.6.3 In the situation where the Trip Leader is absent from school the EVC in conjunction with the Headteacher (or other member of SLT if the Head is not present) will decide if the supporting member of staff is able to act up to trip leader. In this case all parties will be satisfied that the staff member knows the group sufficiently well, is familiar with the risk assessment and is capable of acting as trip leader. A note outlining this will be added to Evolve.

4. Appendix A - Visits Out Of School Procedure


Trip/Visit

EVC Check List and Trip Leader Check List

Procedure	Leader	EV Admin	EVC
Planning			
Seek permission from SLT to run the trip.			
Add to the school calendar			
Check availability of minibus /driver or look into coach bookings and funding. Using the online calendar. Admin to contact Coach companies /Contact EOCT bus.			
Look at involved costs and ensure this can be met appropriately.			
Complete all relevant bookings			
Complete Evolve and upload relevant documentation. Risk assessments, itinerary etc. Ensure pupils names are on the risk assessment. Trip leader will demonstrate they have a good awareness of groups needs and potential. EVC to read all risk assessments and raise any concerns questions and discuss with trip leader.			
Complete Consent letter			
Signed copy of letter sent out to parents - please supply a copy to admin via email so they are aware of letters being distributed.			
Pre-trip visits has taken place and any risk assessments amended as required.			
Any concerns over the trip should be discussed with the EVC.			
Packed lunches ordered or lunched cancelled as required a week before.			
Trip Prep - high vis, medication, any required resources etc.			
Student contact details printed out from Integris. EVC admin to provide in an envelope with a confidential sticker and highfield address unsealed so that the Trip leader can put risk assessment in and seal when all staff have read before they go out on the trip.			
Medical staff informed and spoken to about nay additional requirements			
Permission slips collected and recorded by the trip leader. These can be scanned / photographed and uploaded to Evolve.			

Day of visit <ul style="list-style-type: none"> • mini bus checked for defects (if required) • medication collected and check pupils who carry their own inhalers and meds. • Sealed copy of risk assessment, medication list attached to documentation, pupils contacts • Check pupils have the right clothing, footwear etc 			
Post-Trip Medicine is returned to the Medical room, first aid kits etc are handed back. The minibuses are left in a clean state. Any variations, near misses or accidents will be reported to the Headteacher or EVC. They in turn will follow procedure and report as required to the relevant body. Any variations are noted on Evolve by the trip leader for future reference. In light of any incidents , risk assessments are updated to reflected what is known for the next visit if one is planned. Evaluation is added to Evolve.			

5. Appendix B - Risk Assessment form

Directorate <input type="checkbox"/> Adults and Health <input type="checkbox"/> CX Unit <input type="checkbox"/> Children and Young People <input type="checkbox"/> Communities, Environment and Climate Change <input type="checkbox"/> Regeneration and Economic Growth <input type="checkbox"/> Schools	Establishment Name: 
Risk Assessment for Educational Visits	Ref no GRA 1
Occupation/activity/task All Educational Visits	Date completed Review date
Locations of visit/activity Generic Template	Date(s) of visit/activity
Assessors name(s) (Should be visit leader)	

Important information please read before completing - Whilst completing this risk assessment you are required to remove any reference to the document being generic – this includes removing the water mark/red text. You should remove any hazard and/or control measure that is not applicable to your visit making the risk assessment both establishment & visit specific. You should also add any other specific requirements that relate to your visit. For example, adjustments or requirements for children and young people with disabilities. Please ensure this risk assessment is signed by the assessor and all staff/volunteers attending prior to the visit.

SECTION 1

1.1 Risk Matrix

	UNLIKELY	POSSIBLE	LIKELY
SLIGHTLY HARMFUL	TRIVIAL	ACCEPTABLE	MODERATE
HARMFUL	ACCEPTABLE	MODERATE	SUBSTANTIAL
EXTREMELY HARMFUL	MODERATE	SUBSTANTIAL	UNACCEPTABLE

Where suitable and sufficient controls are in place, which allow work activities and locations to have risk levels which are either trivial or acceptable, no further action is required. Moderate risk levels require no further action, but they do need to be monitored, to ensure the risk does not increase. Where the risk level is

RISK LEVEL	RISK CONTROL
TRIVIAL	No action required. Keep record as trivial in case of civil claim.
ACCEPTABLE	As Trivial. Continue to monitor or review when changes occur.
MODERATE	If it is reasonably practicable to take action to reduce the level of risk further this should be done. Continue to monitor.
SUBSTANTIAL	Action must be taken to reduce the risk. This should be started within one month of identifying the risk level. The action must be completed within three months to bring the risk level to a lower standard.
UNACCEPTABLE	Action must be taken immediately and completed within one month. If an action cannot be instilled immediately the risk should be removed, by taking the activity, area, equipment, or person(s) out of use until a solution can be implemented to either remove the risk or reduce it to a moderate level.

1.2 Persons/groups at risk

The following are individuals/groups of people who may be at risk from your undertakings. This list is not exhaustive: -

Employees	Work Experience	Members of the public
Apprentices	Service Users	Contractors/Sub Contractors
Young People	Volunteers	Pupil(s)
New or Expectant Mothers		

SECTION 2

What are the hazards. Identify hazards (relevant to occupation/ activity/task)	Those at risk	How they might be harmed? e.g., sprains, strains, lacerations etc.	What are you already doing/ your existing control measures. List existing controls or note where information may be found e.g., standards, safe systems of work etc.	Risk level after current actions taken
01 Environmental hazards - extreme weather conditions, natural disasters, pollution, etc.	All or any of the below individually: Young people, staff and Volunteers.	Cold injury, heat injury, over exposure to the sun, allergy related illness, general injury resulting from slips, trips or falls.	<ul style="list-style-type: none"> Consider weather conditions and plan appropriate programme, clothing and equipment (warm and waterproof clothing and, in summer, sun protection) Plan for young people who may/do not bring suitable kit: - check before departure and/or bring spares. Daily weather forecast obtained and plans adjusted accordingly. Local regulations and guidelines will be checked and followed for environmental safety. Emergency procedures in place for severe weather or natural disasters. (e.g., Establishments Emergency Planning and Business Continuity Plan invoked) 	
02 Transportation hazards.		Severe injury resulting from a road traffic accident e.g., fractures,	<ul style="list-style-type: none"> See separate transport risk assessment conducted to control and manage the risks. 	

6. Appendix C - Example Annual Letter to Parents

Dear Parent / Guardian,

As part of the curriculum students will spend time in the local community on a regular basis.

This may be walking to the local shop, park or other facilities as part of a small group.

Students may also travel by school minibus to local facilities, supermarkets, shops, local museums and parks or cafes. This is part of the school's planned curriculum.

All our school minibus drivers have completed their MIDAS qualification and our Minibuses are checked daily by the drivers and regularly by the Local Authority.

You will be made aware when your child is accessing the local shops as part of their timetable in Community Education. Pupils can bring into school £1 a week to spend. As part of school rules we do not allow pupils to purchase energy or fizzy drinks.

If any trips are planned additionally that we do not happen on a regular basis you will receive details and a further permission slip.

We will also provide further details and a permission slip when your child starts to access public transport as part of their Community Education curriculum.

Please complete the permission slip below and return to school.

If you have any queries please contact us on (01924) 264240.

Yours sincerely

Nicola Hirst
Deputy Head Teacher
& Educational Visits Co-ordinator

Pupil Name: _____ Class _____

I give permission for my child to walk or travel in the school minibus to local facilities, supermarkets, shops, local museums and parks or cafes.

I understand that this is part of the school's planned curriculum.

Signature _____ Date: _____

7. Appendix D - Example Letter to Parents

Date:

Dear Parent / Carer,

I am writing to let you know that a trip has been arranged for your child's class, as part of

_____.

We will be going to _____ on _____. We will be leaving school at _____ and will return at approximately _____ in time for the normal school transport home.

We have already spoken about this activity in the class so your child will be aware of what is expected when they go outside the school premises. They will need to take with them _____ (warm jacket / drink etc.). If your child is entitled to a school meal, a packed lunch will be made available.

In order that your child can take part in this trip , would you please complete the slip at the bottom of this letter and return it to school as soon as possible, otherwise your child will not be able to join us due to insurance regulations. In compliance with the Local Authority regulations, the party leader has completed the school's statutory risk assessment procedure.

Yours Sincerely

Class Teacher/ Teacher in Charge of / Teaching Assistant etc

Educational Visit: To be added by Teacher Date: To be added by staff

I give permission for my child _____ (please add name)
to go on the trip to _____ on _____.

And I have spoken to them about expectations whilst out of school.

Signed: _____ Date: _____



**Corporate Health and
Safety Team**

**GUIDANCE ON THE USE OF LOCAL
AUTHORITY (LA)
GENERIC RISK ASSESSMENTS**

**To be used in conjunction with
Educational Visits Procedures HDS33**

What are generic risk assessments?

Generic Risk Assessments highlight commonly identified hazards (i.e. things with the potential to cause harm) and control measures (i.e. ways of reducing the likelihood of the hazard causing harm) associated with general locations, events or activities (e.g. visits to coasts).

The main aim of these generic risk assessments is to help raise overall safety standards by:

- Raising awareness of possible hazards and control measures that might have previously not been considered.
- Promoting recommended good practice.
- Providing information that can easily be shared with, and adapted by, all leaders (and group members) to ensure a common understanding of expected standards and responsibilities during a visit.

Generic risk assessments should therefore help to:

- safeguard leaders / teachers from the threat of litigation, by providing clear written evidence of the risk assessment and management measures that have been taken (as required by law);
- Save considerable time and effort by providing an initial framework of ideas for discussion (rather than starting with a blank sheet of paper!)

How LA generic risk assessments should be used

Generic risk assessments provide a useful starting point for discussion and consideration, **BUT they must never be regarded as a finished product.** Whilst generic risk assessments seek to identify and highlight key hazards and control measures, it should never be assumed that all significant issues have been recognised and included. It is still up to the leaders to identify and add any other hazards or control measures that are appropriate. In modifying a generic risk assessment, the goal should be to produce a specific risk assessment that is:

- Suitably adapted
- Fit for purpose
- Specific to that location / activity / visit / individuals
- Accepted by those involved
- Signed
- Date
- Reviewed as appropriate

Generic risk assessment forms are flexible, whilst the control measures suggested might all be worthy of consideration, it is understood that they are not all universally applicable for all groups and situations. However, if an accident were to occur as a consequence of a control measure not being adopted, a court of law might expect the leader to justify that decision!

It must be clearly understood by all leaders that risk assessment and management is an ongoing process that involves far more than written documents. Therefore, during a visit, all

leaders must maintain a 'Dynamic or Ongoing Risk Assessment' (this is NOT a form!!!) by remaining alert to, and responding to, changing circumstances or additional unforeseen hazards.

Establishment generic risk assessments

For risk assessments that are used frequently and/or regularly (e.g. 'Swimming lessons'), it may be appropriate and acceptable for the form to be completed, signed and updated annually by all those to whom it might have relevance (i.e. staff who wish to be involved in visits during the year).

For any other specific, non-routine visits, the relevant risk assessments should be completed and signed in addition.

New staff arrivals and prospective new leaders should be made aware of any risk assessments that are used regularly, and should be asked to read and add their signatures, in acceptance of the recognised and adopted safety measures.

Generic risk assessments for outdoor or adventurous activities (e.g. Rock Climbing)

The generic risk assessments for outdoor or adventurous activities should be used only on those occasions when members of your own staff are directly responsible for the leadership or instruction of the activities (e.g. your own staff are leading/instructing a canoeing group).

If external service providers (e.g. instructors from a residential outdoor centre) are directly responsible for the leadership/instruction of activities, the Overall Group Leader (from your establishment) is not responsible for completing generic risk assessments for each activity, and therefore the generic risk assessments are not applicable.

However, the Overall Group Leader (from your establishment) has a duty to check that the external activity provider has full safety management systems in place, and it would be appropriate to obtain a written assurance from the providers that they have their own risk assessments for each activity, and that these are available for inspection if required.

The Risk Matrix – Assessing the Risk

SECTION 1					
1.1 Risk Matrix					
Likelihood	Severity				
	1 Very low Insignificant injury	2 Low Minor injury Verbal abuse	3 Moderate Threatening behaviour Serious injury	4 Severe Physical abuse Multiple injuries Serious injury requiring hospital treatment	5 Very severe Extensive multiple injuries requiring hospital treatment Life changing injuries Fatality
1 Extremely unlikely	1	2	3	4	5
2 Remote possibility	2	4	6	8	10
3 Possible occurrence	3	6	9	12	15
4 Will probably occur	4	8	12	16	20
5 Almost certain	5	10	15	20	25

Use of the 5 x 5 risk matrix will provide an overall risk score of between 1 (very low) and 25 (very severe) which helps to determine the appropriate response based on the following:-

Risk score 1 - 3	Low risk
Risk score 4 - 9	Moderate risk
Risk score 10 - 16	High risk
Risk score 20 - 25	Very high risk

An assessment is made by the person(s) undertaking the risk assessment (Usually the visit leader as they are the people who have the knowledge of the hazards that the group will face as part of the visit/activity and how the group could be harmed by the hazard).

The assessment will take into account the Likelihood that the hazard will cause harm against the Severity of any injury – for example take GRA 8 – Walks in Normal Country

Normal Country = parks, enclosed farmland and field. (NOT moorland, mountain and/or where possible to be more than 30 minutes from a road.) (Assumes leader with group – if appropriate, see indirectly supervised walks.)

Leader competence must be approved by School Educational Visits Coordinator, with advice from LA Health & Safety Team as necessary. Measures of competence to include relevant training (BELA, MLTB training, etc) and/or evidence of recent and relevant experience in type of terrain to be walked.

What are the hazards <i>Identify hazards (relevant to occupation/ activity/task)</i>	Those at risk	How they might be harmed? <i>e.g. sprains, strains, lacerations etc.</i>	What are you already doing/ your existing control measures <i>List existing controls or note where information may be found e.g. standards, safe systems of work etc.</i>	Risk Rating Severity x Likelihood <i>Scores of 10 and above require further action. See section 3</i>
01 Falls	Young people, staff	Sprains, strains, fractures.	<ul style="list-style-type: none"> Leader experienced of walking in terrain and of leading groups Route researched and pre-walked – significant hazards (cliffs, water hazards, quarries etc) avoided or carefully assessed Weather forecast obtained and conditions monitored; route changed if necessary 	
02 Getting lost	Young people, staff	Stress, anxiety	<ul style="list-style-type: none"> Leader has sufficient navigational skills Group size as low as possible (good practice is under 20) and well supervised within LA ratios Large groups are best split into small groups each with competent leader Head counts 	

Strict controls are set out by the LA in relation to the terrain on which the walk can be undertaken and the qualifications required by the activity leader. Therefore to achieve a score we multiply the Likelihood X Severity

	Hazards	Likelihood	Score	Severity	Score	Total
01	Falls	Possible occurrence	3	Low (Minor injuries)	2	6
02	Getting lost	Remote possibility	2	Very low (Insignificant injury)	1	2

Any hazard that has a total 10 or above you need to complete the Action plan in section 3. Which will require additional control measures to reduce the risk of harm.

SECTION 3

3.1 Action Plan



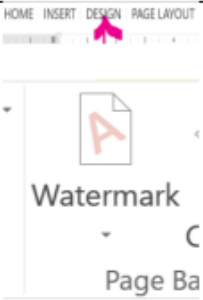





Where the risk rating score is 10 or above (high/very high risk) the risk must be reduced/managed to a risk score of 9 or below (moderate/low) risk. Risks must always be managed to as low as reasonably practicable. For risks not adequately controlled, detail further action needed.

Ref No	If further action is required, detail what action is required	By Whom	By When	Completed (sign)

If you need further clarification or assistance please contact the Corporate Health & Safety Team 01924 303257 healthandsafetyenquiries@wakefield.gov.uk

Check list for modifying a Generic Risk Assessment

Tick when
Complete

Insert the name of your establishment.		
Delete the word "GENERIC" from the text in the document header		
Remove the watermark "GENERIC" from the document <ul style="list-style-type: none"> Click on the design tab Click the down arrow on the watermark tab Select option to "delete" watermark 		
Consider the hazards and controls and delete / amend as appropriate to the specific location / activity / visit / individuals. If you feel a specific control is not appropriate it would be worth adding a small note explaining your reasoning.	These are word documents so easily edited	
Identify any additional risks associated with the specific location / activity / visit / individuals.		
Identify who is at risk from these additional risks		
Identify appropriate control measures to reduce the risk to acceptable levels.		
Evaluate the risk using the risk matrix		
Insert the location of the visit/Activity		
Insert date(s) of Visit/Activity		
Insert the review date for the risk assessment		
Insert the name of the person carrying out the risk assessment (In most circumstances this should be the visit leader or a member of staff that will be on the visit)		
Insert the completion date		
This risk assessment should be reviewed by the responsible Manager/Headteacher/EVC/SBM – signed and dated		
All employees involved with the visit should be briefed on the contents of the risk assessment – this should be recorded by the person delivering the information by signing and dating in the required box.		

Appendix F

Locations on Highfield Tdrive of guides and support for Evolve and Educational Visits:

Evolve Guidance Document:

T:\12. Visits and Excursions

Sample Risk Assessments:

T:\12. Visits and Excursions\Sample Risk Assessments

Medical Profiles to complete for students attending trips:

T:\4 Student Documentation\5. Medical

VI Profiles to complete for students attending trips:

T:\4 Student Documentation\7. VI Students

Behaviour Profiles to complete for students attending trips:

T:\4 Student Documentation\6. IBPs