



Oxford Sixth Form College

A NORD ANGLIA EDUCATION SCHOOL

Policy for Health and Safety of Students on Educational Visits

Date updated: June 2024

Date to be reviewed: June 2025

Policy for Health and Safety of Students on Educational Visits

This policy is written with regard to the DfE guidance document; 'Health and safety on educational visits' Published 26 November 2018 and covers all trips and activities both within the College working day/week and at weekends.

Oxford Sixth Form College recognises the value of the many educational and extracurricular visits that take place during the academic year. These vary from regular sporting fixtures to residential cultural trips. Examples of educational visits include:

- Sporting fixtures
- Visits to art galleries, museums and the theatre
- Science field trips
- A residential team-building course designed to improve students' cultural and social skills
- Residential Geography fieldtrips.
- Social activities including ice skating; cinema visits; paintballing; indoor skiing; restaurants; pool and bowling

The Educational Visits Coordinator (EVC) and the Principal can give advice on the planning of educational visits and risk assessments. The Principal or appointed deputy in the absence of the Principal must give final approval before the educational visit takes place.

The following documents should be used by group leaders in conjunction with this policy to aid planning:

1. **Guidelines for Educational Trips and Visits** (DfE Health & Safety on Educational Visits <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>)
2. **Risk Assessments for Educational Trips and Visits** and **Risk Assessment Form** (on Sphera) and **Form Completion Guidelines** (see Appendix A, B & C)
3. **Educational Trips and Visits Planning, Application and Approval Form**
4. **Parental Consent Form for Educational Trips, Visits and Out of College Activities** (Part of the Enrollment form or for High Risk activities see Appendix B)
2. **A list of students and staff attending the trip must be left at reception before departure. The list must include contact details of the student's agent, guardian or parent; whichever is their key contact person, and for staff, their next of kin contact details.**

You must refer to the Crisis Management policy for guidance when planning your trip outside of Oxford.

For every educational visit, a group leader will be appointed, and the composition of accompanying staff group planned to ensure an appropriate level of supervision and expertise. The group leader will be responsible for all aspects of the educational visit, although the group leader may delegate tasks to other members of staff or volunteers accompanying the trip. The staff to student ratio should not only reflect the nature of the trip but also the gender balance, ages and individual needs of those students going.

The EVC will advise on appropriate staff-student ratios but as a guide 1:12 for local and low risk activities, 2:12 for activities outside Oxford. Where students are Statutory School Age (SSA), you should plan for at least one additional staff member per three SSA students. Students with Special Educational Needs (SEN) or who have specific medical needs may require an additional member of staff and must be identified on the risk assessment, but this should be identified through the planning stage and will require approval. Trips abroad will need to be individually assessed for the ratio of staff to students. All personnel to be included in these calculations must be authorised by your Director of Studies (DoS) and a member of the SMT or appointed deputy. The group leader will draft the guidelines and code of conduct for the students taking part in the visit ensuring they are clear and that it is explained to them. The group leader will organise the group effectively, preparing students, including those with particular learning and medical needs.

The group leader must ensure that:

- appropriate child protection procedures are in place. The risk assessment must include a statement that appropriate vetting checks (for example DBS checks for supervisors on overnight stays) have been carried out,
- appropriate risk assessments have been carried out and submitted on Sphera for sign off,
- the expectations of acceptable students' behaviour are understood by students and staff,
- all necessary actions have been completed before the visit begins,
- training needs have been assessed and met and the needs of staff and students considered,
- at least one member of staff is suitably competent to instruct the activity,
- non-teaching supervisors on the visit are appropriate people to supervise children,
- ratio of supervisors to students is appropriate,
- parents/guardians have signed the consent forms for students who are under 18. If over 18 a student can sign his/her own consent form (except in the case of high-risk activities which must be signed off by a parent, guardian or agent),
- arrangements have been made for the medical and educational needs of all students on the educational visit,
- adequate first-aid provision will be available, first aid kit to be taken on out of city trips and all sporting activities,
- there is adequate and relevant insurance cover and that the insurance cover arrangements have been approved by the Finance Manager,
- the travel arrangements and timings are known,
- a College contact has been organised and all the accompanying staff have details,
- all those who need to, have names and contact details of everyone in the group, as well as full details of the arrangement and a copy has been left at reception before the trip takes place,
- a trip phone taken out on all trips; this will be signed out from reception when the risk assessment is handed in. It will be returned when the trip returns or first thing the next morning if after normal working hours,
- all the staff on the visit, the College contact, and the Principal or appointed deputy should be given details of the following:
 - the address and phone number of the visit's venue and have a contact name;
 - a copy of the agreed emergency procedures;
 - the names of all the adults and students travelling in the group;
 - the contact details of parents/agent or guardian and the teachers' and other supervisors' next of kin;
 - risk assessment documents;
 - a contingency plan for any delays including a late return home.

Planning

- Outline approval by your DoS (at least 2 weeks before the trip) and then permission from the Principal or appointed deputy (at least 2 weeks before the trip) should be sought before any other planning takes place. (See Appendix A)
- Dates, times, budgeting and staffing arrangements of the proposed trip should be checked and agreed with the DoS.
- Transport and other arrangements should then be made and confirmed in writing (Assistance from the EVC should be sought).
- A full risk assessment for the whole visit, including each significant activity, must be made in Sphera, and appropriate planning undertaken as a result of this. The risk assessment must include first aid arrangements and vetting checks (for example DBS checks for supervisors on overnight stays). Particular attention must be given to safeguarding arrangements and the likelihood of a terrorist attack and what measures the trip leader will take in the event of an incident (see the Safeguarding, Child Protection and Crisis Management policy). An exploratory visit should be carried out prior to the event, if necessary, to better assess the risks involved.

- Before submitting your Pre-Approval form on Sphera, you must have permission from your DoS to go ahead with the trip or activity.
- The Pre-Approval Form on Sphera must be completed and approval given by the Principal **at least 2 weeks** prior to the visit.
- The risk assessment must be created on Sphera, accessed via the Nord Anglia Education portal.
 - All sections highlighted **Yellow** **must** be completed, the "Trip Organiser/Owner" changed to the group leader/person uploading to Sphera, "Trip Reviewer" changed to EVC (Emma Alexander) and "Trip Approver" to Mark Love (Principal)
 - You may also add an additional Team member and put your Director of Studies

NB: High risk activities such as skiing, rock climbing or anything to do with being in or on water require a lengthier process, therefore permission to proceed should begin **at least 2 months** before the proposed trip.

Contact with Parents/Guardians

Parents or guardians should be sent details of the proposed trip via the appropriate Senior Tutor/s, which should include the following;

- dates, times and the proposed itinerary,
- transport arrangements,
- preparing students, including those with particular learning needs and medical needs,
- cost and payment arrangements if appropriate including the payment of refundable or non-refundable deposits and details of extra costs, guidance on pocket money etc.
- details of staffing: supervision including ratios and vetting checks (for example DBS checks for supervisors on overnight stays)
- insurance
- details of the code of conduct for students going on the trip,
- details of any equipment, clothing etc., students need to take,
- emergency procedures including contact details and permission for emergency medical treatment if the parents/guardians cannot be contacted.

Parents will have been asked to consent to trips and activities on part of the enrolment form. **Students will not be permitted to take part in the trip or visit if a consent form is not completed.** For any trip involving an overnight stay this should involve consent for a member of staff to act *in loco parentis* in terms of agreeing to medical treatment in an emergency. Parents should be asked to provide emergency contact numbers and a medical report detailing any known medical conditions or allergies their children have. Once these are known, if the group leader has any doubts as to whether a given student should attend, this should be discussed with a member of the SMT or appointed deputy. Regular sporting fixtures and local low risk activities do not require a consent form.

Further Arrangements

- A responsible person must be appointed to act as a College contact and a relevant telephone number given. A member of the SMT or appointed deputy must know the identity and details of this contact.
- A full list of members of the party along with the detailed arrangements, to include consent forms and risk assessments, must be provided for the EVC and a copy of this kept on the College's Data system, iSAMS (this is managed by the Reception Administrators).
- Parents should be provided with details of the trip including the estimated return time and emergency procedures for informing them of late or early arrivals. This will include the trip phone number which is being used for the trip.
- When students are missing lessons then a list of those going should be noted on the register in Celcat and their Senior Tutors informed.

During the School Visit

Detailed advice is set out in the DfE Guidelines for Educational Trips and Visits 2018. It is essential that all students be supervised with the degree of care that would be expected from a responsible parent in similar circumstances. The group organiser should be prepared to modify plans in the light of circumstances and in the interests of the group's welfare and in the event of a suspected or actual terrorist attack follow the plan agreed in the Risk Assessment. See the Crisis Management policy for guidance.

Emergency Procedures

It is the responsibility of the party leader to see that all staff accompanying the visit have been given relevant documentation on students' medical conditions and emergency contact numbers. The group leader should ensure that all the staff are aware of the emergency procedures. See the Crisis Management policy for guidance.

After the Visit

A statement of financial account should be agreed with the Finance Manager. All trips **must** be concluded with an evaluation/review/feedback which must be recorded in Sphera.

In the event that there has been an accident, emergency or terrorist attack during the trip the group leader will be required to provide a detailed, timeline account of the events and the action taken. Depending on the severity of the situation parents/guardians and or agents will be informed by a member of SMT as soon as it is possible to do so.

Training

Training for Sphera can be found on the NAE portal: [SPHERA Access & Training \(sharepoint.com\)](https://sharepoint.com)

Appendix A

Oxford Sixth Form College: Educational Trips and Visits Planning, Application and Approval Form

The visit organiser or group leader should discuss their trip with their Director of Studies at least 2 weeks before completing the Pre-Approval form in Sphera.

If the Director of Studies approves of the trip in principle, then you should complete this form and ask your Director of Studies to sign it off before permission is sought from the Principal.

In your planning you should consider changes to planning, organisation of classes missed and/or staffing.

The visit organiser should obtain parental consent where appropriate using the Consent Form for Educational Trips and Visits.

When complete this form should be kept on the visit organiser's trip file and a copy given to the EVC (Emma Alexander) with copies of the documentation requested. Any insurance requirements should be checked with the Finance Manager.

NB Not all sections will be relevant to every proposed visit. Please attach any extra information not covered in these sections.

1. General details

Group participating:

Visit organiser:

Date of consent & signature from DoS:

Size and composition of group:

Age range:

Age	15	16	17	18	18+
Number of students					

Leader (adult) to participant (student) ratio:

2. Purpose of visit and specific educational objectives

3. Places to be visited

4. Dates and times of departure/return to/from College

5. Transport arrangements (including name of transport company)

6. Organising company/agency including any ABTA/licence no. (if any)

7. Proposed cost and financial arrangements

8. Details of programme of activities

9. Details of high-risk activities and associated planning, organisation and staffing (attach a full risk assessment of activities)

10. Names, relevant experience/qualifications and responsibilities of accompanying staff/supervisors accompanying the group

11. Confirmation of appropriate vetting checks (DBS checks) for all staff including supervisors on overnight stays

12. Existing knowledge of places to be visited and whether an exploratory visit is to be conducted

13. Consent information – all forms duly completed and signed (Yes / No)

.....

14. Names and details of any students with particular learning and /or medical requirements

.....

.....

Please attach copies of the following documents:

- Any information sent to parents
- Internal risk assessment forms for each activity and from the activity providers for higher-risk activities, coach travel companies, external educational visit organisers/providers

- A full list of students (with their parents/agent or guardian's contact details) and staff, (with their next of kin details), attending the trip.

Signed:Date:

Full name of Group Organiser:

First Approval: Director of Studies: Name.....Signature.....

Sign-off by Principal:.....

Date of approval:.....

Appendix B

Oxford Sixth Form College: Consent Form for High-Risk activities and Overnight activities

Student's Name:

Date of Birth:

Details of Trip:

.....

Date(s) of Trip:

.....

Contact Details

Name of Parent/Guardian:

.....

Address:

.....

.....

.....

Post Code:

Telephone Nos: Work: Home:

Mobile:

Alternative Emergency Contact Details

Name:

Relationship to Student:

Address:

.....

.....

.....

Post Code:

Telephone Nos:

Work: Home: Mobile:

Please give details of any SEN or medical condition or recent injury the College should be aware of, including any regular medication or allergies to a particular medication.

.....

.....
.....
Details of any special dietary requirements:
.....

I consent to participating in the trip/visit/activity and have read any information sheets provided.

- **I have ensured that s/he understands that it is important for his/her and the group's safety that any instructions by the staff are complied with.**
- **I undertake to inform the College of any changes in the health of the student, or any other changes deemed relevant, prior to the date of departure.**
- **I agree that staff may, in the event of an emergency, give permission for my son/daughter to receive medical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.**
- **I accept that the College has no liability for any personal property lost, damaged or stolen and appreciate that valuable items should be covered by my domestic household insurance as recommended by the College.**

Signature of Parent/Guardian:

Date:

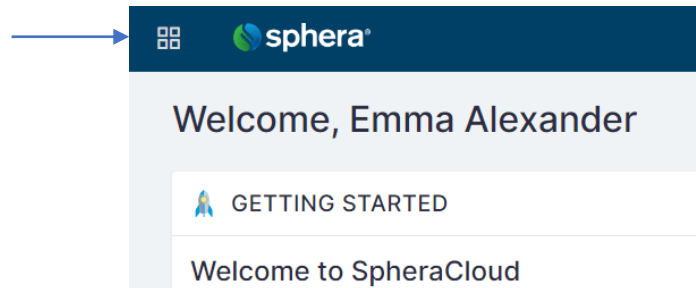
Appendix C

CREATING A RISK ASSESSMENT IN SPHERA

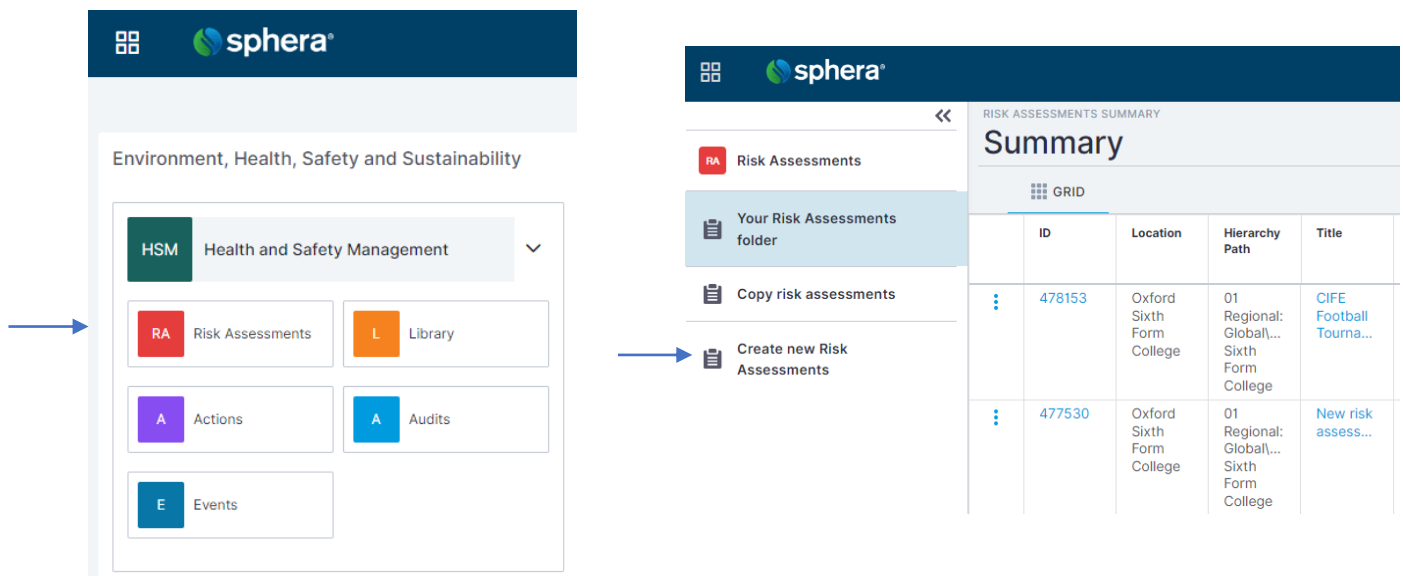
1. Open the **Nord Anglia Education** portal and click on **Health & Safety**



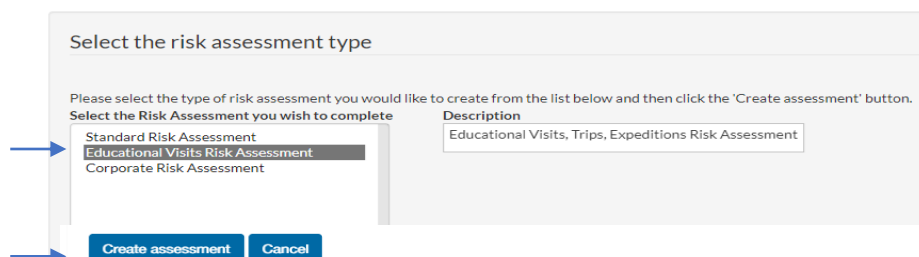
2. You will then be taken through to Sphera where you will need to click on the top LH waffle



3. Select **Risk Assessments** and **Create new Risk Assessments**



4. Choose a Risk Assessment based on the activity:
 - **Standard Risk Assessments**: College based activities or visitors to the college
 - **Education Visits Risk Assessment**: Visits / trips held off site i.e., Duke of Edinburgh, sporting events
5. Once selected, click on **Create assessment**



6. A new Risk Assessment will open and from here you will need to fill in all the details as follows:

Risk Assessment Dates →

Location (Always OxSFC) →

Educational Visits Risk Assessment

479242

Dates

Date Created: 09 March 2023

Risk Assessment Date: 09 March 2023

Location

Please select the location at which the educational visits risk assessment occurred.

Oxford Sixth Form College
Global/Europe

Trip Proposed Dates

Proposed Start Date: 11 March 2023

Proposed End Date: 11 March 2023

Trip Details

Everything in yellow must be filled in.

Please include timings of the trip (leaving college & returning)

Name and address of location being visited, contact name and number of specific person at location if applicable

Trip Details

Trip Proposal - i.e.: Trip to Zoo: Football

Brief details of Trip

To play Football at Botley Parks
Activity Start: 14:30
Activity Finish: 17:30

Year Group(s) involved: 11-13

Number of students involved: 6

Estimated number of supervisors/chaperones required: 1

Location(s) being visited: Botley Parks

Budget Details

Currency: GBP

Overall Cost: These can be left blank unless details have been given

Part of budget plan for year: Select Yes

Budget Details


Budget Cost Range

Currency	Overall cost of trip	Cost per Student
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Is trip part of budget plan for year?

Head of Department Approval Confirmation

Has the Head of Department approved the trip?



Head of Department Approval Confirmation

For this you will need to select **Yes** providing you have had approval from DoS

Responsibilities

Trip Organiser: You

Trip Reviewer: Emma Alexander (EVC)

Trip Approver: Mark Love

Team Members: Add all members of staff involved in the trip along with the Head of Department

Responsibilities

Trip Organiser/Owner

Trip Reviewer - (Trip Coordinator/Business Manager or Head of School)

Trip Approver - (Principal or Head of School if appropriate)


Team Members


[Add...](#)

Detailed Risk Assessment for Educational Visits

This is where you will need to select **Add new elements of activity** for each anticipated risk along with how the risks are to be avoided.

Detailed Risk Assessment for Educational Visits





- Once you have clicked on **Add new elements of activity** a new section of the form will be opened, and all boxes will need to be filled in.

Risk Analysis

ID 1717102

New element
Details

Description of Activity

This will always be the same for each new element of activity.

For each element of activity, you will need to open a new **Risk Analysis** window.

What Could Go Wrong or Cause Harm? - (Hazard)

What are the anticipated risks?

What are the Existing Control Measure/Safe Systems of Work?

How are risks going to be avoided?

Description of Activity - Briefly describe each element of the overall activity to be undertaken and the people involved or affected

To play football at Botley Parks

What Could Go Wrong or Cause Harm? - (Hazard) - Describe the hazards and possible errors (unsafe acts or unsafe conditions) for each task and the credible consequence

Trip or slip on the pavement or curb on the way to the bus stop and then to the pitch.

What are the Existing Control Measure/Safe Systems of Work? - Describe the controls in place now

Staff member to warn students prior to the activity that pavements can be uneven and slippery in wet/cold weather

- Next you will have to use the **Risk Matrix** to assess the level of risk associated with the **Hazard** and the **Existing Control Measure** - Here you will need to use your own judgement / common sense.

For example, if a student wanders off from the group:

- Likelihood** of this happening is **Possible**, but the **Consequence** would be **Severe**

Another example, if a student trips or slips on the pavement / curb

- Likelihood** of this happening is **Possible**, but the **Consequence** would be **Slight**

Risk Matrix						
Risk Matrix						
Please use the Help Icon on the right to find the definitions for Consequence, Likelihood and Risk Level.						
Likelihood	Consequence					
		Slight	Minor	Moderate	Severe	Critical
	Almost Certain	Low	Medium	High	Very High	Very High
	Likely	Low	Medium	Medium	High	Very High
	Possible	Low	Low	Medium	Medium	High
	Unlikely	Very Low	Low	Low	Medium	Medium
	Rare	Very Low	Very Low	Low	Low	Low

Below the Risk Matrix you will see the **Risk Evaluation** which is where you will need to select the **Likelihood** and **Consequences** from the dropdowns.

Risk Evaluation (with existing controls)

Likelihood

Please select from list... ▾

Consequences

Please select from list... ▾

Evaluation of Control Measures

Do the existing controls adequately control the risk?

Please select... ▾

Next, select **Yes** from the dropdown on the **Evaluation of Control Measures** provided that the controls are adequately met

11. The **Related Actions** and **Related documents** can be left blank, and the **Risk Analysis** can be saved ready for the next **Anticipated Risk Factor**.
12. Once saved, it will take you back to the homepage of the **Educational Visits Risk Assessment** for you to continue to edit and **add new elements of activity**.

Detailed Risk Assessment for Educational Visits

ID	Description	What Could Go Wrong?	Existing Control Measure	Likelihood	Severity	Risk rating	Do the existing controls adequately control the risk?	Actions	Edit	Remove
1717102	To play football at Botley Parks	Trip or slip on the pavement or curb on the way to the bus stop and then to the pitch.	Staff member to warn students prior to the activity that pavements can be uneven and slippery in wet/cold weather	Possible	Slight	4 - Low	Yes	0	Edit	Remove

Add new elements of activity

If you wish to add any documentation to the Risk Assessment, i.e. insurance documents for coach travel, you can upload to the **Documentation** section.

Documentation

Filename	Date uploaded	Delete
Visit Risk Assessment - Football, Botley Parks - 11 March 23.pdf	09 March 2023	Delete

To attach a document - select the Browse button below, select the file and then click Upload.

Choose File

No file chosen

Upload

13. Once the above has been completed, you will then need to click on **Submit for Proposal review**.

Progress Status

Created by	Date created	Progress Status	Notes
Emma Alexander	09 March 2023 12:03	Pre-approval	

[Submit for proposal review](#)


When submitted, the information will be sent to the Reviewer, and you will be taken back to the **Risk Assessments Summary** page.




In this view you can then see all the details as per the below along with the **Approver** and the **Progress Status**

ID	Location	Hierarchy Path	Title	Type	Created by	Trip Proposed Start Date	Trip Proposed End Date	Rating	Owner	Reviewer	Approver	Version No	Progress Status	Next Review Date	Actions x of y
479242	Oxford Sixth Form College	01 Regional: Global\... Sixth Form College	Football	Educati... Visits Risk Assess...	Emma Alexan...	11 March 2023	11 March 2023	28 - Medium	Daniel Kiss	Emma Alexan...	Carole Nyssen		Awaiting Review of Proposal		-

The Risk Assessment will then automatically be sent to Emma Alexander for a review of all details entered and a pre-approval, after which you will then receive an email notification as per the below:

SpheraCloud: Educational Visit Proposal Approved for Developing Plan - ID 490423

 SpheraCloud <noreplySC@sphera.com>
To: Emma Alexander

 [Reply](#) [Reply All](#) [Forward](#)  

Thu 24/08/2023 12:17

EXTERNAL EMAIL: This email originated from outside the organisation. Please take caution when opening attachments and links. Please contact the [IT ServiceDesk\(Click\)](#) if you have any concerns.

Educational Visit Risk Assessment has been Approved

The following Educational Risk Assessment has been approved. As the Trip Owner/Organizer please Develop the Trip Plan by completing the Risk Assessment and the Detailed Trip Plan Checklist. When ready please submit for Final Review. To view the Educational Risk Assessment, please login to [SpheraCloud \(SSO login\)](#) or [SpheraCloud \(Manual login\)](#) and navigate to the 'Risk Assessments' Module.

Details:

ID: 490423 [click here](#)

Location Path: 01 Regional: Global\Europe\Oxford Sixth Form College

Proposed Start Date: 25 August 2023

Reviewer: Emma Alexander

Team Members:

Approver: Carole Nyssen

Progress Notes:

Progress Status: Develop Detailed Plan

Powered by 

Detailed Trip Plan Checklist

[Create Trip Checklist](#)

14. From this email you will need to select the [click here](#) link and scroll down the page to the Detailed Trip Plan Checklist section.

15. A new audit page will open and from here you will need to scroll down to find the Trip Checklist section

Audit ID
8248782
Trip Checklist

Please fill out the Trip Checklist presented below.

- All yellow highlighted fields are required. All other fields are optional, but recommended.
- Please enter notes, related documents whenever necessary.

Please refer to the help icons for assistance.

Trip Checklist

Question	Help	Answer	Actions	Notes	Docs
✗ Is appropriate Insurance in place (if required)? - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Add Action	Add Note	Add Document
✗ Is adequate supervision in place? (Y/N) - Add a note with a brief description of how trip will be supervised (Consider pupil teacher ratios/ specialist supervision if needed i.e. water sports etc.) - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Add Action	Add Note	Add Document
✗ Have all legal waiver forms been completed (if required)? - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Add Action	Add Note	
✗ Has all required medical information been completed for everyone attending the trip (plus consent forms as required)? - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Add Action	Add Note	
✗ Are suitable First Aid/medical provisions in place (include allergies etc.)? - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Add Action	Add Note	
✗ Is there a complete list of all students/staff/others attending trip? - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Add Action	Add Note	
✗ Have emergency contact details been completed for everyone included in trip (i.e.: pupils, staff, volunteers, chaperones etc.)? - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Add Action	Add Note	
✗ Are all relevant travel documents/permissions in place for everyone on the trip? - Please upload supporting documents if applicable.	?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Add Action	Add Note	
✗ Are suitable arrangements in place for staff/students with special requirements i.e.: mobility issues, gender identity, dietary requirements, specialist support (mental health etc.)? - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Add Action	Add Note	
✗ Are appropriate emergency plans/arrangements in place (could be link to a standard plan in most instances)? - Please upload supporting documents if applicable.	?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Add Action	Add Note	
✗ Is a suitable transport plan in place that covers the whole trip? - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Add Action	Add Note	

Question	Help	Answer	Actions	Notes	Docs
✓ Is appropriate Insurance in place (if required)? - Please upload supporting documents if applicable.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Add Action	Add Note	Add Document

⚠ Please add a note

Here you will find a list of questions which if answered Yes or No, will each need a note or action added.

Some notes can simply be “refer to Risk Assessment” or for example, if you have any insurance documents for travel etc. you can upload via the **Add Document** button and then add a note to refer to the attached document. For anything which is N/A no notes or actions are required.

Question	Help	Answer	Actions	Notes	Docs
✓ Is appropriate Insurance in place (if required)? - Please upload supporting documents if applicable.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Add Action	Add Note	Add Document
✓ Is adequate supervision in place? (Y/N) - Add a note with a brief description of how trip will be supervised (Consider pupil teacher ratios/ specialist supervision if needed i.e. water sports etc.) - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Add Action	Add Note	Add Document
✓ Have all legal waiver forms been completed (if required)? - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Add Action	Add Note	Add Document
✓ Has all required medical information been completed for everyone attending the trip (plus consent forms as required)? - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Add Action	Add Note	Add Document
✓ Are suitable First Aid/medical provisions in place (include allergies etc.)? - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Add Action	Add Note	Add Document
✓ Is there a complete list of all students/staff/others attending trip? - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Add Action	Add Note	Add Document
✓ Have emergency contact details been completed for everyone included in trip (i.e.: pupils, staff, volunteers, chaperones etc.)? - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Add Action	Add Note	Add Document
✓ Are all relevant travel documents/permissions in place for everyone on the trip? - Please upload supporting documents if applicable.	?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Add Action	Add Note	Add Document
✓ Are suitable arrangements in place for staff/students with special requirements i.e.: mobility issues, gender identity, dietary requirements, specialist support (mental health etc.)? - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Add Action	Add Note	Add Document
✓ Are appropriate emergency plans/arrangements in place (could be link to a standard plan in most instances)? - Please upload supporting documents if applicable.	?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Add Action	Add Note	Add Document
✓ Is a suitable transport plan in place that covers the whole trip? - Please upload supporting documents if applicable.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Add Action	Add Note	Add Document

When you have completed all questions, **save** the audit - this will then take you back to the main RA in which you will see the status of your check list.

Detailed Trip Plan Checklist

Options	ID	Title	Created by	Date Started	Traffic Light	Completed by	Date completed
	8255227	Trip Checklist	Emma Alexander	29 August 2023	Completed	Emma Alexander	None specified

[Create Trip Checklist](#)

16. You must now re-submit your RA for Final Review

It is important to do this step, otherwise your RA will not be approved / signed off!

Progress Status

Created by	Date created	Progress Status	Notes
Emma Alexander	24 August 2023 11:31	Pre-approval	
Emma Alexander	24 August 2023 11:36	Awaiting Review of Proposal	
Emma Alexander	24 August 2023 11:42	Awaiting Approval to Develop Plan	
Carole Nyssen	25 August 2023 14:54	Develop Detailed Plan	

Submit for final review

17. Your RA will be reviewed, and approval will be given provided all information is correct and thoroughly detailed for covering all aspects.

18. After the trip you will be notified to complete a post trip review (Lessons Learned)

This is your evaluation of the trip and should be comprehensive so that others can learn from it. Any incidents or accidents on the trip must be recorded.

Lessons Learned

Post trip Review - Trip Organiser/Owner must complete a Trip Post Review and add here any Lessons Learned related to the Trip.

Options	ID	Location	Created by	Date created	Lesson Learned
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Add Lessons Learned

Once the Lessons Learned has been completed, the Risk Assessment will then be closed.

For every trip outside the college, a standard register will need to be completed and must be left with reception upon departure.

The template for the trip register can be found in Appendix D (below)

Appendix D

Trip Register

The register of staff and students must be completed prior to the trip and must be left at reception. If your trip is at the weekend, you must make sure the trip register is at reception by 5:15 on the Thursday before the trip.

Student or staff member surname	Student or staff member First name	Student or staff member contact number	Next of kin name	Next of kin contact number/s