



Educational Visits Management Policy

(incl EYFS)

This document applies to all members of staff of The Pilgrims' School and includes governors, music and drama teachers, volunteers, parents and visitors.

Responsibility of: Educational Visits Coordinator
Reviewed: April 2025 (Headmaster & EVC)
Next Review Date: April 2027

This policy applies to all pupils in the school, including EYFS.

INTRODUCTION

External visits (defined as trips, excursions and activities) are an important part of the education offered by The Pilgrims' School. Every teacher should consider whether these activities can be used to supplement and enrich the curriculum and should be mindful of new ideas for external activities. Regularly undertaken trips should be re-evaluated to ensure they remain relevant, effective and the best available option.

The School's trip planning process sits within the structure of EvolveVisits (referred to as Evolve from this point), to which the school subscribes. Evolve can be accessed by staff via the online dashboard. All trip planning – from outline approval to final approval – is to be recorded and processed on the platform. The member of staff in charge of the trip or visit is responsible for liaising with the Educational Visits Coordinator (EVC) and the SLT Administrator as appropriate, throughout the completion of the Evolve process.

The EVC for the whole school is:

John Reid (Deputy Head Pupil Development).

The EVC can provide an induction on Evolve on request to any staff thinking of planning a trip.

The EVC may be supported by the SLT Administrator in certain aspects of their role.

PLANNING OFF-SITE ACTIVITIES

Trips that fall within the criteria of a routine day excursion for regular school activities, such as away sports matches and regular extra-curricular activities (such as an off-site Commoner activity), are to be conducted observing the normal practices of safety and supervision laid down in the School's handbooks and applying any generic risk assessment processes, such as for travelling by minibus.

For all other trips, Evolve will be used to coordinate, guide and record planning.

Outline approval

Notwithstanding informal conversations preceding, the first step of the trip planning process is for the trip leader to submit basic trip details for 'outline approval' on Evolve. This step ensures that the premise, dates, and billing implications of the trip are all approved before further time is invested in completing the Evolve process more fully.

It is the joint responsibility of the trip leader and the Second Master (in calendar coordinator capacity) to ensure that proposed trip dates are approved by the choirmasters of the Choristers and the Quiristers, as may be appropriate to the Year group and/or proposed day(s). In reality, this will likely be done before submitting for outline approval.

Once outline approval is given, the rest of the trip planning process on Evolve should be progressed by the trip leader.

It is acknowledged that for some trips, flexibility will be necessary over the full details of the costing; however, Annex A (School Trip Costing Form) should be completed as close to the outline approval stage as possible in order that communication of costs to parents – and the detail therein – can be discussed by the appropriate people.

Planning with Evolve

The structure of Evolve leads trip leaders through each step of the trip planning process. Trip leaders are expected to use the resources library, and particularly access to the OEAP National Guidance, to inform their planning and their understanding of their role and responsibilities when leading a trip. The trip-planning checklist at Annex B is one example.

As part of trip planning, the form at **Annex B** should be downloaded and completed. Uploading the completed form to Evolve should be the final step before submitting for final approval.

Trip leaders that would like more guidance around the sequence of trip planning activities may find the OEAP [Flowchart 1](#) helpful. This flowchart sequences the areas represented visually in **Annex C**.

Additional / separate documentation can be uploaded to Evolve in support of a trip's planning. Risk assessment(s) for each trip must be added in this way, both assessments created by the trip leader (using the guidance in **Annex F**) and – as appropriate – any created by an external activity provider. All risk assessments for repeat trips must be actively reviewed and updated as required each time the trip runs.

Pre-trip briefing

The trip leader will ensure there is a pre-trip briefing for all those staff accompanying a trip. The nature and timing of this briefing will depend upon the trip itself.

For a day trip that has been run in previous years and which is 'known' to the lead staff, a briefing the day before for 15 minutes may suffice, to cover off – for example - pupil-specific matters (e.g. medical needs) and ensure all the staff team are aware of the contents of the risk assessment.

For a multi-day residential trip, a briefing a week before for 45 minutes, or longer, may be required to ensure itinerary, multiple risk assessments, protocols and processes, administration of medication and supervision requirements are all clearly understood, and to allow for Q&A. With time to spare before the trip, any matters arising can then be dealt with in time.

TRANSPORT: It is important that those organising transport consider the need for economy in the use of transport and select the most cost-effective means for the particular use required. Trip leaders should refer to the [Travel and Minibus Use and Safety Policy](#), which covers the safety, supervision, use and responsibility for safety.

CONSENT: The parent contract with the school covers consent for the 'child participating in trips and visits organised in the normal course of [*their*] schooling.' For clarity, the following criteria are applied to the requirement for parental consent for school trips and excursions:

a) Universal Consent

Parental consent **and** the approval of the Headmaster are required for all off-site trips and activities. However, we operate a **Universal Consent** policy for all day trips (or part-day trips) under the sum of £50, with consent assumed under the parent contract (see above) unless parents specifically opt-out. Written information must be provided to parents prior to every trip in order to allow for and inform such a judgement. For such trips, there will not therefore be a specific permission form.

b) Trip-specific consent

Explicit, trip-specific consent must, however, be sought for all:

- i. Day trips that cost over £50 and/or contain adventurous activity. Here, the consent form can be based upon **Annex D**.
- ii. Residential trips. Here the consent form should be a suitably adapted version of **Annex E**.
- iii. Overseas trips. Here the consent form should be a suitably adapted version of **Annex E**.

In all instances, the Headmaster's approval is given via the final submission process on Evolve.

- c) **Outline approval** of all trips (as outlined above) should be gained from the EVC (and through liaison with the Second Master for calendar planning purposes) *before* those trips are entered into the calendar in a way that publishes them to parents.

Timelines of trip approvals

Day trips not requiring trip-specific consent from parents

These should be submitted for final approval on Evolve at least one term-time week before the trip is due to depart.

Residential trips and/or adventurous activities – not overseas

These should be submitted for final approval on Evolve at least 3 term-time weeks before the trip is due to depart.

Overseas trips

These should be submitted for final approval on Evolve at least 5 term-time weeks before the trip is due to depart.

SUPERVISION: The ratio of adults to pupils is to be considered very carefully. The member of staff in charge is responsible for ensuring an acceptable pupil : teacher ratio in accordance with the School's [Supervision Policy](#), taking into account accepted practice, advice provided, and the assessment of risk for each activity that ensures adequate supervision for pupils. For all off-site activities the following points are to be taken into consideration:

- a) Any hazardous pursuits that are to be undertaken and any safety equipment, training or additional insurance requirements.
- b) The age and maturity of the group involved, and any factors around individual behavioural and/or learning profiles.
- c) The expertise of staff accompanying the trip.

- d) Accident and emergency procedures.
- e) There should be a contact person who knows the itinerary and is able to alert the authorities and school in the event of an incident or failure to make a pre-arranged contact.

INSURANCE: The School holds travel insurance, which covers external trips. Members of staff should check with the Director of Finance and Resources about any aspect of insurance required for specific trips and activities.

RISK ASSESSMENT OF OFF-SITE ACTIVITIES:

Risk assessment does not mean removing all possible risk or onerously having to consider every single possible outcome of a factor that is present in a trip. Risk assessing should be proportionate and enabling to a trip's success, not stultifying and resulting in an anodyne experience.

The trip leader of any off-site activity which requires approval under the criteria above is to carry out a risk assessment as part of the approval process. General guidance about conducting a risk assessment is contained at **Annex F**. In assessing the risk for school trips and off-site activities the following key points should be addressed:

- The nature of the activity and any associated physical and health risks
- Any requirement for specialised equipment and/or clothing
- The experience and qualifications of any activity centre operator
- The numbers, age, experience and behavioural and learning profiles of the pupils involved
- Commensurately, the level of supervision required
- The number and experience of the staff and volunteer helpers involved
- The means of transport and level of supervision during the journey
- Availability of emergency services and safety arrangements
- Means of effective communication in the event of a mishap
- Whether any external staff or coaches have current DBS Enhanced Clearance

SCHOOL PHONE / DEVICES: There are two School devices available for trips and off-site activities, which can be used for taking photographs of pupils. These should be booked out via the Front Office.

Annexes:

- A. Costing Form
- B. Trip planning checklist links
- C. Mindmap for informing trip planning
- D. Parental Consent form template (Day trips over £50 and/or involving adventurous activity)
- E. Parental Consent form template (Residential and/or Overseas trips) [Model template |](#)
- F. Risk Assessment Procedure and Risk Assessment Pro-forma [Risk: what to record and how |](#)



Annex A

School Trip Costing Form

Note: Regarding VAT, there is a difference in tax treatment between: 1) specifically educational trips (e.g. Geography field trip); 2) 'non-educational' residential and 3) leisure day trips, including boarder-only trips at weekends. Please indicate the trip type below:

Trip Type:

Trip Destination:

Date:

Class/Year Group:

No of Pupils:

No of Staff:

Entrance Fees/Tickets etc:

Each

Total

Fees:

Pupil

Include VAT @ 20%

Adults

Total Fees

Travel:

School Minibus - at £2 per pupil (day trip)

Coach (obtain quote from Front Office)

Other (Train fare, Ferry, Private Car - mileage at 45p per mile)

Other:

Other incidental expenses (including VAT) e.g. ice-creams, programmes, activities, parking, etc. Please specify

.....

Total Cost:

Cost per Pupil:

Charge Quoted to Parents:

Completed By:

Reviewed By Finance Office:

Annex B - Appendix 1

VISIT PLANNING CHECK LIST

All trip leaders should use the following OEAP National Guidelines trip planning checklist to supplement their planning alongside Evolve. Ctrl+click on the link and download the checklist to a private area:

[Trip planning check list |](#)

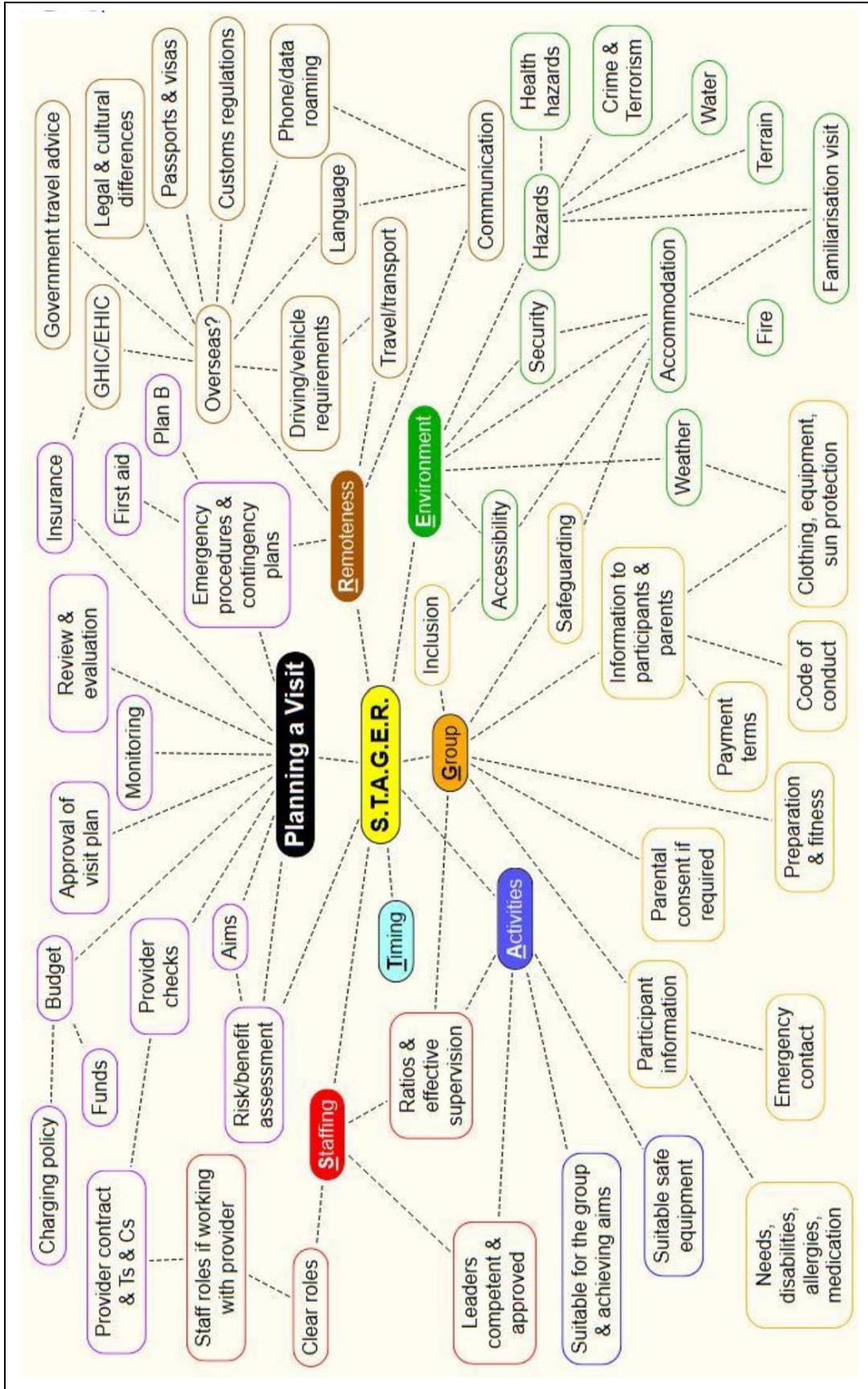
As part of trip planning, this form should be downloaded and completed. Uploading the completed form to Evolve should be the final step before submitting for final approval.

A version for overseas trips can be found here:

[Overseas trip planning check list |](#)

These checklists are visually represented by the mindmap – Annex C. It is recommended that trip leaders print out the mindmap and tick off the boxes as they cover the respective areas of planning.

Annex C: OEAP mindmap for trip planning



**Annex D: THE PILGRIMS' SCHOOL TRIPS AND ACTIVITIES EXAMPLE PARENT
CONSENT FORM FOR DAY TRIPS WITH NO ADVENTUROUS ACTIVITY**

Date:

Dear Parent(s) or Guardian(s)

PARENTAL CONSENT FORM

Details of the Trip or Activity including what, where, when and rationale

Travel arrangements including departure and return timings

Group Leader and supervising staff - details.

Itinerary (expand on any specific details).

Cost to parents.

If you consent to your son attending this trip, please sign the parental consent below and return to the school by (date).

Signature:

Date:

To: The Pilgrims' School

(DETAIL OF TRIP / ACTIVITY)

I have received the planned itinerary for the above activity and consent to _____
(Name of Child) participating under the overall supervision of the Group Leader, subject to the reasonable rules and conditions that they, or any other adult supervisor, may impose from time to time to ensure the safety and well-being of the pupils taking part in the activity.

I also give approval for the Group Leader, or other authorised adult supervisor, to give consent on my behalf for my child to receive emergency medical treatment, should it be deemed necessary to safeguard his immediate health and physical well-being.

Signed:

Parent/Guardian:

Date:

**Annex E: THE PILGRIMS' SCHOOL TRIPS AND ACTIVITIES EXAMPLE PARENT
CONSENT FORM FOR RESIDENTIAL AND/OR OVERSEAS TRIPS**



Part 1: Information

Details of Participant

Full name:

Address and postcode:

Date of birth:

Health and welfare information

For the participant's safety and welfare, it is vital that you provide full and accurate information to all the following questions about them:

Does he have any allergies (such as to particular foods, medication, or other factors such as bee stings)? If so, please provide details:

Does he have any medical conditions, impairments, or disabilities?

Has he had any recent significant medical treatment, illness, infectious disease or injury? If so, please provide details:

When did he last have a tetanus injection?

Does he have any dietary requirements – for example, is there any food that they should not eat? If so, please provide details:

Does he have any other needs which you can foresee needing to be met on this trip (for example: mobility related, likely anxiety/homesickness, travel sickness, toileting issues)? If so, please provide details:

Does he have any night-time tendencies such as sleepwalking, nightmares or bedwetting which might affect him during a residential visit? If so, please provide details so that we can provide sensitive support:

As far as you know, are there any reasons he is not fit to participate in any of the planned activities? If so, please provide details:

Medication

Will he need to take any medication during the visit? If so, please provide the following details:

- Name of medication -
- Dosage and when to be taken -
- Method of administration -

Does he have an asthma inhaler or adrenaline auto-injector?

If so, please provide details and state whether they are able to carry and use it themselves or whether a member of staff will need to take responsibility for it:

Details of family doctor (GP)

Name of GP:

Name and address of GP's practice:

Phone number of GP's practice:

Swimming and water confidence

Is he water-confident in a swimming pool?

Is he water-confident in the sea or a lake? With a buoyancy aid? Without a buoyancy aid?

Can he swim 50 meters (i.e. two lengths of most public swimming pools)?

Participant's passport details (for overseas visits only)

Surname (as on passport):

Given names (as on passport):

Nationality (as stated on passport):

Passport number:

Date of issue:

Date of expiry:

Part 2: Declaration and Consent

2.1 Information

I confirm that I have fully and correctly provided all the requested information in Part 1 of this form, and that I will inform the establishment as soon as possible should any of the facts change.

I give my consent for this information to be shared with visit staff and any providers or other parties, as is necessary for the health, safety and welfare of my child, under the terms of the establishment's Privacy Policy.

2.2 Code of Conduct

I have discussed the Code of Conduct applying to the visit(s) with my child, who has agreed to comply with it.

We understand the possible consequences of not doing so.

2.3 Participation

I have received and understand the information about the visit(s) to which this form applies, including details of the activities involved and any terms and conditions.

I give my consent for my child to participate in the visit(s).

2.4 Overseas Visits

I give my consent for the visit leaders to take my child abroad (i.e. to leave the United Kingdom).

2.5 Treatment for minor ailments

Participants occasionally need first aid or medical treatment during a visit for minor ailments such as sunburn, heat rash, insect bites, period pains, headaches, athlete's foot, indigestion, sore throats, coughs, cuts and grazes. When necessary, and with your consent, staff will provide prevention or treatment of these ailments with the non-prescription products which are commonly available at pharmacies. If more than one dose of pain relief medication (such as paracetamol) is required, you will be contacted for further consent.

I give my consent for a member of staff to administer the following common non-prescription products for minor ailments [please delete any that you do not want administered]. I understand that the staff leading the visit are not qualified medical practitioners, but that they will take reasonable care in the administration of the medication and will follow the products' instructions regarding dosage and children's ages.

Suncream
After-sun lotion
Insect repellent
Calamine lotion
Antihistamine cream
Paracetamol (Calpol etc.)
Antacid tablets
Throat lozenges
Cough syrup
Antiseptic cream
Antiseptic wipes
Hypoallergenic adhesive plasters

2.6 Emergency medical treatment

In the event of a medical emergency, I consent to my child receiving emergency medical or dental treatment, including anaesthetic or blood transfusion, if it is considered necessary by the medical authorities present.

Signature

(For an overseas visit, this form must be signed by all those with parental responsibility for the participant.)

Name:

Relationship to participant:

Signature:

Date:

Annex F: RISK ASSESSMENT PROCEDURE

General. Risk Assessments are to be carried out on all external visits in line with the requirements of The Management of Health and Safety at Work Regulations 1999 (amended 2006) and the Child Protection requirements. The Assessment will establish the following:

- a) The hazards associated with a particular activity.
- b) The potential likelihood and severity of an accident.
- c) The control measures being employed to minimise the risk.
- d) Any further action to be taken to adequately control the hazard.

Trip leaders are required to carry out their own assessments for visits and off-site activities. These may be supplemented and informed by risk assessments created by external providers (e.g. of adventurous activities). If a trip leader wishes to access expert advice regarding risk assessing for a particular trip / activity, the School works with a health & safety consultancy who can provide such advice. Details are available from the Director of Finance and Resources and trip leaders shouldn't hesitate to use this facility should they wish.

If useful, a pre-activity visit to the location should be undertaken.

A generic Risk Assessment for Trips and Activities is included in this policy (Appendix 1) to assist, but

- a) is not exhaustive, and
- b) should be adapted to the particulars of the trip.

A review of the individual circumstances of each trip is necessary as follows:

The Risk Assessment Process

Risk Assessment takes place in five stages:

STEP 1 Description of the Activity or Situation. Consider the activity or risk situation as fully as possible, thinking about where it takes place, whom it involves, the equipment used etc. Use any standard information available but think of any other situations that might apply in the unique circumstances of each assessment. Include all travel situations.

STEP 2 Look for the Hazards. Take a logical approach from planning the activity or thinking through the working process, going from the beginning to the end of the situation being assessed. Be as systematic as possible concentrating on significant hazards which could result in harm and/or affect several people. Note: if hazards are missed at an early stage they do not often get considered at later stages of the assessment. If the situation occurs regularly, a trip leader may use extracts from existing risk assessments but consider any changed circumstances that might apply to the new assessment, including any history of incidents relating to other similar situations.

STEP 3 Decide who might be harmed. There is no need to list individuals but think about groups. As well as pupils, supervising and participating staff or volunteer helpers, think about others, for example:

- cleaners, visitors, contractors and maintenance workers who may be involved in the activity or might be in the vicinity from time to time;
- spectators, other users of facilities or those who, though not directly involved, might be in the area, if there is a chance that they might be harmed by the activity;
- those with disabilities, limited capabilities or lone situations where individuals may be more vulnerable.

STEP 4 Evaluate the Risks taking into account the possibility and severity of an accident to determine whether action is needed to reduce, eliminate or mitigate the effect of each hazard. Consider whether there are any legal duties or requirements relating to the hazard and whether generally accepted codes of practice or guidelines already in place are sufficient to meet the requirement. **The law says you must take whatever action is reasonably practical and have reasonable precautions in place to ensure that any risk is small and acceptable. If existing measures are not sufficient to ensure this, move to STEP 5.**

STEP 5 Take Measures to Reduce Risks to an Acceptable Level. The following are some issues that may need to be addressed:

- safety policies and procedures
- provision and maintenance of functional equipment and personal protective equipment (PPE). In reality, this is often down to an external provider who should be requested to provide evidence of their certification.
- instructors/supervisors/operators qualifications and training. All external providers should be able to provide certificates and/or other appropriate written verification of these.
- emergency procedures
- monitoring of safety standards

If there is a need to control risks apply the principles below, if possible in the following order:

- try a less risky option
- prevent access to the hazard
- organise the activity to reduce exposure to the hazard
- provide personal protective equipment
- provide welfare facilities (e.g. washing facilities, first aid, communications)

If the result is a large "action list" it should be possible to prioritise your actions. Return to each hazard and decide whether, with your current controls, there is a remaining risk and whether it is high, medium or low. If with your existing control measures in place you judge there is still a high risk that a particular hazard could cause harm then address the associated control measures for this hazard first before going on to assess other risk factors.

In reviewing the current generic risk assessment for trips and activities use the Risk Assessment pro-forma provided below and available on Teams here: [Health and Safety Forms](#)

Appendices:

1. School Risk Assessment Pro-forma.

THE PILGRIMS' SCHOOL



APPENDIX 1: RISK ASSESSMENT Pro-forma (EXAMPLE FORM)

ACTIVITY/TASK: General Trip / Activity Risk Assessment

LOCATION:

DATE:

PRODUCED BY:

HAZARD	WHO IS AT RISK?	RISK RATING * see options at end of form.	ACTION IMPLEMENTED (Control Measures)	FURTHER ACTION(S) REQUIRED
General	All Staff, Pupils and members of the public	Low	<ul style="list-style-type: none"> • Every effort is to be taken to ensure the health & safety and the physical and personal security of all those involved on the trip, as well as any other participants or anyone in the vicinity. Dynamic risk assessment throughout the trip is expected of all accompanying adults and this will be made clear in a briefing by the trip leader. • Staff and pupils owe to each other and themselves a duty of care in all that they do. They are briefed and guided as such by the trip leader. • All equipment is to be checked for safety before use – any defects are to be reported / remedied. • No activity is to be undertaken that places an individual in a position of harm or injury. If in doubt, always seek advice. • In the event of a serious injury, accident or incident report WHO, WHAT, WHERE, WHEN, WHAT'S HAPPENING to the school FOR THE ATTENTION OF THE HEAD. • Always report an injury (including sports injury) asap to the Hub, and an accident, 'near miss' (ie where an accident nearly happened) or concern to the Estates & Facilities Manager and Director of Finance & Resources. 	School mobile phone to be taken by Trip Organiser.

Consent	Pupils	Low	<ul style="list-style-type: none"> • Written parental consent for attendance on the trip obtained (including permission for emergency medical treatment to be administered), as per guidance in the External Visits Policy • School Trip / Activities Form signed by Head. 	
Environmental Factors	Staff & Pupils	Low	<ul style="list-style-type: none"> • Assess weather and other environmental conditions including: Hot – sun screen, extra water, hats and suitable clothing Wet (inc storms and flooding) – appropriate waterproof clothing, and footwear. Cold inc snow and ice – hats, gloves, socks, warm clothes, suitable footwear to be worn Visibility – hi-viz / reflective vests and coats, torches. Timings – early starts / late finishes. Food & water. Comfort breaks 	
Medical	All	Low	<ul style="list-style-type: none"> • First Aid trained cover available. • Medical kit(s) available and contents checked. • Known medical conditions and allergies confirmed with medical staff and medicines / epi-pen / inhaler etc available. 	
Venue	All	Low	<ul style="list-style-type: none"> • Prior visit preferred if feasible in order to check (list not exhaustive): • Check safety record. • Emergency procedures including fire signage, staff presence, fire exits clearly marked and unlocked, extinguishers etc. • Public liability insurance displayed. 	Add venue specific instructions
Travel by Minibus (*delete as appropriate)	All	Low	<ul style="list-style-type: none"> • Confirm booking with the Estates and Facilities Manager in advance of travel. • Ensure driver has a valid and correct licence category and current MIDAS training. • Check vehicle prior to departure / return • Ensure safety belts and booster seats (where required) are used. • Ensure that the School Journeys - Transport Usage and Safety Policy is adhered to, including in the event of a breakdown. 	Check Transport Usage and Safety Policy document.

Travel by Coach or contracted transport (*delete as appropriate)	All Staff, Pupils and Visitors to Premises	Low	<ul style="list-style-type: none"> • Ensure that the transport is via an authorised contractor who will ensure functioning seatbelts • Emergency procedure in case of breakdown – check with the contractor. • Ensure coach driver / company contact details on trip form. • Brief pupils on conduct on coach. • Agree pick-up and drop off points in advance • Carry portable first aid kit 	<p>Check emergency breakdown procedures.</p> <p>Trip leader to be familiar with emergency procedure in the event of breakdown, especially if on a motorway.</p>
Transport Accident & Emergency Procedures	All	Low	<ul style="list-style-type: none"> • In the event of an accident the safety of the pupils is paramount. Children (and adults) must remain calm and listen to instructions. When told, they must be led from the vehicle - paying attention to hazards - to a safe place away from the scene of the accident. 	
Drop Off & Pick Up	All	Low	<ul style="list-style-type: none"> • Park in designated coach/bus area. • Unload only when safe to do so and direct passengers to a safe area off the car park. 	
Pupil Supervision Levels	Pupils	Low	<ul style="list-style-type: none"> • No pupil to be left unsupervised at any time. • Teacher : Pupil ratio to be sufficient to cover all foreseeable circumstances. 	
Pupil Accounting	Pupils	Low	<ul style="list-style-type: none"> • Register taken before departure. Check names / numbers on arrival, throughout the trip at suitable points and again upon departure back to school. 	Attendance list to be taken on trip and list on the day left in School front office.
Pupil or Teacher taken ill	All	Low	<ul style="list-style-type: none"> • Should a child need to be taken home or an adult become ill, then either way one adult will be removed from the trip. An emergency plan should be put into place for contingency measures before the trip takes place. This might just be ensuring a person at Pilgrims' would be available to drive up to the venue to assist, or alternatively another adult could be taken on the trip. 	Specify details
Standards of Behaviour	Pupils	Low	<ul style="list-style-type: none"> • The boys must be instructed to behave in a sensible, safe manner which is compliant with the safety rules of the venue as well as 	Advise pupils of appropriate conduct.

			school rules. Poor behaviour should be dealt with as swiftly as possible.	
Road Safety	All	Low	<ul style="list-style-type: none"> Boys to walk on pavement, where possible, with one accompanying adult at the front and one at back of the group. Staff members aware of traffic issues and work together to ensure safe road crossing and keeping children organised. 	Staff Aware of Green Cross and Highway code. Staff wear hi-Viz vests
Overseas Visits	Staff & Pupils	Low	<ul style="list-style-type: none"> Separate Risk Assessment required. (Use Evolve 'Event Specific Plan' function to assist.) 	Check passports valid / in-date for staff (especially visas) and pupils.
Overnight accommodation	Staff & Pupils	Low	<ul style="list-style-type: none"> Separate Risk Assessment required. (Use Evolve 'Event Specific Plan' function to assist.) 	
Any trip-specific hazard	Pupils	Low	<ul style="list-style-type: none"> Include all activities including: height; water; impact sports; animals; vehicles; etc. 	List is not exhaustive! Add hazards and controls as appropriate for your trip.

PROCEDURES FOR ENSURING CONTROL MEASURES IMPLEMENTED

Key aspects to be included in annual staff H&S refresher training in September inset and to form part of the new staff H&S induction training. Reminders will be included at all appropriate staff meetings.

This Risk Assessment to be issued to all Heads of Department annually.

All injuries must be reported to the School nurse at the earliest opportunity. In addition, any accidents, near misses or concerns must be reported to the Estates & Facilities Manager to follow up as appropriate.

Any further guidance or questions, consult the Estates & Facilities Manager (or Director of Finance & Resources, as may be appropriate)

Assessment carried out by: (Print name)	Date assessment completed:
Signature:	Date of planned review: (if no change of circumstances)
Reviewed by: Estates & Facilities Manager (as appropriate) Director of Finance & Resources (as appropriate)	Risk Assessment – copies to: Head

Risk Rating:

- Very Low = Risk of injury not likely
- Low = Possible Risk of Minor Injury
- Medium = Injury quite likely
- High = Serious injury very likely

Note: The greater the seriousness of injury the more controls are required to aim to prevent the risk of occurrence