



Love, Respect, Courage, Compassion, Friendship, Trust

Coastal schools

Procedures booklet

Annual Review date: January 2018

Relevant legislation for school trips

The key legislation is the Health and Safety at Work etc Act 1974.

The Act requires employers to ensure the health and safety of their employees and non-employees, so far as is reasonably practicable. The Act also places duties on individuals to take care for the health and safety of themselves and others. The 1974 Act and associated regulations including The Management of Health and Safety at Work Regulations 1999 which require employers to undertake risk assessments and put measures in place to control the significant risks; produce a health and safety policy linked to risk assessment as well as

- have in place systems for reporting accidents and incidents
- produce and implement risk assessments
- develop measures to control those risks including training and providing information
- appoint people competent to carry out specific tasks Outdoor Education, Visits and Off-Site Activities
- develop emergency procedures
- monitor and review procedures and practice.

This policy document summarises the procedures which should be followed by council employees in managing outdoor education, visits and off-site activities. Under the same legislation employees, including volunteers, should:

- take reasonable care of their own and others' health and safety
- co-operate with their employer over safety matters
- carry out activities in accordance with training and instruction
- inform the head, manager or visit leader of any serious risks.

Other relevant legislations include

The Education (School Premises) Regulations 1999

The Workplace (Health, Safety and Welfare) Regulations 1992

The Manual Handling Operations Regulations 1992

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

The Control of Substances Hazardous to Health Regulations 2002

Disability Discrimination Act 1995

The Health and Safety (First Aid) Regulations 1981

The criminal Justice Act 1988-

Knife Law Personal Protective Equipment Regulations 2002

The Equality Act 2010

Emergency procedures

Emergency telephone numbers

School - 0151 928 5685

Crosby Coastguard - 0151 931 3341

Litherland Town Hall Walk-In Centre - 0151 475 4667

Alder Hey Children's Hospital - 0151 228 4811

Emergency Services 999

Steps to follow in the case of an emergency

1. Ensure the safety of all other children within the group and the possible need to re-group indoors
2. Administer 1st aid if necessary
3. Seek emergency help if needed - phone 999 using mobile phone
4. Contact the parents and complete an accident form, Contact HSE if there is a serious incident

Reporting of incidents must be kept confidential and the group lead must report any hospital admittance to RIDDOR. The accident book must be filled in by lead adult.

Missing person

All children will wear high visibility jackets throughout the session.

The following procedure will take place should a child go missing.

- Lead will whistle and call 1,2,3 come to me
- Notify school immediately
- The leader will search the grounds
- Another adult will take care of the group until the return of the leader
- If the child is not found within 10 minutes, parents will be notified
- If child is still not found, the leader will contact the police

Food safety and hygiene procedures

- Children will wash their hands thoroughly before handling any food
- Any cuts or grazes will be covered
- All fresh food will be kept in a dry/cool location until needed
- Any food being provided by the lead will have the used by date checked before use
- No food will be left uncovered
- Dispose of any unused food

Toileting

Children will go to the toilet before leaving school. If a child should need the toilet whilst on site, they will be accompanied by an adult to the nearest toilet - this will have been located when planning visit.

Paddling

Children will be allowed to paddle in shallow puddles in wellies and if temperature is appropriate children can paddle bare foot up to knee height. All children will be asked to bring a small towel in their rucksack to dry their feet afterwards.

Tools

Children will have access to a small number of tools whilst on our visits e.g. buckets and spades. Children will have been briefed about using these safely i.e. not flicking sand with a spade.

Tides

The lead teacher will check the tide times before sessions on the beach. During low tides it is important to make sure the children are not playing somewhere that could be cut off when the tide comes in.

Weather

Weather conditions will be checked by the lead teacher in the days before the session. If weather conditions are not suitable e.g. rain/high winds etc, the lead teacher will make a decision by 8:30 on the day.

Getting to the beach

As the beach is only a short distance from school we will be walking there. Prior to the trip, speak to the children about road safety. Whilst walking down to the beach children will be in partners and will be walking with their responsible adult.

Photographs of the children

Photos of the children will be taken during the sessions on the class iPad, consent forms have been collected from parents earlier in the year. Photos in will be posted on our Class Dojo page and school website for the children that have consent.

Behaviour

Expectations of the children will be set out prior to the session on the beach. If any behaviour issues arise whilst at the beach, the teacher will follow usual procedures set out in our school behaviour policy.

Risk assessment

A site risk assessment has been completed, a session risk assessment will be completed prior to each session. If any extra risks/hazards crop up whilst at the beach, the lead teacher will add it to the risk assessment.

Insurance/DBS

A copy of the schools liability insurance and copies of relevant staffs DBS can be found in the school office.

Irregular occurrence procedures

Animals on site:- Dogs

Pre visit

- Teach procedure

During visit

- Children to stop and stand still and fold arms
- If necessary children to turn back on dog
- Wait for dog to go away
- If necessary ask owner to move dog away or put on lead

Post event / visit

- Praise children

Strangers on site

Pre visit

- Teach procedure

During visit

- Staff to watch children for unwanted attention from members of the public.
- Use buddy system so children are always with a someone
- Set visual boundary
- Remind children not to talk to strangers
- Children to stay in boundary with partner
- Use call signal 1,2,3 come to me.
- If asked a question child responds by saying I will ask my teacher and report immediately to an adult
- Leader or party adult to ask the stranger to move away from the learning environment.

Post event / visit

- Praise children review/ assess incident log if necessary

Daily policies/procedures

Pre visit

- Ensure children are aware of all policies and procedures
- Lead teacher will ensure copies of risk assessments are taken with us
- Children are made aware of the group they are in and responsible adult
- Decision made in regards to the weather

During visit

- Add any hazards to the risk assessment as necessary

Post visit

- Add to future risk assessments if necessary