



Haberdashers' Castle House School

A9 - 10a Trip & Event Form

Actions	Date/ details	By whom
Date originally published	March 2018	IS
Amendments	Aug 2025 - checked and amended	IS
Adopted by Governors	Sept 2025	Governors
Review Date	Aug 2026 or before as required	

Hand in page 1&2 for Authorisation This form should be handed in at least 14 days before the trip/event is due to take place.

Event Details & Title	
Have you checked the school calendar?	
Is this an in-school event? If yes where in the school will the event take place?	
Are there any specific implications if this is an in school event, eg room changes, furniture movement etc	
When will the event take place?	
Who (which students) will be involved with this event?	
Please attach a student list or indicate if it will follow.	
Are students required to bring their own packed meal?	
Which members of staff will be attending? (Please put lead first)	
Please give contact name and number for the member of staff in charge of the event.	
Who is the first aider?	
Do you require transport?	
If yes please give details	
Does an external bus company need to be booked by the office staff? (if school transport cannot be used for whatever reason)	

Are students required to wear school uniform?	
Any other costs involved?	
Does the trip require pre-payment? If yes, contact the Finance Department 14 days before.	

Risk Assessment

Hand in page 1 & 2 for Authorisation

Please check all school risk assessment's contained on the school drive and ensure you are familiar with all documentation which relates to this trip / event

	POSSIBLE HAZARDS GETTING THERE		ACTION FOR HAZARDS
eg	Dangers of traffic collision	eg	Ensure students wear seatbelts
1	Dangers traffic collisions	1	Ensure students wear seatbelts and safety check are completed
2	Sickness	2	Ensure sick bags are on board
3	Trips or falls on the bus	3	Close supervision of all children
	POSSIBLE HAZARDS WHILE THERE		ACTION FOR HAZARDS
1	Trips, slips and falls	1	First aid kit available and nearby at all times
2	Additional medical requirements	2	Emergency contact information card to be taken
3	Members of the public	3	Close supervision of all children
4	Children getting lost	4	Close supervision of all children and regular head counts
See guidance notes on page 4 to 8 on risk assessments			
In light of 'Prevent' if this is a visitor or a speaker for the students please include checks to be carried out in the table above and add the date of when these were done. Extra rows may be added to the table above if necessary.			
Is any student more at risk or have special requirements? No			
Is there an event-specific risk assessment? No			
Does the venue have Public Liability Insurance?			
Please provide the Policy Number			
Are you satisfied that all risks have been minimised? yes			

Name of person completing this form:

Signature: _____

Date: _____

Now pass this form to The Headteacher with a draft letter to parents

Signature of authorising person	Date

Medical

To be completed for all trips (except sporting fixtures).

Event _____

Date _____

Member of Staff organising event _____

Name of Student	
Does your child have any special dietary needs?	
Does your child suffer from any of the following:	
Asthma	
Diabetes	
Asperger's syndrome or any other behavioural issues	
Physical disabilities	
Does your child take any regular medication?	
Please provide any other information that might be relevant.	

Signed (parent /guardian) _____ Date _____

Print name _____

Do not include with Trips / Events forms when handing in for authorisation

Policy Statement & supporting guidance on Trips & Events Aug 2023

The aim of this policy is to ensure that the school and its Governors do all that is reasonably practical to ensure the health, safety and welfare provision of all staff and students who organise or participate in school visits and journeys in compliance with the HSE document School trips and outdoor learning activities June 2011. To ensure thorough organisation and planning of the visit or journey and to eliminate foreseeable problems, the attached Code of Practice should be used as guidance. Whilst it is accepted that discretion may need to be exercised in some circumstances, by following these guidelines, good practice will be established. This policy is in accordance with the DF guidance document HEALTH & SAFETY DEPARTMENT FOR EDUCATION ADVICE ON LEGAL DUTIES AND POWERS FOR LOCAL AUTHORITIES, HEAD TEACHERS, STAFF AND GOVERNING BODIES July 2011. Parents will be issued with a consent form on joining the school. Letters to parents will give the opportunity for them to withdraw their child.

1. Code of Practice for Organising Visits and Journeys

All those involved in the organisation of educational visits and journeys should exercise the same degree of care as would a reasonable parent. Planning is therefore essential

- to ensure the safety of all those involved; Risk Assessments must be drawn up and presented to the Vice Principal/ Headmistress and the Principal for approval at least 1 week before the trip is due to take place
- to achieve the educational aims of the visit
- to ensure that sufficient foresight is given to each eventuality
- to keep parents/ guardians informed
- to ensure that the school's policy on educational visits is complied with.

All staff arranging a day visit should use a visits checklist. All staff should be aware of this policy and should read carefully if arranging a visit.

Check list of forms and equipment for party leaders

- ☐ Register of all persons taking part in the visit
- ☐ Medical Consent forms (if any students on the trip have any special medical needs)
- ☐ Emergency Contact numbers:
 - o School
 - o Parents/Guardians of students
- ☐ First Aid Kit, First Aid Treatment Log
- ☐ Mobile phone

Supervision

It is important to have a high enough ratio of adult supervisors to students for any visit, and there are several factors which have to be considered. These include:

- the age and ability of the group
- the nature of the activity
- the experience of adults in off-site supervision
- the duration and nature of the journey
- the type of accommodation
- the competence of staff, both general and on specific activities
- requirements of the organisation/location to be visited

Staffing ratios will vary according to the activity, but under normal circumstances, the following should be adhered to:

Educational visit: **Years 0-2;** minimum 2 adults with ratio 1:8
 Years 3-6; minimum 2 adults with ratio 1:12

Where appropriate we will exceed normal ratios.

- Away fixture: 1 member of staff depending on the mode of transport
- After-school activity: as agreed with Headteacher
- Residential: minimum 2 teachers, an adult ratio of 1:10, preferably all adults being teaching staff and at least one of each gender
- When the minibus is used for a residential trip, there must be 2 adults insured to drive it.

2. Guidelines for organising a day trip

Use the “Trips and Events Form” to plan your trip or event.

To help you plan:

- ☐ Check the calendar to ensure there are no clashes
- ☐ Contact the establishment you intend to visit and give them full details of your party
- ☐ Arrange a pre-visit, if necessary, to assess suitability and possible problems, and complete risk assessment
- ☐ Establish cost per pupil, taking into account admission fees, travel costs etc. **It is important that budgeting allows for a surplus to cover contingencies and include all the school's fixed costs.**
- ☐ Send a completed Trips and Events form to the Headteacher
- ☐ Once approved you may book the visit.
- ☐ Issue a letter to parents briefing them on activities, clothing requirements, dates, times, payment etc. **The letter must include a section where parents indicate if their child has a medical condition that the trip leader should know about. The letter must also say that if they do not wish their child to attend they must contact the school office to inform us.**
- ☐ Prepare students and accompanying staff by introducing the aims, specific outcomes, skills, prior knowledge and understanding required
- ☐ Ensure that accompanying staff clearly understand their roles and check each has the emergency contact number and access to a group register
- ☐ Ensure accompanying staff know an emergency contact number
- ☐ Ensure emergency contact procedures are known by **all** staff
- ☐ Confirm bookings and arrange for the Finance to pay deposits

During the visit ensure

- ☐ that each teacher completes a group register for the students they are supervising at appropriate points during the trip
- ☐ that all pupils know what to do should they become separated or lost
- ☐ that all receipts are kept

After the visit

- ☐ ensure that the correct accounting procedures are finalised
- ☐ ensure that any accidents are logged in the Accident Book (with school nurses), and that the Headteacher member in charge of school trips is also informed
- ☐ ensure that any concerns including any concerns about behaviour or safety are in line with the discipline policy
- ☐ ensure that any concerns to do with safeguarding, serious disciplinary incidents or bullying are raised to the DSL

Information to be left at school

- ☐ Detailed itinerary
- ☐ Coach company contact telephone number
- ☐ Hotel details (if appropriate)
- ☐ Contact numbers of parents and staff
- ☐ Medical consent forms and medication requirements
- ☐ Passport numbers (if appropriate)
- ☐ EHIC (if appropriate)
- ☐ Register of all persons on the trip, updated on departure

3. Risk Assessment

Under the Health and Safety at Work Act 1974, both employers and employees are responsible for health, safety and welfare at work. All are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities.

This requires staff to

- Assess the risks of activities
- Introduce measures to control those risks
- Tell others about these risks
- Take reasonable care of their own and others' health and safety
- Co-operate over safety matters
- Carry out activities in accordance with training and instructions
- Inform the Headteacher of any serious risks

These duties apply to **all** school visits.

Teachers and other staff in charge of pupils also have a common law duty to act as any reasonable prudent parent would do in the same circumstances. Risk assessments are legally required to be carried out well before the visit and must be approved by the head teacher. The group leader usually carries these out. A risk assessment for a visit need not be complex but it should be comprehensive. A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Pupils must not be placed in the situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.

A **hazard** is something with the potential to cause harm

A **risk** is the likelihood of the harm from the hazard being realised

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?
- Should an activity have to be changed last minute, the risks must be re-assessed as unplanned risks could be just as hazardous
- There should be ongoing risk assessment during a visit or trip – if circumstances change, such as weather or transport. New arrangements must be re-assessed.

The person carrying out the risk assessment should record it and give copies to all staff on the visit, with details of the measures they should take to reduce or avoid the risks.

The Headteacher must be given a copy at least a week before the trip so that approval can be given with a clear understanding that effective planning has taken place.

Factors to be considered when assessing the risks

- The type of visit or activity and the level at which it is being undertaken
- The location, routes and modes of transport
- The competence, experience and qualifications of supervisory staff
- The ratios of teachers and supervisory staff to pupils
- The group members' age, competence, fitness and temperament and the suitability of the activity
- The special educational or medical needs of the pupils
- The quality and suitability of available equipment
- Seasonal conditions, weather and timing
- Emergency procedures
- How to cope when a pupil becomes unable or unwilling to continue
- The need to monitor the risks throughout the visit

Exploratory Visit

Wherever possible an exploratory visit should be made by any teacher who is to lead a group abroad, or on a residential visit or lead the group in an outdoor activity that is not familiar to them. In other cases

the group leader should undertake an exploratory visit to

- ensure that the venue is suitable to meet the aims and objectives of the school visit
- obtain advice from the manager
- Assess potential areas and level of risk
- ensure that the venue can cater for the needs of the staff and pupils in the group
- become familiar with the area before taking a group of young people there

If a group of pupils are being taken to a venue previously visited, it may be useful to evaluate each completed visit and keep a record.

Using a commercial provider

If you choose to use a commercial provider of outdoor and adventurous activity, you must ensure the suitability of the provider. You must also check:

Health and Safety Policy statement

The competence – experience and expertise of the teachers/tutors/instructors in the activities which they supervise

Risk assessment of the activities being undertaken

First aid arrangements, including staff qualifications

Emergency procedures

Safety measures in living accommodation

4. Five Steps to Assessment

An assessment of risk is what could cause harm to people – children and adults, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no-one gets hurt or becomes ill. You need to decide whether a hazard is significant, and whether you have covered it by satisfactory precautions so that the risk is small.

i. *Look for the hazards*

Walk around the site to be visited and look at what could reasonably be expected to cause harm. Concentrate on significant hazards which could result in serious harm or affect several people

i. *Decide who might be harmed, and how*

Consider groups of children or adults who might be affected

ii. *Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done*

Even after all precautions have been taken, usually some risk remains. What you have to decide for **each significant hazard** is whether this remaining risk is high, medium or low. **First**, ask yourself whether you have done all the things that the law says you have got to do. **Then** ask yourself whether generally accepted school standards are in place. Your real aim is to make all risks small by adding to your precautions if necessary.

iv *Record your findings*

Recording findings can be either on the simple risk assessment form for short visits or the boarding risk assessment forms for boarding trips and any residential visits

Write down the more significant hazards and record your most important conclusions, then inform the headmaster about your findings. You must be able to show

- that a proper check was made
 - you established who might be affected
 - you dealt with all the obvious significant hazards, taking into account the number of people who could be involved
 - the precautions are reasonable, and the remaining risk is low.
- Assessments need to be suitable and sufficient, not perfect. The real points are:
- are the precautions reasonable, and
 - is there something to show that a proper check was made

Keep the written document with all other paperwork linked to the trip, for future reference or use; it will help you if you become involved in any action for civil liability

v *Review your assessment from time to time and revise it if necessary*

It is good practice to review your assessment, even if the details of the trip appear not to change

from one visit to the next, whether a day trip or residential.

Remember it is a legal requirement to assess risks

5. Risk Assessment Process

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?
Look only for hazards which you could reasonably expect to result in significant harm EG coach travel = hazardous activity	There is no need to list individual by name – just think about groups of children or adults who might be affected – children, adults, members of the public	Have you already taken precautions against the risks from the hazards you listed? For example have you provided:- adequate information, instruction or training? Adequate systems or procedures? Do the precautions: - meet the standards set by the legal requirement/ represent good practice? Reduce the risk as far as is reasonably practical?	What could you reasonably do for those risks which you found were not adequately controlled? You will need to give priority to these risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:- remove the risk completely try a less tricky option prevent access to the hazard organise work to reduce exposure to the hazard issue personal protective equipment provide welfare facilities (eg washing facilities for removal of contamination and First Aid)

Scientific approach:

Risk = Likelihood x Severity

Likelihood of occurrence

- | | |
|---|-------------------------------|
| 1 | Highly unlikely to ever occur |
| 2 | May occur but very rarely |
| 3 | Does occur but only rarely |
| 4 | Occurs from time to time |
| 5 | Likely to occur often |

Severity of outcome

- | | |
|---|--|
| 1 | Slight inconvenience |
| 2 | Minor injury requiring first aid |
| 3 | Medical attention required |
| 4 | Major injury leading to hospitalisation |
| 5 | Fatality or serious injury leading to disability |

In this case: score >12 is unacceptable

>8 bring to attention of all

6. Emergency Procedures

If an emergency of any kind occurs when a trip is away, the following procedures should be followed.

1. Ascertain the extent of the emergency
2. Render first aid and attend to any casualty
3. Ensure that the rest of the party are accounted for, safe and being looked after
4. Call the emergency services as required. An adult must accompany any casualty to hospital
5. Arrange for the rest of the group to return to base
6. Arrange for an adult to stay at the incident site to assist with search/rescue/emergency services
7. Contact the Headteacher at school giving details of what has happened and a telephone number which can be used for future communication. For a serious incident where the media may be involved, this should be a number which can be used privately and is not likely to become jammed by other people ringing for information.
8. Write down all relevant details whilst they are fresh in the memory. All staff who were present should do the same. Keep a record of names and addresses of witnesses, and keep any

- equipment involved in its original condition
9. Restrict access to a telephone for party members until the headmaster has been informed and there has been sufficient time for him to contact those directly involved
 10. Contact off-site base (if appropriate)
 11. Refer requests from the media back to school and do not issue any statements at all, particularly 'No Comment'
 12. Do not discuss or admit legal liability.