

## H2 Educational Visits Handbook

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## Organisation of Educational Visits

The EVC (Educational Visits Co-ordinator) is Tom Burns, Vice-Principal

### Procedure for Day Visits

For visits which do not include overnight stays, the procedure is:

1. Seek permission well in advance from the Vice-Principal for all visits (this includes evening and weekend House visits). This is done by submitting an Approval in Principle Form (AIP) which is located on the Staff Intranet.
2. Once approved you will be assigned access to the event specific EV1 form. This will enable you to complete the document online and the EVC (Vice-Principal) will sign off before the event. All approved events will also be entered into the school calendar.
3. The online EV1 allows for any further specific risk assessments. Use RA forms provided by the venue if available. Once completed, inform the EVC as a risk management meeting will then be arranged. Signed off EV1s will be given to you before the event. **Take it with you.**
4. Please note that at least two staff should ideally accompany day trips. Please speak with the EVC if unsure of suitable staffing ratios before completing your EV1.
5. If using the Minibus please ensure that you are fully conversant with the Purcell School's Minibus Policies, found in section 5 of the Purcell School Health and Safety Handbook. Send a minibus request via the school portal.
6. Ensure that Houseparents and parents of day students are aware of the **Estimated Time of Return.**

### Procedure for Visits Including One or More Nights Away from School

For visits which include overnight stays, the procedure is:

Remember that at least two members of staff must accompany the Trip. If a mixed party is being taken, both male and female staff must accompany the students. The group leader must have First Aid training. If you plan to stay in school accommodation either before you leave or when you return this must be arranged with the Bursar.

1. Seek permission well in advance from the Vice-Principal for all visits. This is done by submitting an Approval in Principle Form (AIP) which is located on the Staff Intranet.
2. Submit Planning Form EV2 to the EVC, with attachments (draft itinerary, draft letter to parents, risk assessments) as stated on the Form, before the end of the previous term. The EVC will send them onto the Principal for approval.
3. Contact the Bursar to check financial details and insurance. Once the EV2 form has been signed, if a minibus is needed, please give a copy to the Minibus Co-ordinator (MC) and send a minibus request via the Maintenance portal.
4. Following approval of the trip, write to parents including:
  - Purpose and description of Visit
  - Dates
  - Itinerary (including details of departure and return)
  - Cost to parents and how they should pay
  - Details of transport to be used and/or travel company used
  - Size of group and level of supervision

- Details of remote supervision if any
  - Details of accommodation
  - Procedures for students who become ill
  - Standards of behaviour expected
  - What students should not take nor bring back
  - Details of Insurance taken out or seek details from parents
  - Clothing and equipment to be taken
  - Details of activities and how the assessed risks will be managed
  - Money to be taken
  - On exchange visits, the details of home families
  - Passport/Visa requirements (non-British passport holders may require visas – check carefully). **Travel companies will require passport details in advance.**
  - Inoculation requirements if any
  - **Parental Consent Form/Code of Conduct, EV3**
  - **Medical Information Form, EV4**
5. Acknowledge all forms, monies etc. from parents.
  6. Group Leader to visit accommodation – fill in **Student Accommodation Checklist Form, EV8**
  7. About one month before the trip, finalise lists, update parents, send out the **Parents Emergency Contact Form, EV5 and Staff Emergency Contact Form, EV6**. Take two photocopies of passports/visas – leave one at School and take one with you. Check European Health Insurance Cards (**EHIC**) if in date, UK Global Health Insurance Card (**GHIC**) and travel insurance with healthcare cover.
  8. Submit details to EVC, and make copies of paper work for supervising staff.
  9. Ensure that the following are taken:
    - Travel Tickets
    - Passports/Visas plus photocopies
    - Copy of hotel/travel contracts
    - Medical Forms (and EHIC/ GHIC if appropriate)
    - Parental Consent Forms
    - Contact details (staff and students) in the form of a typed list
    - Insurance details
    - Contingency Fund
  10. Brief students using **Trips Check List, EV9**.
  11. Upon return submit **Post-Visit Report, EV12** to the EVC.

Careful advanced planning of all trips is essential. There is no substitute for constant vigilance and common sense.

### EV1 (Part 1) – OUT OF SCHOOL VISIT – Check List – DAY TRIPS (Including ALL House Trips)

This Form highlights the basic planning details and information which should be held at Purcell for all trips out of School involving students. It should be filled in for every outing by the person in charge of the trip and **submitted to the EVC at least two weeks in advance. Parents must be informed of any trip and consent must be obtained for any cost.**

A separate Event-Specific Risk Assessment covering Event-Specific hazards associated with each trip should have been completed previously and submitted to the EVC with this form. A copy of the RA should accompany all staff on a trip.

A list of students on the trip should be communicated to staff in advance and a copy of the whole form (and list) left on the staffroom board.

Activity / Group: \_\_\_\_\_

Houses: \_\_\_\_\_

Date: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Expected Time of Return: \_\_\_\_\_

Destination / Details of Trip:	
Age Group & Number of Students:	
I confirm that parents have been informed and consent obtained should there be any cost	Yes / No
Member of Staff in Charge	
Accompanying Adults	
Type of Transport Booked	
Member of Staff in Charge of Transport	
Meals Booked: (Remember any special dietary requirements as well as cancelling meals here if necessary) <i>[Include students and staff]</i>	Yes / No
Medical Details: I have checked for medical information on trip participants (check with School Nurse)	Yes / No
Are there any day students on the trip	Yes / No (If yes, please add information on any additional travel details such as dropping off en route)

I confirm that a risk assessment has been carried out and that it will be taken on the trip for all adults to access	Yes / No
I confirm the event is in the School Calendar	Yes / No
Approval from the Vice-Principal has been granted (if the visit is not in the calendar)	Yes / No
Mobile Telephone Number	
Any other Contact numbers (eg Host School, Second Mobile etc)	
Amendments or other relevant information	

Fill the above information in **BEFORE** passing to the EVC for approval. Please use this form as an aide-memoire at the planning stage. Some details may change from the initial planning stage as these amendments can be noted above. What is important is that there is evidence of planning and preparation having been undertaken.

**Signed by:**

Member of Staff in Charge: \_\_\_\_\_ Date: \_\_\_\_\_

EVC: \_\_\_\_\_ Date: \_\_\_\_\_

**BEFORE DEPARTING:** List **ALL** students who are going on this trip on a separate form (amended as necessary following the pre-departure name check). Place this form with attached list on the board in the staff room and copy to House staff to enable registration.

When you return pass the whole form, fully completed to the EVC. If more than one coach is going a copy of **EV1** should go on each coach.

**EV1 (Part 2) – RISK ASSESSMENT – Covering Trips into a Local Town for a Social Outing (eg Cinema, Meal or Shopping)**

HAZARDS	WHO DOES IT AFFECT?	HOW TO MANAGE THEM
Slips, trips and falls	All	Briefing of any potential causes e.g. uneven surfaces, surface likely to be slippery, any significant steps or stairs to negotiate. Caution about road crossing: keep group together if only a short distance from drop-off to venue. Students to stay in small groups throughout the trip – minimum a pair. A location know to all is selected as meeting point e.g. where bus is parked. Register of all on trip taken by a member of staff and checked before returning to school.
Becoming lost or separated from group	Students	Teacher i/c trip issues the number of the school mobile phone carried for the trip. If in venue for an extended period, take students' mobile numbers. Boundaries established so you know where to look if missing at the end of trip. Students know where staff will be if on whole day trip, set frequent meetings to take a register.
Behaviour	All	Behavioural expectations established by way of a verbal brief as a minimum standard. Likely course of action explained if too late back (call School and Police; instigate search)
Illness or injury	All	Brief students what to do in an emergency. If serious and life threatening, involve Emergency Services otherwise inform School contact and seek medical attention either in location or back at School as circumstances dictate. Staff to check names of those going against list of students with pre-existing Medical condition.
Becoming a victim of crime	All	Students to keep in Groups. To be briefed beforehand about appropriate, low profile behaviour. Students to know where to meet staff and to have staff mobile number.
Consumption of alcohol	Students	Give the students a clear briefing on School policy – consider using a behaviour contract and cover this.

**EV1 (Part 3) – GENERAL RISK ASSESSMENT – Covering Day/Evening Visits to Towns/Cities (Including Cinema, Theatre, Concert Trips etc)**

HAZARD	RISK LEVEL H/M/L	PRECAUTIONS REQUIRED TO REDUCE THE RISK	REVISED RISK LEVEL	ACTION TAKEN (SIGN & DATE)
<b>JOURNEY BY COACH</b>				
RTA leading to minor or severe injury/death	M	Competent drivers used. All vehicles maintained/serviced regularly + pre-user checks. Speed limits adhered to.	L	Known coach operator used and trusted, booked through MC
Infection through contact with blood, Vomit, urine, faeces	M	Route planned to ensure toilet stops if necessary	L	Discussion with driver prior to departure
Minor injuries to students caused through students falling over, making contact with internal fixtures or other passengers	M	Seat belts are fitted and worn by passengers at all times whilst vehicle moving	L	Brief students before start of journey
Asthma attack etc	M	Check student has ventilator etc before coach/minibus departs	L	Student returns to House for inhaler or other required medication
<b>VISIT TO CONCERT, THEATRE ETC.</b>				
Losing members of the party	H	Students supervised closely/regular meeting points arranged to check on numbers and all group accounted for	L	Reminder before disembarkation from vehicle
Major incident at venue	H	Follow instructions given by venue staff	L	Reminder before disembarkation
Silly behaviour at venue	M	Disciplinary procedures to be followed; agreed rendezvous points	L	Reminder before disembarkation from vehicle again as necessary at venue
<b>CITY VISIT</b>				
RTA – Road Traffic Accident	M	Suitable road crossing points used to cross the road	L	Reminder before disembarkation from vehicle
Abductions/assault of students – pickpockets/bag snatchers	M	All students keep valuables out of sight especially mobiles	L	Reminder before disembarkation
Losing members of the party	H	Students supervised closely/regular meeting points arranged to check numbers and all group accounted for		Reminder before disembarkation
Terrorist Attack or Major Incident – Mobiles Disabled	M	Identity cards issued for visits to high risk areas e.g. central London venues. Rendezvous at original disembarkation point unless different instructions issued by Emergency Services	L	Issue ID cards. Reminder before disembarkation

## **EV1 (Part 4) – Normal Precautions to be taken during Travel:**

### **General**

1. Register: all registers must be performed by staff and should involve a register being read out and a Principal count. It is **not** acceptable to delegate roll calls to students. The member of staff in charge must know how many passengers are on the transport before leaving a venue.
2. Students should have appropriate footwear and other clothing for the trip
3. No glass containers to be carried.
4. A mobile phone must be carried in order to call for emergency assistance without leaving students unsupervised.
5. Give thought to organisation of groups when crossing roads – staff should cover front and rear of groups if possible or brief and control groups if not.
6. Be sure group always knows how to contact a member of staff while on the trip.
7. When trips return outside normal school hours, staff must stay with day students until they are collected. If parents do not turn up within a reasonable period of time, staff are to hand day students over to appropriate Houseparent. Staff are to ensure that boarders return safely to their Houses.
8. Day students who are dropped off en route must not be left unaccompanied unless prior written permission has been given by parents.
9. Give clear instructions concerning assembly points and coach pickup points and times.

### **Minibus**

1. Minibus drivers must complete the checks listed in The Purcell School Minibus Driver's Check Sheet.
2. The driver must have adequate knowledge of the vehicle and its accessories.
3. Maps or instructions should be carried on the vehicle as appropriate.
4. Do not rely solely on sat-nav.

### **Coach**

1. Maps or instructions should be carried on the vehicle as appropriate. Do not presume that coach drivers will know the route.
2. The driver or group leader must be aware of the appropriate emergency procedures.
3. Passengers and driver must be seated and belted at all times whilst the coach is moving.

### **Train/Underground**

1. Ensure all members of the group know which station is the final destination in case the group gets separated.
2. Give clear instructions as to what to do if a member/members of the group get separated e.g. indicate intermediate stations where the group will wait for the members who have been separated.
3. Staff should operate a first on last off and last on first off rule when getting on and off.



## **EV1 (Part 5) – Guidance and procedures for school trips, concerts, excursions etc. at times of high Terror Threat Levels:**

Staff planning such trips should follow these procedures when planning and executing school trips, concerts, excursions etc at times when high Terror Threat Levels are published.

- **Parents / guardians are ideally given at least two weeks’ advance written notice** of excursions / concerts, giving them the opportunity to contact the trip leader if they have concerns.
- Any central London venue is highlighted as such (and the educational value is clearly justified) but parents with continuing concerns are allowed to opt out.
- Student ID procedures and inter-group communications are tightened up by the trip leader by issuing all students with an ID card with contact numbers in case of a student being separated from staff.
- Detailed forward planning of walking routes in central London – use of quieter routes and “side” entrances where possible could be viewed as good practice irrespective of heightened security level.
- Avoiding waiting as a group in station concourses – keep the group waiting in the vicinity until close to departure to attempt to avoid identification as a possible target.

## EV2 – PLANNING FORM – EDUCATIONAL VISITS (including a night or nights away from School)

**This form is to be submitted to the EVC by the leader of the trip at least a term in advance**

From:	Date:	Department:
Venue		Proposed Activity/Purpose
Start date	End date	Cost to Student

### STAFFING

		Experience, qualifications & specific responsibilities (include first aid certificates)
Leader	1	
Deputy Leader	2	
Accompanying staff:	3	
	4	

### STUDENTS (projected)

Year group(s)	Boys	Girls	Total	Staffing ratio

<b>DRAFT ITINERARY</b> - Attach a draft itinerary of activities (include travel arrangements, travel companies, outside agencies, accommodation)	<b>Tick</b>
<b>DRAFT LETTER TO PARENTS</b> - Attach a draft letter to parents	
<b>RISK ASSESSMENT</b> - Attach a summary of any hazardous activities and associated planning, organisation and staffing, plus any risk assessments carried out to date.	
<b>COST ANALYSIS</b> - Attach an analysis of the costs of the trip to show that all costs are anticipated and covered by appropriate charges to the students.	

### Party Leader

1. I have checked all aspects of this paperwork carefully and confirm that it is accurate.
2. I have checked financial and insurance information with the Bursar.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ (Bursar) Date \_\_\_\_\_

### PRINCIPAL

1. I have studied the above application and am satisfied that all aspects of leadership, planning, organisation and staffing have been considered.
2. Please ensure that I am given all relevant information including final list of members and a detailed itinerary at least 7 days before departure.
3. Please inform me of any changes to the information given above as soon as it is known
4. I will require a report and evaluation of the visit including details of incidents or near misses within 14 days of your return.

Signed: \_\_\_\_\_ (Principal)

Date: \_\_\_\_\_

**EV3 – PARENTAL CONSENT FORM**

The purpose of this consent form is to obtain your consent for your child to take part in a proposed trip. It is also designed so that all information relating to your child's health and fitness can be assessed prior to the trip so that special arrangements can be made to accommodate his/her needs.

**STUDENT NAME (in full):** \_\_\_\_\_ **HOUSE** \_\_\_\_\_**PROPOSED TRIP:** \_\_\_\_\_

I, the undersigned, being the parent/legal guardian of the student named above, give consent for the child to attend the above School activity. I acknowledge the requirement for obedience and responsible behaviour on his/her part as shown overleaf.

I am aware that the school has a detailed policy on the safe running of educational visits, which I can obtain from the school. I am also aware that the school's educational visits are always well organised with a particular attention paid to health and safety. I understand that there can be no absolute guarantee of safety, but appreciate that the school leaders of the visit retain the same legal responsibility for students as they have in school, and that they will do everything that is reasonably practicable to ensure the safety of everyone on the visit.

If my son/daughter is sent home from the activity for a significant transgression of the rules or for endangering him/herself and/or others, I understand that I am liable for all costs.

I give consent for the child to receive emergency medical treatment, including anaesthetic, as considered necessary by the medical authority present. I have informed the School of all medical conditions or treatments which my child suffers from or requires to maintain his/her health.

**Give details of any activities in which your child should not take part:**

\_\_\_\_\_

**Student Conduct**

Students are expected to behave in a responsible manner at all times during the educational activity. They must take direction from the teacher in charge and follow all instructions or guidelines given by activity instructors.

When instructed they must wear any clothing or protective equipment issued to them by instructors or teachers and not interfere with any of this clothing/equipment. Students must not engage in any horseplay or practical jokes whilst on the educational activity as this may affect not only their own safety but that of their fellow students.

They must follow all local rules, such as the activity centre rules of the Country Code, during the period of the activity. If the activity involves fieldwork then students must remember not to harm the flora and fauna, leave litter, damage footpaths, walls, hedges etc.

Students should remember that they represent the School at all times. Purcell School Rules apply during the visit.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**EV4 – MEDICAL INFORMATION FORM**

**STUDENT NAME (in full):** \_\_\_\_\_ **HOUSE** \_\_\_\_\_

**PROPOSED TRIP:** \_\_\_\_\_

Is your child allergic to anything? (e.g. aspirin, antibiotics, any particular food or drug?).	
Does your child suffer from any of the following? asthma, chest complaints, hay fever, migraine, fits or faints, bad period pains, travel sickness, diabetes, vertigo, coeliac disease or any other illness or disability?	
Is your child having any medical treatment at present?	
Please state any medication which your child needs to take (EpiPen etc)	
Date of anti-tetanus injection (if known)	
Does your child have any physical disability? Please give details of any special attention required	
Please indicate any special food/dietary requirements	
In the last few weeks has your child had an infectious disease, diarrhoea or vomiting? If so, please give details	
Can your child swim?	
Are there any activities in which your child should not participate?	
Is there any other information about which the staff should be aware?	

I will inform the group leader as soon as possible of any changes in the medical or other circumstances between now and the commencement of the activity.

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical and surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Name \_\_\_\_\_ (print)

Signed \_\_\_\_\_

Date \_\_\_\_\_

**EV5 – EMERGENCY CONTACT FORM**

**STUDENT**

Surname:	First Name(s):
Date of Birth:	House:
Passport Number:	

**PARENT(S)**

Surname:	Initials:	Title:
Address:		
Home Telephone:	Work Telephone:	
Mobile:		

**PARENT 2 (if details different from above)**

Surname:	Initials:	Title:
Address:		
Home Telephone:	Work Telephone:	
Mobile:		

**CONTACT ADDRESS AND TELEPHONE NUMBER(S) DURING THE TRIP IF DIFFERENT FROM ABOVE:**

Address:
Telephone:

**IF NOT AVAILABLE, PLEASE CONTACT:**

Name:	Relationship to Student:
Address:	
Telephone Numbers:	

**EV6 – STAFF EMERGENCY CONTACT FORM**

<b>STAFF 1</b>
Full Name and Contact Details – Home & Work
Next of Kin Name & Contact Details – Home & Work
<b>STAFF 2</b>
Full Name and Contact Details – Home & Work
Next of Kin Name & Contact Details – Home & Work
<b>STAFF 3</b>
Full Name and Contact Details – Home & Work
Next of Kin Name & Contact Details – Home & Work
<b>STAFF 4</b>
Full Name and Contact Details – Home & Work
Next of Kin Name & Contact Details – Home & Work

Note: Staff should supply the group leader with any relevant medical information.

Tour Company                      Name:  
   Address:  
   Telephone number(s):  
   Contact name:

**ATTACH ITINERARY AND INSURANCE DETAILS**  
**ATTACH FULL RISK ASSESSMENTS**

**EV7 – HEALTH AND SAFETY INCIDENT REPORT FORM**

Report prepared by (name):

Date and Time of Incident:

<b>What happened?</b>
Give an account of the incident, being as specific as possible and including any relevant event leading to the incident:


**Who was affected?**

Full name(s) of person(s) injured, if any:

Home Address:

Home telephone number:

Age:

Occupation:

Injury: (e.g. fracture, laceration):

What part of the body was injured?

Did the person (tick all the boxes that apply):

Become unconscious?	Need resuscitation?
Remain in hospital for more than 24 hours?	None of the above?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EV8 – STUDENT ACCOMMODATION CHECKLIST**

Name and Address of Accommodation:

Telephone:

Question	Yes/No	Comments:
Are there separate male and female sleeping areas for mixed groups?		
Is there one bath or shower (with h & c) for every 15 people?		

Is there one wc for every 10 people in close proximity to sleeping areas?		
Is there a washbasin (with h & c) with mirror for every 10 participants in close proximity to sleeping areas?		
Does the accommodation have adequate heating facilities?		
Do all sleeping areas have at least one external window providing adequate ventilation?		
Are all sleeping areas adequately lit?		
Do all bedroom and bathroom windows have opaque blinds, curtains or the equivalent?		
Is there at least 75cm (30") between each set of bunks and adequate circulation space to allow for easy access to all facilities in the room?		
Is there adequate provision for the storage of clothes, rucksacks and other outdoor equipment?		
Is there provision for luggage storage?		
Is there provision for drying clothes?		
Is there adequate provision for safekeeping of valuables?		
If necessary, would there be provision for a sick/infirm participant to stay in the accommodation during the day?		
If food is provided could you make arrangements for any students with special diet requirements?		

Has your chef obtained an accredited Food Hygiene Certificate? (Give details)		
Is the accommodation registered with the Local Authority?		
Has it been inspected by the Local Authority in the last 12 months?		
Are fire regulations fully observed and a fire safety emergency plan in place?		



Is there a fire alarm with suitable smoke/heat detectors fitted?		
How often is the alarm tested?		
Is there a general area where students can meet during the evening/morning?		
OTHER RELEVANT DETAILS		
FORM COMPLETED BY:		
DATE:		

## EV9 – TRIPS CHECKLIST

### **Student Safety Briefing**

1	Aims of visit & background information	
2	Standard of behaviour expected	
3	Any 'local' rules	

4	Potential hazards & their amelioration	
5	Dress standards	
6	Appropriate personal & social conduct	
7	Rendezvous procedures	
8	Emergency contacts	
9	Minimum and/or maximum group size	
10	Conduct on transport	
11	Seat belt reminder	
12	Pocket money and mobile 'phones	
13	Drinking, alcohol	
14	Bounds	

### **Overnight**

A	Check fire exits and announce to students	
B	Roll Call times	
C	Emergency contact during night	
D	Bounds	
E	Visiting rooms	

## **EV10 – EDUCATIONAL VISITS INCLUDING ONE OR MORE NIGHTS AWAY FROM SCHOOL – GENERAL RISK ASSESSMENT**

**VISIT TO:**  
**(With dates):**

**ASSESSORS:**

**DATE:**

HAZARD	RISK LEVEL H/M/L	PRECAUTIONS REQUIRED TO REDUCE THE RISK	REVISED RISK LEVEL	ACTION TAKEN (SIGN & DATE)
<b>JOURNEY BY COACH</b>				

RTA leading to minor or severe injury/death	M	Competent drivers used. All vehicles maintained/serviced regularly + pre-user checks. Speed limits adhered to	L	Known coach operator used and trusted, booked through MC
Infection through contact with blood, Vomit, urine, faeces	M	Route planned to ensure toilet stops	L	Discussion with driver prior to departure
Minor injuries to students caused through students falling over, making contact with internal fixtures or other passengers	M	Seat belts are fitted and worn by passengers at all times whilst vehicle moving	L	Brief students before start of journey
Asthma attack etc	M	Check student has ventilator etc before coach/minibus departs	L	Student returns to House for inhaler or other required medication
<b>HOTEL</b>				
Fire	H	Checks made before visit re: emergency procedures/adequate first aid facilities on site. On arrival group to make themselves aware of fire procedure/how and where to exit building.	L	Briefing and fire drill on first night
Overnight Illness	M	Staff to be 'on call' overnight for all emergencies	L	Staff room numbers and phone numbers given to students
Theft, assault, criminal damage to property	M	Plan to deal with trespassers on site incl. emergency contact numbers – police/security. Students reminded to keep doors locked at all times	L	Briefing on first night
<b>CITY VISIT</b>				
RTA – Road Traffic Accident	M	Suitable road crossing points used to cross the road	L	Briefing
Abductions/assault of students – pickpockets/bag snatchers	M	All students keep valuables out of sight especially mobiles	L	Briefing
Losing members of the party	H	Students supervised closely/regular meeting points arranged to check numbers and all group accounted for		Briefing
Terrorist Attack or Major Incident – Mobiles Disabled	M	Identity cards issued for visits to high risk areas e.g. central London venues. Rendezvous at original disembarkation point unless different instructions issued by Emergency Services	L	Briefing

## EV11 – EDUCATIONAL VISITS – RISK ASSESSMENT SHEET

**VISIT TO:**

**ASSESSORS:**

**DATE:**

**(With dates):**

HAZARD	RISK LEVEL H/M/L	PRECAUTIONS REQUIRED TO REDUCE THE RISK	REVISED RISK LEVEL	ACTION TAKEN (SIGN & DATE)


**EV12 – POST VISIT REPORT FOR EVC (For visits and expeditions involving overnight stays)**

This form must be completed by the visit/expedition leader as soon as possible upon return to School and submitted to the EVC.

<b>Visit with dates:</b>	<b>Leader:</b>
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If the answer to any of these questions is <b>yes</b> you must attach a sheet with additional full details and/or an Incident Report Form, and/or an Incident Log. Any claims under insurance must be detailed and copies of any forms attached.	YES	NO
Were there any accidents or incidents on the visit requiring medical attention to students and/or staff?		
Were there any accidents or incidents on the visit which resulted in the loss of or damage to students' and/or staff possessions?		
Were there any circumstances or incidents which required a significant alteration to the planned itinerary?		
Were there any incidents which require the intervention of the School's DSL		
Were there any incidents which require disciplinary follow up at School?		

Please give a brief report of the visit/expedition, stating the degree of success in relation to the objectives, an indication of how smoothly all the arrangements went, anything of particular merit, anything which might help leaders of future visits/expeditions, anything you would change if you were to lead a similar visit/expedition in the future. Continue onto the back of this sheet if necessary.

<b><i>Policy author / reviewer:</i></b>	<b><i>Policy date / review date:</i></b>	<b><i>Next review due:</i></b>
Christine Rayfield	July 2019	Summer 2020
T.Burns	Autumn 2021	Autumn 2022
T.Burns	September 2022	September 2023
T.Burns	September 2023	September 2024