**RISK MANAGEMENT/STANDARD OPERATING PROCEDURES – ALL TRIPS**

**Standard Operating Procedures (SOP) are what should be in place unless there are good reasons for alternatives which do not compromise safety.**

**To complete this document – please insert the relevant information marked # - edited from the transport and accommodation documents and add any activity and/or group specific risk management**

**All staff supervising must be aware of the procedures below and how to implement them – the best way to do this is through a briefing from the leader in advance of the visit where the specific risk management required can also be discussed.**

**REMEMBER – the on-trip dynamic risk assessment is very important and knowing when to change or abandon the original plan and move to a Plan B.**

**The staff briefing from the trip leader must include:**

* All participating staff to be briefed on their role during the trip
* Strategies for specific risk management are in place for the proposed activity – consider the Staffing, Activity, Group, Environment and Distance from school (SAGED)
* There is a plan B if poor weather, group behaviour etc make it difficult for the planned activity to take place safely all staff are aware of this.
* First Aid and any specific medical issues in the group are discussed.
* Emergency procedures and location/means of contacting medical help are known by all staff

Student briefing

* Importance of following instructions, disciplined behavior and individual responsibility for collective safety to be stressed at pre-trip briefing to students. If appropriate - all participants to have signed a specific code of behaviour, as have their parents
* Traffic safety and emergency procedures will be outlined in detail
* Closed loop conversation – tell the students, get them to repeat it, confirm that they are correct!
* Don’t make briefings over long - tell them the 3 most important things they need to know and expect them to remember the first and last!

**For all overseas residential trips and more complex day visits the EVC will hold a pre-departure meeting with the visit leader**

**For residential and residential overseas visits a parent meeting will usually be appropriate – the EVC will advise on this**

**Parent meeting agenda to cover**

**Itinerary**

**Insurance**

**Medical issues**

**Contact with the group**

**Name of your trip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **ISSUE** | **HOW TO MANAGE IT**  **(Control measures)** | **HOW CONTROL MEASURES WILL BE CHECKED**  Briefings  Codes of Conduct  Checklists  Training  INSET  #Controls specific to your visit – trip leader to insert |
| COVID (updated 2022) | * Brief group on best practice re hygiene and social distancing and be in line with BGS onsite risk assessments * Check procedures in line with national guidance: <https://oeapng.info/downloads/download-info/4-4k-coronavirus/> * It is essential that current government guidance is followed. It should therefore be monitored for any changes. If you are planning a visit to a different country in the UK (England, Wales, Scotland or Northern Ireland), you should check current government guidance for that country, as well as for your own country. gov.wales/coronavirus (Wales); www.gov.scot/collections/coronavirus-covid-19-guidance (Scotland); [www.nidirect.gov.uk/campaigns/coronavirus-](http://www.nidirect.gov.uk/campaigns/coronavirus-) * Overseas See OEAP National Guidance document [Overseas Visits](https://oeapng.info/downloads/download-info/7r-overseas-visits/) * You should monitor the government's foreign travel advice for any country you plan to travel to or through, at www.gov.uk/foreign-travel-advice. You should be aware that the regulations and guidance are subject to change, and might change during a visit, and so you should have contingency plans in place to account for possible changes. It is important to check the legal requirements and local advice for any country you are planning to visit. For example, some countries may require proof of vaccination or proof of a negative COVID test, and some countries may require a period of quarantine or self-isolation. | Student briefing  Check COVID guidance is up-to-date prior to departure |
| Terrorist threat  Although the chance of being directly involved in an incident is very small there is a real risk of being impacted by the disruption to transport and routine from an event in the urban area you are in. | Consider:   * Access to emergency support – School contact * Credit card – can sort extra transport or accommodation * Keeping group together more than you might have done in the past – in airports, crowded places  and transport interchanges * FCO details – with you at all times. * Access to contact details for parents – and how quickly you could inform parents in an emergency * Plan B for reuniting with coach transport – driver mobile phone number.   <http://oeapng.info/downloads/download-info/4-1c-emergency-procedures-for-visit-leaders/>  Twitter alerts – eg Met Police for London | Visit leader briefs assisting staff |
| Supervision  Pupil lost or separated from group, inadequate  supervision | * Ensure supervising staff understand their roles * Ratios in line with your policy and accepted good practice. * Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders) * Discuss itinerary and arrangements with pupils * Briefing to all on what to do if separated from group * Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups * Be wary of transport interchanges/motorway services and toilet visits | Briefing for supervising staff and pupils |
| Indirect/remote supervision (includes field work, souvenir  shopping, theme parks, historic sites etc) | * If INDIRECT or REMOTE SUPERVISION IS PROPOSED: * Indirect supervision – group are not in-sight but you know their location. eg at a local market * Remote supervision – group are remote from supervision and would need to manage any issues – eg Gold D of E expedition * Check location is suitable for this mode of supervision * Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised) * Clear guidelines and emergency procedures set and understood * Pupils remain in pairs or groups (e.g. buddy system - each responsible for named other) * Rendezvous points and times set * Pupils know how to contact staff * Staff understand they are still responsible * Parents informed and consent given | Briefing for the group and supervising staff |
| Safeguarding  Pupil assaulted/distressed  Pupil disclosure  Staff awareness of issue | * Safeguarding procedures in place as in School. * Specific controls in place re use of public toilets (pairs of pupils) and hotel accommodation/campsites etc * Young people in a sexual relationship - see advice here:   <https://oeapng.info/downloads/download-info/4-4m-young-people-in-a-sexual-relationship> | Staff DBS checked and external providers used who have LotC badge and safeguarding assurances  Visit leader briefs students re any specific safeguarding issues  School safeguarding policy followed re disclosure/no promise of confidentiality etc  #For residential visits leader checks group in advance with Designated Safeguarding Lead (DSL) |
| Special needs of specific pupils – medical, behavioural | * Obtain information from parents * Take advice from DSL, School Nurse and Head of Learning Support if appropriate * Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary | Visit leader briefs assisting staff  #Visit leader to insert specific to visit |
| Medical  Illness or injury  Medical Emergency | * Check pre-existing medical conditions * For residential trips be aware of any relevant medical conditions of accompanying staff * At least 1 Leader with each group first aid trained * Leaders know how to call emergency services at the destination * Pupils and parents are reminded to bring individual medication and this is kept securely * Staff are aware of signs and symptoms of Sepsis * Ensure those with known allergies carry their medication * Food allergies checked * First aid and travel sickness equipment carried * School Mobile phones carried if available * School Emergency card carried and emergency contacts with school base contact and parents arranged. * If in areas where tick bites and Lyme disease possible then group briefed and parents informed prior to trip and again after if any ticks observed. <http://www.lymediseaseaction.org.uk/about-ticks/> * Excellent source of info here <https://www.fitfortravel.nhs.uk/advice#general-travel-health-advice> | First Aid training – check staff up-to date  Leader briefs supervising staff over any significant pre-existing medical conditions in the group.  #Location of nearest medical emergency facility to trip destination  For UK see  <https://www.nhs.uk/service-search/other-services/Accident-and-emergency-services/LocationSearch/428>  #If outside UK insert here the details of how to contact emergency services. |
| Epipens/Anaphylaxis | * At the start of your trip please ask those pupils who require one if they have their epipen with them.  Ensure you know where their epipen is. If they do not have their epipen they/you should contact someone to bring one to them. If they do not have their epipen they **cannot** go. * At the start of your trip please ask those pupils who have asthma and require an inhaler if they have their inhaler with them.  Please ensure they have their inhaler accessible throughout the event. If a student does not have their inhaler they **cannot** depart. * At the start of your trip please ask those pupils who have diabetes if they have their diabetic medication and if they have taken the appropriate medication as prescribed today (e.g. insulin injections). If not, please contact the pupil’s parents/guardians to bring medication and risk assess the situation. If they do not have tier medication they **cannot** go | #In advance of departure check for students who carry epipens and/or inhalers or are diabetic |
| Emergencies | * The school has an emergency plan for dealing with an incident on an educational visit * Contact details of parents/guardians * Leader and school base contact have instructions as to what to do in an emergency | Visit leader has emergency information  #Pre-departure meeting with EVC for residential visits |
| Insurance | * Check cover in place for proposed activities | #Insurance cover details link |
| External Provider | * Insert details of external provider safety-management system. What support is offered at the destination? * Quality badges held * Many providers have this information at a weblink eg <https://outlookexpeditions.com/about-us/safety-support> or <https://www.nstgroup.co.uk/safety-management> | # Specific details for external provider checked by leader |
| Transport | * Insert as appropriate for specific visit | #Insert as appropriate for specific visit |
| Accommodation | * Insert as appropriate for specific visit | #Insert as appropriate for specific visit |
| Activity Specific  Sporting Activity  Outdoor Adventure  Geography fieldwork  D of E  Theatre Visit | * Insert as appropriate for specific visit * Ensure staff have sufficient experience and qualifications and that a specific risk assessment is carried for higher risk environments – water margins, rivers, mountains. * External provider check in place | #Insert as appropriate for specific visit |
| Water based activities  Swimming | * Insert as appropriate for specific visit -see swimming SOP |  |
| Exposure to weather (cold injury, heat injury, over exposure to sun) | * Consider possible weather conditions and plan appropriate programme, clothing and equipment (warm and waterproof clothing and, in summer, sun protection) * Plan for pupils who may/do not bring suitable kit–check before departure and/or bring spares * Daily weather forecast obtained and plans adjusted accordingly | Kit list issued  Kit check done at start of trip |
| Alcohol | * In line with your policy – eg same rules apply as in normal school – ie no alcohol to be consumed by students or staff | Visit leader briefs assisting staff |
| Return from visits  particularly after  school hours | * Return is pre-planned and parents are informed where to collect pupils from (or it is pre-agreed with parents that older pupils will make own arrangements) * Suitable arrangements are made for any pupils whose parents fail to collect them | Inform parents, for example using Operoo. |
| Data Protection – loss of data | * Keep any print outs of contact and medical data to an essential minimum and shred immediately on return. * Trip leaders have responsibility for issuing and collecting in information and then shredding |  |
| Any additional risks specific to the group/itinerary etc |  |  |