

HEALTH AND SAFETY OF STUDENTS ON EDUCATIONAL VISITS

POLICY

My Choice School encourages educational visits in order to enrich and engage our students through activity based learning. Educational visits may include the local area, museums, art galleries and exhibitions, libraries, places of interest and community and leisure facilities including shops and garden centres. Students should be encouraged to have input into their choice of educational visit.

Sport activities which may involve a higher risk of injury, such as trampolining or swimming, will not be accessed unless a specialist instructor or lifeguard is available at the sport or leisure facility to be visited.

It is our policy that educational visits **do not** include overnight stays.

Any educational visit must be formally planned prior to the visit and a risk assessment carried out. The risk assessment must demonstrate that consideration has been given to dangers and difficulties that may arise and that plans have been made to reduce them. Planning and risk assessment of educational visits must follow **DfE Guidance Health and Safety on Educational Visits (November 2018)**.

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

It is the responsibility of the teacher organising the visit to carry out the planning and risk assessment and to have the plans approved by the Headteacher prior to the visit. It is the responsibility of the teacher to act as the Lead Person or to ensure that the delegated Lead Person is informed and prepared.

Swimming pools in leisure centres will be used in order to ensure that safety arrangements are in place such as Life Guards, water testing and first aid facilities. At no time will a pool be used if Life Guards are not present.

Factors taken into consideration when planning and risk assessing must include:

- Type of visit or activity and the level at which it is being undertaken
- Location, routes and mode of transport
- Competence, experience and qualifications of supervising staff
- Ratio of supervising staff to students

- Students' competence, fitness, temperament and suitability of activity
- Special educational and medical needs of students
- Quality and suitability of available equipment
- Seasonal conditions, weather and timing
- Emergency procedures
- How to cope when a student becomes unable or unwilling to continue
- Implementation of My Choice School Safeguarding Policy at all times
- The need to monitor risks continually throughout the visit

Other considerations in planning are:

- Facilities / equipment to be provided at the venue
- Facilities / equipment to be taken on the visit
- Staff training needs
- Designation of a Lead Person to record details of the visit and to carry accident forms and other documentation
- Medical and health needs of staff
- Insurance needs
- Communication arrangements
- Contingency measures for enforced changes of plan or late return
- Information provided to parents / guardian
- Preparation of students

PROCEDURE

The teacher will have responsibility for planning and risk assessing the visit for their students. This will be a collaborative effort by teachers if more than one class is involved and will be overseen by the Headteacher.

The Lead Person can be the teacher or a TA. The Lead Person will have responsibility for managing other staff on the educational visit and for the overall conduct of the visit. The Lead Person must ensure that students and staff are suitably prepared and that parents and carers are informed.

All staff on the educational visit must be aware of emergency procedures and contingency plans and all staff will have the school mobile phones with them at all times.

Consent from parents / carers or social workers is obtained on admission using the My Choice School consent forms; this is for **all** visits however parents and carers will be advised in advance about educational visits to provide opportunity to ask questions and discuss aspects. Parents / carers or social workers will be given access to the Health and Safety on Educational Visit Policy on request and it is also available on the school website; they may discuss with the teacher (or Headteacher if the teacher is unavailable) any aspect of proposed visits.

Evidence of planning, including risk assessment, and Headteacher consent must be documented using My Choice School planning and risk assessment forms.

The Lead Person will take a prepacked Educational Visit backpack containing the Form As, Form Bs, First Aid Kit (including Bleed Kit of visiting urban locations), medication, snacks and water.

Form A – Student details and checklist

This form must be completed for each visit by the teacher leading the visit and has contact details, medical information and additional risk assessment needs. All staff have read and signed the individual risk assessments for each student. The Lead Person must identify on Form A whether students have specific risks and whether medical needs must be noted or medication taken on the visit.

Form B – Educational visit risk assessment

These forms should be completed in advance for the whole term and are the risk assessment for each location or activity. These risk assessments will be reviewed, at minimum, each term. The Head of Education has prepared a set of templates for suggested visits and these must be used and amended by the Lead Person for each visit.

Proposed Visit: this needs to be specific to the location and dates, or series of dates.

Objectives: this must have a lesson / subject / Asdan challenge link and have outcomes relevant to the class and visit.

Transport arrangements: this must be specific with staff: student ratio and cost of public transport, parking arrangements and cost

Details of Hazardous Activity: this needs to be considered for the activity that is planned and must be addressed in the Risk Assessment section. Activities that are hazardous must be managed and supervised by qualified instructors to reduce and manage risk.

Planning visit carried out: this must be completed, either by discussing with staff who have visited previously, by checking the sites website or by local area research. If a site has its own risk assessment this must be downloaded, printed and referenced in the Risk Assessment section as an attachment or appendix.

Risk Assessment: this must be read and adjusted according to the class and activity.

The Form B will be signed by the Lead Person and the Headteacher. The Form B must be detailed enough so that any staff can take on the role of a delegated Lead Person in the Lead Person's absence. All staff that are supporting the visit must read the Form B and be aware of the planning and risk assessment.

Form C- Evaluation

These must be completed after each visit by the Lead Person and will inform future planning and risk assessments. Close calls will be recorded and any issues must be notified to the Headteacher and Head of Education.

Visits that take place with regularity such as PE or nature walks must be evaluated at least 4 times a term.

Copies of all forms will be held at the school.

Policy link:

Curriculum

Safeguarding

Risk assessment

Health and Safety

Reviewed May 2025

Review due June 2026



**Form A –
Student Details and Checklist**

Class	Teacher and supervising staff (including adult: student ratio)
Proposed visit	

Date of visit	
Transport arrangements	
First Aid kit	
Money	

STUDENT DETAILS		
Student name	Year group	
	Home tel	
	Medical	
Student Individual risk assessment	Confirm as read and signed	
Absconding		
Self injury		
Smoking and lighters		
Sexualised behaviours		
Substance misuse		
Allegations		

STUDENT DETAILS		
Student name	Year group	
	Home tel	

	Medical	
Student Individual risk assessment	Confirm as read and signed	
Absconding		
Self injury		
Smoking and lighters		
Sexualised behaviours		
Substance misuse		
Allegations		

STUDENT DETAILS		
Student name	Year group	
	Home tel	
	Medical	
Student Individual risk assessment	Confirm as read and signed	
Absconding		
Self injury		
Smoking and lighters		
Sexualised behaviours		
Substance misuse		
Allegations		

STUDENT DETAILS		
Student name	Year group	
	Home tel	
	Medical	
Student Individual risk assessment	Confirm as read and signed	
Absconding		
Self injury		
Smoking and lighters		
Sexualised behaviours		
Substance misuse		
Allegations		

STUDENT DETAILS		
Student name	Year group	
	Home tel	
	Medical	
Student Individual risk assessment	Confirm as read and signed	
Absconding		
Self injury		
Smoking and lighters		
Sexualised behaviours		
Substance misuse		
Allegations		

STUDENT DETAILS		
Student name	Year group	
	Home tel	
	Medical	
Student Individual risk assessment	Confirm as read and signed	
Absconding		
Self injury		
Smoking and lighters		
Sexualised behaviours		
Substance misuse		
Allegations		

Form B Ed visit risk assessment attached	(confirm)
Form C Evaluation attached	(confirm)
Teacher signature	
Date	
Headteacher signature	
Date	



Form B – Educational Visit Risk Assessment

Proposed Visits	
Objectives of Visits	
Transport Arrangements	

Details of any Hazardous Activity and Associated Planning, Organisation and Staffing	
Planning Visit Carried Out	
Risk Assessment	
Risk	Action

Teacher Signature	
Date	
Headteacher Signature	
Date	



**Form C –
Educational Visit Evaluation Form**

Class	Teacher and supervising staff
Students	Year group
Visit	
Date of Visit	
Were objectives of visit met?	
Comments on Transport Arrangements	
Comments on supervision arrangements including adult : student ratio	
Comments on cost of visit	
Comments on Risk Assessment including any "close calls" not involving injury or damage	

Considerations for future visits	
Headteacher comments	
Teacher Signature	
Date	