


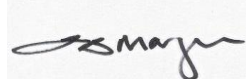


Whitchurch Primary School Educational Visits Policy 2023 - 2024

Article 31: (Leisure, Play and Culture

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.



Date agreed by Governors	25 th September 2023
Headteacher: Ann Griffin	
Chair of Governors: Jonathan Morgan	

Contents

Foreword by Head / Chair of Governors

Summary of policy

Section A LA procedures for educational visits

- 1 Foreword by Chief Officer Schools & Lifelong Learning**
- 2 Summary of approval procedures**
- 3 Visit approval / notification procedures**
- 4 Planning forms**

Section B Standard risk management procedures

Foreword

Off-site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with short excursions into the local area in the Early Years, and progress to a residential experience towards the end of Key Stage 2.

Summary of policy

This school/establishment follows the LA procedures for educational visit planning, approval and monitoring by using the EVOLVE on line visit planning and approval system www.cardiffvisits.org for all visits run by school/establishment staff or volunteers.

Staff planning an educational visit must ensure that they plan their visit using the EVOLVE system www.cardiffvisits.org and follow the procedures set out in this policy.

This policy is reviewed (and updated as necessary) annually or following any accident / incident on an educational visit.

Queries relating to this policy should be directed to Mrs. Ann Griffin, Headteacher or Mrs. Rhian Sydenham, Educational Visits Coordinators (EVC).

Section A

CITY AND COUNTY OF CARDIFF Schools & Lifelong Learning Service

Planning and approval procedures for Educational Visits

This document sets out the Cardiff County Council planning and approval procedures for Educational visits.

Anyone organising an off-site visit for young people from Cardiff County Council should also refer as necessary to the National Guidance for Educational Visits endorsed by the Welsh Government. The Guidance can be viewed in the 'Guidance and resources/guidance' section of Evolve www.cardiffvisits.org

Contents

- 1 Foreword by Chief Officer Schools and Lifelong Learning**
- 2 Summary of approval procedures**
- 3 Visit approval / notification procedures**
- 4 Planning forms**

Foreword

The Schools and Lifelong Learning Service welcomes the move to an all-Wales approach to the organisation of educational visits.

There is evidence that traditional "*school trips*" went into decline around the start of the last decade. The most recent research, however, indicates that they are as popular as ever and are an integral part of the curriculum in all our schools.

When, as adults, we look back on our formative years, the most vivid memory we have of our school days is often that of a residential experience spent in the company of friends. Such is the impact of the experience that it remains with us for the rest of our lives.

The introduction of our Foundation Phase in Wales means that increasing numbers of children spend time outside the classroom, not only in constructive play, but also witnessing with awe and wonder the natural world. Other key stages of the curriculum are also undergoing change, requiring young people to experience activities away from the school. Our new procedures are designed to assist all those who are charged with delivery at this exciting time.

As a Council we recognise the vital role that teachers, youth leaders and others play in providing children and young people with these life-enhancing experiences. For my part I would like to take this opportunity to thank all those who dedicate so much of their time to this valuable work.

Chief Officer Schools and Lifelong Learning

Summary of procedures

This document sets out the procedures by which Cardiff County Council and its educational establishments meet the standards set out in the *National Guidance for Educational Visits* endorsed by the Welsh Government.

EVC queries relating to these procedures should be directed to the appropriate officer as follows:

Local Authority (LA) leader approval, LA approval or notification for visits, EVC training and general advice about off site visits and adventure activities

<u>Outdoor Education Adviser</u>	<u>Associate Adviser for Outdoor Education</u>
Dave Golding	Andrew Meek
Valleys Innovation Centre Navigation Park Mountain Ash RCT CF45 4SN	Valleys Innovation Centre Navigation Park Mountain Ash RCT CF45 4SN
Ebost/Email: dave.m.golding@cscjes.org.uk Ffôn/Tel: 01443 281406 / 07880 044407	Ebost/Email: andrew.meek@cscjes.org.uk Ffôn/Tel: 01443 281406 / 07385 401841

Accidents, incidents and general advice relating to Health and Safety

Janet Lewis
Health & Safety Adviser
Room 413
County Hall
Atlantic Wharf
Cardiff CF10 4UW

e-mail: JaLewis@cardiff.gov.uk
Telephone: 029 2087 3967
Fax: 029 2087 2360

Visit approval/notification procedures

Table 1 Visit approval/notification required for different types of visit

Table 2: Definition of demanding environments

Table 3: Adventure activities

1. Approval and notification system for all visits
2. Blanket approval
3. Parent/carer consent
4. Using an independent provider: pre-booking checks
5. Local Authority (LA) leader approval
6. Special arrangements for DofE award groups
7. LA approval decisions for visits
8. Record keeping
9. Monitoring
10. Review

Table 1 - Visit approval/notification required for different types of visit

Important note - LA approval is **not** required for:

- Visits to, or run by, the LA's own Outdoor Education Centres (The Storey Arms OEC, Cardiff Sailing Centre, Cardiff White Water Centre, Learning Outdoors, Cardiff Outdoor Activity Team, The Harbour Authority and the Flatholme Project).
- Outdoor Education Advisers' Panel (OEAP) Outdoor Learning Card activities run in non-demanding environments by teachers / youth workers / other employees who have attended an OEAP Outdoor Learning Card training course.

	Approval/notification required
<ul style="list-style-type: none"> • residential • visits abroad • demanding environments (see Table 2) • adventure activities (see table 3) 	Visit planned and approved using the EVOLVE system www.cardiffvisits.org at least 28 days before visit.
Overseas expedition organised through an independent provider (<i>i.e. expedition to a developing country involving trekking or other adventure activities</i>)	Visit planned and approved using the EVOLVE system www.cardiffvisits.org before booking the visit. LA Approval is in two stages: <ul style="list-style-type: none"> ○ Initial approval before booking ○ Final approval at least 8 weeks before the visit
Duke of Edinburgh Award expedition	Visit planned and approved using the EVOLVE system www.cardiffvisits.org at least 28 days before visit plus information required by DofE development officer
All other visits	All other visits must be approved by the Head or EVC and a record of the visit kept as set out in 'Record keeping' section of this policy. Schools/establishments can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system www.cardiffvisits.org This system guides the visit leader through the visit planning and approval system required by the Local Authority (in line with WAG guidance). The EVOLVE system allows regular, repeated visits to be planned and approved.

Table 2. Definition of demanding environments.

Important note: classification of locations is subjective. Visit leaders who are unsure of whether or not a location requires LA approval can seek clarification from their Educational Visits Coordinator (EVC).

Location	Definition	Level of approval required
Normal countryside	Areas; <ul style="list-style-type: none"> • which are close to vehicle access (i.e. less than 30 minutes walking time for any group member to the nearest road from which the group could be evacuated by vehicle) and • where the environment does not have any of the features of a 'demanding environment' listed below. 	Visits here do not require LA approval
Demanding environments	Areas where there is significant risk to the group from one or more of the following factors; <ul style="list-style-type: none"> • hazardous terrain (e.g. cliffs, very steep slopes etc.); • remoteness (i.e. more than 30 minutes walking time from the nearest normal vehicle access point from which the group could be evacuated); • difficult escape (i.e. places where the group could be trapped and/or where they would need specialist help to escape); • exposure to severe weather (i.e. open to the weather and no easily accessible shelter within 30 minutes walking time for any of the group); • open areas without clear boundaries where the group might stray into hazardous or remote terrain in poor visibility; • fast flowing water, deep water, or water with strong currents (including tidal flow) where: <ul style="list-style-type: none"> <input type="checkbox"/> the group will be close to the water and there is a significant risk of someone falling in; <input type="checkbox"/> the group will be entering the water. 	Visits here do require LA approval (except activities run by the LA's Outdoor Education Centres – The Storey Arms OEC, Cardiff White Water Centre, Cardiff Sailing Centre, Learning Outdoors, Cardiff Outdoor Activity Team, The Harbour Authority and Flatholm Project.

Table 3. Adventure activities

Important note: This list is not exhaustive. Any visit leader unsure of whether or not an activity should be classified as an adventure activity should seek the advice of their Educational Visits Coordinator (EVC).

Land Based Activities	Water Based Activities
Rock climbing/abseiling including climbing walls	Kayaking and canoeing
Mountaineering	Sailing and windsurfing
Hill walking	White water rafting
Ice climbing	Waterskiing
Gorge or coastal scrambling/sea cliff traversing/coasteering	Snorkel and aqualung diving
Underground exploration – cave or mine	All forms of boating (excluding commercial transport)
Skiing (snow/dry slope)	Improvised rafting
Air activities (except commercial flights)	Kite surfing
Horse riding and pony trekking	Surfing and body boarding
High ropes courses	Dragon boating
Quad biking/ATV's	Wave skiing
Orienteering	Jet skiing/personal water craft
Mountain biking	
Any activity (including camping, fieldwork and non-adventure activities) taking place in demanding environments as defined in Table 2 above	

1 Approval and notification system for all visits

All visits must be approved by the Head or EVC and a record of the visit kept as set out in 'Record keeping' section of this policy.

Schools/establishments can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system www.cardiffvisits.org

This system guides the visit leader through the visit planning and approval system required by the Local Authority (in line with WAG guidance).

The EVOLVE system allows regular, repeated visits to be planned and approved (see 2 below).

2 Blanket approval

Blanket approval may be given:

- by Heads/EVCs for routine visits
- by the LA for those staff who have gained LA leader approval (see 3 below)

For visits that have been given blanket approval, the visit leader and EVC must ensure that relevant information is left with the school/establishment emergency contact including details of the venue, activity, group, transport, start/finish times and other relevant information for **each** visit.

3 **Parent/carer consent**

Informed parent/carer consent must be obtained for all visits. For spontaneous local visits blanket consent is obtained when the child starts school.

Any parental contributions to the cost of any visit or activity are voluntary but the School reserves the right to cancel any planned school trip or activity if the cost exceeds available funding.

For non-routine visits, consent is obtained for each visit (or series of repeated visits) using form 1 or via ParentPay.

If parents/carers withhold their consent absolutely the young person must not be taken on the visit but the curricular aims of the visit should be delivered to the young person in some other way wherever possible. If the parents/carers give a conditional consent the Head will need to consider whether the young person may be taken on the visit or not.

4 **Using an independent provider – pre-booking checks**

For **any** off-site visit, the visit leader should check that the location and activities offered are educationally suitable for the group and will meet the aims of the visit. Check that any provider offers good value for money by comparing with other similar providers. Remember that there is no substitute for firsthand, up to date information. This level of pre-booking check is sufficient for visitor attractions and public access venues such as zoos, historical/cultural sites, museums, sports stadia, theatres, cinemas, hotels, bowling alleys, ice rinks, theme parks, public access (lifeguarded) swimming pools or similar. This level of check is also sufficient for the Local Authority's own Outdoor Education Centres.

When using a specialist venue or activity provider e.g. outdoor activity provider (other than the LA's own Outdoor Education Centres), farm visit or similar please apply the following guidance **before signing any booking form or contract:**

Ask the provider to complete the independent providers' questionnaire (which can be downloaded from the EVOLVE system's Guidance and Resources/Forms section www.cardiffvisits.org) and check that this has been satisfactorily completed by the provider **before you book**. This requires them to confirm that they have risk assessments in place for all activities/services that they provide and that these are available to view at the premises on request. **Please note that there is no need to obtain copies of the provider's risk assessments.** Seek specialist advice on any concerns arising from the provider's responses by contacting your LA Outdoor Education Adviser.

The Visit Leader must complete and forward the OEAP Statement to the Provider during Coronavirus.

Special arrangements for Overseas expeditions (*i.e. expeditions to developing countries involving trekking or other adventure activities*)

Initial LA approval must be obtained before booking. Initial LA approval can be sought by completing and sending form OE1 (along with attachments listed on Form OE1) to the Outdoor Education Adviser at the address listed on Form OE1. Form OE1 can be downloaded from the EVOLVE system's Guidance and Resources/Forms section www.cardiffvisits.org Final LA approval

for the expedition must be obtained at least 8 weeks before the expedition start date by completing and sending form OE2, along with attachments listed on Form OE2, to the Outdoor Education Adviser.

5 Local Authority (LA) leader approval

Who needs LA leader approval?

LA or school employees or volunteers who wish to lead in any of the demanding environments or adventurous activities for which LA approval is required must first be confirmed as technically competent to lead by the Outdoor Education Adviser.

Prospective leaders must seek LA leader approval through their own Evolve log-in via the '**My details/awards**' section. In order to be granted approval the applicant must have all of the following:

- **Either** a) the relevant National Governing Body (NGB) leadership award for the terrain/activity (NGB leadership awards are set out in the National Guidance for Educational Visits www.wales.gov.uk/healthandsafety) **or** b) have a written and signed statement of competence by an appropriate technical adviser verifying that the leader has the relevant technical and group management skills for the terrain/activity (see below for how to arrange technical adviser approval).
- Recent and relevant experience
- A current first aid certificate or qualification
- Support of the Head

[To arrange technical adviser approval the EVC must identify an appropriate technical adviser who is willing to make a signed statement of competence for the visit leader. Technical adviser approval is normally given only if the following conditions are met:

- The leader has completed a training course in the relevant NGB leadership award where one exists (or has undergone other appropriate training)
- The technical adviser has made a practical assessment of the leader and can confirm that they are operating at the standard of the relevant NGB leadership award or at a suitable level for a site-specific approval to be given.

Appropriate levels of technical adviser for different activities and levels of activity are given in the Outdoor Education National Guidance for Educational Visits (OEAPNG): www.oeapng.info. If the intended activity is not listed, the Outdoor Education Adviser may be able to advise on appropriate level of technical adviser.]

Depending on depth of experience and technical skill, leaders may be given approval to lead either:

- the activity/activities at specific, named venue(s) at any time for the duration of the approval period;
- or:
- the activity/activities at all venues that are within the remit of their competence at any time for the duration of the approval period.

The Outdoor Education Adviser will notify the individual and their EVC of their LA leader approval decision and this will be recorded in the individual's '**My details**' section of the EVOLVE system. This can be viewed at any time by the individual, their EVC or Head.

6 Special arrangements for DofE Award groups

Anyone planning a DofE Award expedition/ activity must first contact the LA DofE Development Officer before starting any planning for the activity to ensure that the Expedition meets the requirements of the DofE and Local Authority.

7 LA approval decisions for visits

Confirmation of the approval decision for a visit will be given via the EVOLVE system. **Visits that require LA approval must not proceed until this approval has been given.**

Where further information or elements of the *Outdoor Education National Guidance for Educational Visits* have not been met, approval will be withheld until these conditions are met. Confirmation of this decision will be sent to the EVC/Head via the EVOLVE system.

8 Record keeping

The EVOLVE system acts as a record for any visit planned and approved on the system.

Schools/establishments therefore only need to retain the following details for any particular visit:

- List of participants
- Parental consent forms (these can be destroyed 3 months after the visit if no accidents or incidents have been reported)
- Where an accident or incident has been reported the school/establishment should retain the parental consent form for the pupil(s)/young person(s) involved.
- If there has been an accident/incident on a visit, schools/establishments must ensure that the LA is notified according to LA procedures. The LA will keep accident/incident records until the young person reaches age 21 (or for 3 years in the case of an adult). Schools/establishments therefore do not need to retain records of accident/incidents reported to the LA unless they wish to do so for their own purposes. If a visit leader or school/establishment receives notification of a claim they should not respond directly but should pass the details to the LA claims manager/insurance section.

In addition, schools/establishments should archive in the school/ establishment records a copy of their:

- Educational visits policy – dated so that the version current at the time of any visit can be traced;
- standard risk management procedures dated as current at the time of the visit;
- records of staff competence and training (perhaps as part of the appraisal/performance management records).

This information should be kept for 5 years after which it may be destroyed.

9 Monitoring

Internal monitoring by the Head/EVC

The Head/EVC must monitor visit leaders from time to time to ensure compliance with school/establishment policy.

Monitoring by the Head/EVC should include:

- scrutiny of standards of visit planning and organisation as part of the visit approval process
- occasional observation of visit leadership

Following any observation of visit leadership it is good practice to provide the visit leader with verbal and written feedback and recommendations for further training if necessary. A copy of the observation report should be given to the visit leader and another copy kept on file by the school/establishment.

Monitoring by the LA

The LA will monitor schools/establishments on a 5 year cycle to ensure compliance with LA guidance. The LA will contact EVCs to notify them of an upcoming monitoring visit.

10 **Review**

Feedback from monitoring will be used to review procedures in order to ensure that they meet the standards expected for off site visit organisation and leadership and to identify further training needs for visit leaders and/or EVCs.

Planning forms

Form 1:	Parent/carer consent form: non-routine visits
Form 2:	Summary of information about participants
Form 3 :	Emergency action flowchart for visit leaders
Form 4:	Emergency action flowchart for base (emergency) contacts
Form 5:	Incident record form

Form 1

SAMPLE EDUCATIONAL VISIT LETTER TO PARENTS

Dear Parents,

We intend taking Year _____ pupils to _____ on _____

We will be leaving school at _____ and returning by _____.

Please provide your child with a packed lunch, and ensure that he or she has suitable footwear and wet weather clothing (if necessary).

We are asking for a contribution of £_____ towards food and transport costs.

Please complete and return the consent form below by _____

N.B. No pupil can go on the visit without having returned a consent form.

Yours sincerely,

Ann Griffin
Headteacher

CONSENT FORM

SCHOOL : **Whitchurch Primary School**
DATE : _____
VISIT : _____
TIME : _____

I give consent for my son/daughter to take part in the above mentioned school visit.

I enclose £_____ cash/cheque towards transport and entry costs.

I consent to any emergency treatment required during the visit.

Emergency contact number.....

Signature of Parent/Guardian.....Date.....

Whitchurch Primary School

Emergency action flowchart for visit leaders

Do not speak to the media – direct all enquiries to LA press officer: 029 2087 2964

Mobile: 07989 996112

Give first aid if necessary. Make sure the rest of the group are accounted for and looked after.

Can you deal with the incident yourself?

No

Yes

False alarm involving emergency services callout

Do you need the emergency services?

Yes

No

Inform emergency contact / EVC as soon as possible

Call emergency services

Call school/establishment emergency contact 02920 623441 (school/establishment hours) or Mrs. Ann Griffin (out of school/establishment hours).
Emergency contact will follow emergency action flowchart.

Emergency action flowchart for base (emergency) contacts

Record information on 'Incident Record Form'.

Do not speak to the media – direct all enquiries to LA press officer: 029 2087 2964

Mobile: 07989 996112

Is the incident serious? If unsure assume yes.

Serious = involving serious injury / illness, missing persons requiring assistance at the location, or evacuation

YES

NO

Log telephone calls and timings and keep phone manned until incident is resolved.

Can the school/establishment handle this internally?

NO

YES

Call for external assistance from emergency services if not already called.

Arrange assistance as required by staff at incident eg transport / evacuation.

Inform LA

Complete incident/accident report form (and send to LA if required).

Gather written statements from staff / adults / young people involved.

Head / EVC to assess incident, recommend action and implement accordingly.

Inform staff and LA Outdoor Education Adviser of recommended action.

Incident record form

NB This form is to be used by an emergency contact during the period that they are handling an emergency call. The EVC should ensure that LA incident reporting procedures are followed as soon as possible after the incident.

ABOUT THE INCIDENT

Name(s) of any individual(s) affected by the incident _____

Time and date of incident _____

Location of incident _____

Activity taking place (if applicable) _____

Name(s) of staff leading the activity (if applicable) _____

Contact number for visit leader _____

Name(s) of key witness(es) _____

Description of incident and action taken (continue on separate sheets if necessary) _____

Form completed by _____ Date _____

ACTION TAKEN TO AVOID A REPEAT INCIDENT (To be completed by Head or EVC following a review of the incident – continue on separate sheets if necessary).

Signed (Head or EVC) _____ Date _____

Whitchurch Primary School: Standard Risk Management Procedures

2023– 2024

Educational visits will only be carried out in compliance with national guidelines and Welsh Government directives in order to ensure the safety of all pupils, staff and volunteers.

Administrative Procedures to be Followed:
<ul style="list-style-type: none"> • Letter/Parentmail to be sent to all pupils detailing the date and time of educational visit, together with necessary clothing and footwear for the weather conditions and requesting that payment and parental consent, including emergency contact details and any medical/additional requirements, are provided via ParentPay. • A list of participants, contact numbers and medical/additional needs to be uploaded as an attachment to the Evolve form created for the visit, and given to visit leader on the day of the visit. • Visit Leader to carry a copy of the LA's approved emergency action flowchart (Form 2 above).

Significant hazards and harm which may occur	Who might be harmed?	Safety Measures: Measures that are in place and/or will be taken to reduce the risk to a tolerable level.
Crossing roads/walking along pavements	Pupils	Brief children of conduct expected of them when walking or crossing roads. Ensure that staff are placed at front, middle and rear of children. Pupils to walk in pairs or single file. Members of staff to choose safe place to cross roads (if not using a recognised pedestrian crossing). Where practicable, members of staff to stand in road as children cross.
Weather conditions	Pupils/Staff	Check weather forecast prior to visit. Brief pupils and parents of possible weather conditions prior to visit. Ensure appropriate clothing/footwear is worn or taken. Suggest that parents apply suncream to children before the visit. Take spare clothes for children not suitably prepared. Ensure emergency shelter is taken if in demanding environment.
Scientific demonstrations at science venues	Pupils	School/establishment staff to ensure that pupils follow the instructions of qualified staff at the venue, and adhere to rules regarding proximity.

Trips, slips and falls	Pupils/Staff	<p>Ensure that appropriate footwear is worn and shoelaces tied.</p> <p>Brief pupils/staff of possible areas where trips, slips and falls may occur.</p> <p>Ensure that any medical conditions of pupils are disclosed prior to the visit and listed on the printout carried by the visit leader.</p>
Transport to and from venues	Pupils/Staff	<p>Ensure that a recognised LA bus company is used.</p> <p>Seat belts are to be used at all times, and to be checked by visit leader.</p>
Stranger danger	Pupils	<p>Ensure children are made aware not to walk off with an unknown adult.</p> <p>Regular head counts.</p> <p>Children to supervised at all times, including appropriate supervision when toileting.</p>
Beach/coastal visits – washed into sea/caught by rising tide	Staff/Pupils	<p>Check tide times before embarking on trip.</p> <p>Check weather forecast on day of visit.</p> <p>Brief pupils and staff not to go near water's edge.</p>
Accident/emergency	Staff/Pupils	<p>Follow emergency procedure guidelines carried by visit leader.</p> <p>Ensure that all staff accompanying visit also understand emergency procedure.</p> <p>Brief children of what to do in an emergency and how to summon help.</p>
Walking in the countryside	Pupils	<p>Brief pupils and helpers of proposed route.</p> <p>Brief pupils of appropriate behaviour.</p> <p>Ensure member of staff at front, middle and rear of group.</p> <p>Ensure correct clothing and footwear is used.</p>
Getting lost/separated from group (outdoor venues)	Pupils/Staff	<p>Regular headcounts.</p> <p>Ensure pupils are to stay in small groups.</p> <p>Ensure that staff accompany pupils at all times.</p> <p>Brief pupils to stay put if lost or separated, and to shout for attention.</p> <p>Ensure all pupils know the name of the visit leader, staff and school name.</p>

Getting lost/separated from group (indoor venues)	Pupils/Staff	Regular headcounts. Ensure pupils are to stay in small groups. Ensure that pupils are supervised by staff at all times. Brief pupils to stay at venue if lost or separated, and never to leave the premises. Brief children to make their way to reception. Ensure that all pupils know the name of the visit leader, staff and school name.
Medical conditions	Pupils	Ensure medical conditions are disclosed prior to visit. Visit leader to carry list of medical/additional requirements (including allergies) and emergency contact numbers. Ensure that medicines, epipens, inhalers etc are carried by visit leader.
Farm visits: Machinery, vehicles, risk of allergy, contamination, bites, kicks etc.	Pupils/Staff	Brief pupils to stay out of the way of machinery and vehicles, and to follow instructions from farm staff. Visit leader to carry list of allergies and emergency contact numbers. Brief children not to touch animals unless advised that it is safe to do so. Ensure that pupils and staff are aware of farm rules (reinforced by farm staff). Ensure all eating is done in hygienic locations. Ensure children wash hands after handling animals. Ensure children wash hands before eating. Ensure First Aid kit is carried.
Castle visits: High walls – falls Steep, dark stairs – falls	Pupils/Staff	Visit leader to assess venue and specific areas of risk in the castle. Brief other staff. Supervise pupils appropriately at all times.

Additional notes: Standard risk management procedures are reviewed and updated annually. Older versions will be kept on file.