

01 Health and safety procedures

01.6 Short trips, outings and excursions

Planning and preparation

- Outings have a purpose with specific learning and development outcomes.
- The excursion does not go ahead if concerns are raised about its viability at any point.
- Parents/carers staff check that the children have consent using the no permissions list.
- A minimum of two staff, one of whom must be Level 3 and hold a paediatric first aid certificate, accompany children on outings. There is a ratio of 1:2 for, some disabled children, and children up to 3 years. Older children have a ratio of 1:4 as a maximum. Ratios are always dependent on the needs of individual children and a 1:1 ratio or higher may be needed. This sh assessed before every trip. If a child/young person has a specific health need that requires specialist training, then the allocated member of staff must be trained and confident to meet their medical needs.
- Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the excursion. They are fully briefed about the children they are responsible for.
- Regular head counts take place when moving from one location to another.
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- Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the excursion.
- Parents/carers who have undergone vetting as volunteers may be included in the ratio. if they have completed their induction and the manager has assessed and recorded that they are competent.
- A mobile phone belonging to the setting and small first aid kit is taken out.
- Staff make sure they have water, plastic cups, spare nappies/change of clothes and wet wipes for the children going out appropriate to the length of time they are out for.
- Sun cream is applied as needed and children are clothed appropriately.
- Children wear 'high viz' vests with the name and number of the setting.
- Staff have emergency contacts, medication and equipment needed for children.

Risk assessment

- Risk assessment if required, is completed prior to the outing and signed off by Emma or Laura and all staff taking part. Any existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.

Outing venue (larger outings)

- Venues used regularly are 'risk assessed' and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.

Transport

- If coach hire is required for an outing, only reputable companies are used.
- The Emma or Laura ensures that seat belts are provided on the coach.
- The maximum seating capacity of the coach or minibus is not exceeded.
- Contracted drivers are not counted in ratios.
- Staff do not use their own vehicles to transport children for trips and outings.
- Public transport should always be within a ratio of 1-2 unless the risk assessment allows a higher ratio

Forest School

- A separate risk assessment is conducted, and Forest School standard procedures are followed.
- The sessions always have a level 3 trained Forest school educator.

Farm and zoo visits

Staff are aware of the risks posed by infections such as E. coli being contracted from animals. They are also aware of toxic substances used on farms that could be hazardous to health. Staff are vigilant of the natural dangers presented by a farm or zoo visit and conduct a risk assessment prior to the visit.

- The venue is contacted before the visit to ensure no recent E. coli outbreaks or other infections. If there has been an outbreak the visit will be reviewed and may be postponed.
- Hands are washed and dried thoroughly after touching an animal.
- Nothing is consumed whilst going round the farm. Food is eaten away from animals, after thoroughly washing hands.
- Children are prevented from putting their faces against animals or hands in their own mouths.
- If animal droppings are touched, hands are washed and dried immediately.
- Staff or volunteers who are or may be pregnant should avoid contact with pregnant ewes and may consider not going on the trip.
- Farmers have a responsibility to ensure that hand washing and drying facilities are available and are suitably located, that picnic areas are separate and clean, and that all other health and safety laws are fully observed.

Big outings checklist

There is an identified lead person for the outing.

- The outing has an educational purpose
- Risk assessments if required, are completed/updated and shared with every staff, student/volunteer accompanying the children.
- Staff understand the potential risks when they are out with children and takes all reasonable measures to remove minimise risks.
- Bouncy castles and similar attractions are not accessed by children on an excursion.
- The designated lead is the last to leave the venue, or transport being used.
- The designated lead conducts a 'safety sweep' before during and after the outing.

Further guidance

Preventing Accidents to Children on Farms (Health and Safety Executive 2013)