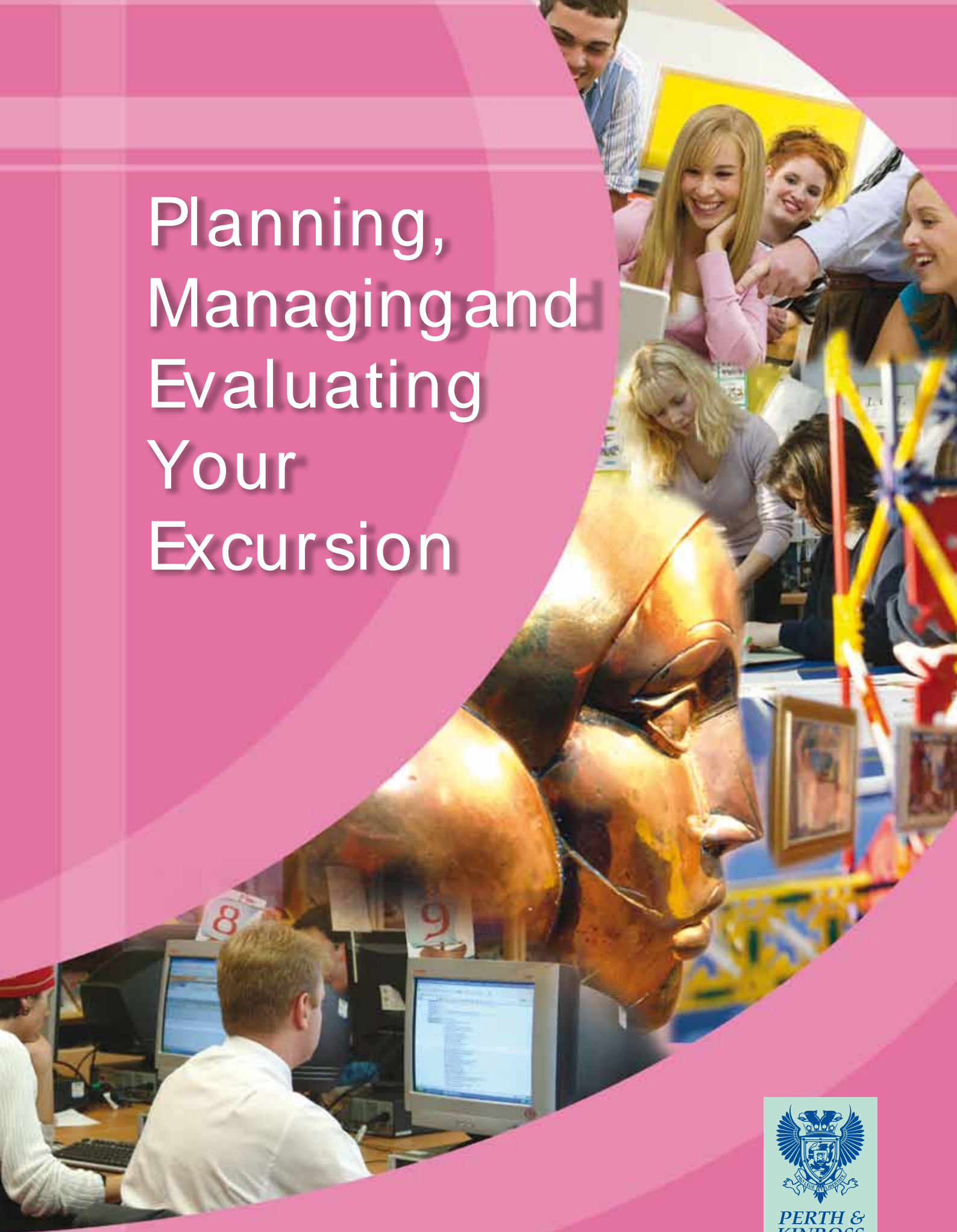


Planning, Managing and Evaluating Your Excursion



**PERTH &
KINROSS
COUNCIL**

Education &
Children's Services

Foreword

Off-site excursions provide a unique opportunity to enrich the lives of those taking part, whether it is a visit to another establishment, a trip to the local park, an adventurous activity or a trip to a foreign country.

All of the above present the Group Leader with a vehicle to further enthuse, excite and educate those they are working with.

Operating outwith the premises of normal work presents each Group Leader with the need to assess the safety of the excursion with regard to the health of:

participants;

other supervisors;

the general public.

This means that the Group Leader has to be aware of the hazards associated with the excursion and manage the risk of these hazards affecting the group and the general public.

This document will assist all those involved with off-site excursions to fulfil their responsibilities.

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Participants can derive a great deal of educational benefit from taking part in excursions organised under the auspices of their local authority. In particular, they have the opportunity to undergo experiences not available in the classroom or other learning environments. Visits help to develop a participant's investigative skills, confidence and self-esteem and longer visits, in particular, encourage greater independence.

This guidance is designed to help all those involved in organising educational excursions ensure that those taking part stay safe and healthy. It has been developed by the Outdoor Corporate Advisory Group (OCAG), a group made up of officers from across the Council who have an interest in improving practice and supporting staff involved in organising educational excursions and activities. It acknowledges that all excursions and activities require to be, where practicable and in accordance with any reasonable adjustments which can be made, available and accessible to all who wish to participate, irrespective of additional support or medical needs, ethnic origin, sex, religion etc. It is directed mainly towards staff in schools, those leading community learning and development groups, sports development staff, music tuition staff and similar activity co-ordinators.

The guidance will also be of use and can be interpreted to meet the needs of social services staff, countryside rangers, leisure and recreation staff and other staff across the Council who may be involved in organising or leading educational excursions. It is designed to help Heads of Establishment, Group Leaders and others ensure that participants stay safe and healthy on educational excursions.

- (a) *The guidance uses the terms '**establishment**', '**participants**' and '**Heads of Establishments**'.*
- (b) *The term '**excursions**' is used hereafter to mean all activities which take place outwith all Perth and Kinross establishments.*
- (c) *The term '**Group Leader**' is used hereafter to mean all staff, school teachers, lecturers, youth and social workers etc involved in organising or supervising excursions.*
- (d) *In addition to the '**Group Leader**' a Council employee may also be involved to deliver the activity. The term '**Activity Leader**' is used to describe this person's role.*
- (e) *References to '**parents**' is used hereafter to mean parents, carers or guardians.*
- (f) *The term '**base**' is used to mean school, youth centre or any other establishment from which an off-site excursion is organised.*

This document offers advice and guidance but also clearly sets out the Council policy on excursion practice. It is based on the Scottish Executive's Document, '*Health and Safety on Educational Excursions*'. The documentation on which this guidance is based can be found and downloaded at www.scotland.gov.uk

Under the **Health and Safety at Work etc Act 1974** employers are responsible for the health, safety and welfare at work of their employees. Employers also have 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 includes participants on off-site visits.

Employers are the local authority in most establishments which may be organising educational excursions.

The Management of Health and Safety at Work Regulations 1999, made under the 1974 Act, requires employers to:

assess the risks of activities;
introduce measures to control those risks;
tell their employees about these measures.

Also under the Health and Safety legislation employees including volunteers must:

take reasonable care of their own and others' health and safety;
co-operate with their employers over safety matters;
carry out activities in accordance with training and instructions;
inform the employer of any serious risks.

These duties apply to all educational excursions. Teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

Compliance of the Road Traffic Act 1988

Details are contained within Section 8

Part IV of the Disability Discrimination Act 1995 (DDA)

In considering the involvement of participants with additional support needs, under the legislation it must be acknowledged that the DDA makes it unlawful for an education authority in discharging their functions to discriminate against a disabled person¹. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

¹ A disabled person is someone who has a physical or mental impairment that has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities.

Responsibility for health and safety and decisions about excursions is, in most circumstances, delegated to a Head of Establishment. A Head of Establishment's agreement must be obtained for all excursions which take place.

Head of Establishment

Heads of Establishment are ultimately responsible for ensuring that excursions comply with regulations and guidelines provided by the local authority and the authority's own health and safety policy. Heads of Establishment, particularly those in larger establishments, may wish to consider appointing an **Excursions Co-ordinator** to manage, oversee and monitor all procedures relating to excursions within their establishment on their behalf. Excursion procedures will be monitored regularly by OCAG, through establishment visits and site visits. Excursions will usually be planned and led by a **Group Leader**. Heads of Establishment should ensure that the Group Leader is competent to manage and monitor the risks throughout the visit.

Heads of Establishment should be clear about their role if taking part in an excursion. They should follow the instructions of the Group Leader who will have sole charge of the excursion.

A checklist (EX 2) is provided in Section 17 to assist Heads of Establishment with the process of fulfilling their duties in overseeing excursions.

While an excursion is taking place, all involved have a responsibility for their own and others health and safety. Responsibilities are as follows:

Group Leader

The Group Leader is the named person in charge and has overall responsibility for the supervision and conduct of the excursion and should have regard for the health and safety of the group. The Group Leader should have been appointed or approved by the Head of Establishment. The Group Leader can either be a paid member of staff or a suitably qualified volunteer.

A checklist (EX 3) is provided in Section 17 to assist Group Leaders with the process of fulfilling their duties in overseeing off-site excursions.

Activity Leader

The Activity Leader is a Council employee who has been invited by the Group Leader to deliver an activity as part of the excursion.

Depute Leader

Some excursions may also benefit from a Depute Leader. The Depute Leader should assist the Group Leader and should take responsibility if the Group Leader is unable to fulfil their duties.

Paid Perth & Kinross Council Staff

Paid staff on establishment-led excursions act as employees of the local authority whether the excursion takes place within normal establishment hours or outside those hours, by agreement with the Head of Establishment.

Such staff must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:

follow the instructions of the Group Leader and help with control and discipline;
consider stopping the excursion or the activity and notifying the Group Leader, if they think the risk to the health or safety of the participants in their charge is unacceptable.

Adult Volunteers

Adult Volunteers on the excursion should be clear about their roles and responsibilities, including child protection issues, during the excursion. Adult Volunteers must:

do their best to ensure the health and safety of everyone in the group;
not be left in sole charge of participants except where it has been previously agreed as part of the risk assessment;
follow the instructions of the Group Leader and help with control and discipline;
speak to the Group Leader if concerned about the health or safety of participants at any time during the excursion.

All volunteers, including those who are employed by a local authority, must complete a Council volunteer application form and be subject to a Disclosure Check. For information on volunteering and using volunteers [click here](#).

Adult Helpers

In some situations it may be useful to occasionally use Adults Helpers, ie those who are not formal volunteers but may help out with an activity on a one-off basis. Adult Helpers should never be left in sole charge of individuals or groups of young people. They should be clear about their roles and responsibilities during an excursion.

Participants

The Group Leader should make it clear to participants that they must:

not take unnecessary risks;
follow the instructions of the Group Leader and other supervisors including those at the venue of the excursion;
dress and behave sensibly and responsibly;
if abroad be sensitive to local codes and customs;
look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader about it.

Any participants whose behaviour may be considered to be inappropriate or a danger to themselves or to the group may be stopped from going on the excursion. The curricular aims of the excursion for these participants should be fulfilled in other ways wherever possible.

Parents or Adults with Parental Responsibilities

Parents or adults with parental responsibilities should be able to make an informed decision on whether their child should go on the excursion. The Group Leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions. The Group Leader should also tell parents how they can help prepare their child for the excursion by, for example, reinforcing the excursion's code of conduct. Parents should also be asked to agree the arrangements for sending a participant home early and, if necessary, who will meet the cost. Special arrangements may be necessary for parents for whom English is not their first language.

Parents will need to:

provide the Group Leader with emergency contact number(s);

sign the consent form;

give the Group Leader information about their child's emotional, psychological and physical health which might be relevant to the visit (usually by means of the consent form).

Outline Proposal for an Excursion

Before any excursion can take place the Group Leader must seek the initial agreement of a Head of Establishment for carrying out the excursion.

The Group Leader must complete an Outline Proposal for an Excursion form (EX 1) provided in Section 17. This gives the Group Leader the opportunity to consider the purpose and objectives of the excursion, any additional needs of participants in line with the Disability Discrimination Act (DDA) and draw up an initial plan and carry out an initial risk assessment.

Head of Establishment Agreement and Central Registration and Approval

After obtaining initial approval the Group Leader should then establish which category the proposed excursion falls into.

There are five categories of excursion (see [Planning, Managing and Evaluating Your Excursion flowchart](#)) and a relevant approval form is required for each. All five categories require the agreement of a Head of Establishment and Categories 3, 4 and 5 also require central registration. Excursions which require central registration and approval must be submitted to Pullar House at the earliest opportunity and at least six weeks before the excursion takes place.

In the case of regular sports fixtures which fall into Category 1, eg rugby or football league matches, there is no need to submit individual approvals to Heads of Establishment for each fixture but instead an annual approval form should be submitted with all fixtures attached. If, however, fixtures are changed, the Head of Establishment must be notified. Where risk assessments need revised as a result of changes, again these should be re-submitted for approval.

Examples of the approval forms (A and B) are contained in Section 17.

In addition, in the case of excursions which involve home stays (including reciprocal excursions), the permission of a Head of Service must be sought. Group Leaders must ensure that suitable and sufficient risk assessments take into account the additional hazards that may result from home stays.

Parental Consent

Parental consent must also be sought for all excursions. In the case of Category 1 excursions, an Annual Parental Consent (EX 4) is the minimum requirement. Other categories of excursion require Specific Parental Consent (EX 5). Example forms of both types of Parental Consent are contained in Section 17.

Excursion Categories and Staff Ratios

Category	Ratio Age Category	Internal Agreement	Forms	Parental Consent	Central Registration and Approval
Category 1 Regular Excursions <i>eg: Sports fixtures and shorter local outings linked to the delivery of the curriculum</i>	Under 2s 1:3 2-3 years 1:5 3-5 years 1:8 If more than 4 hours: 3-5 years 1:10 If less than 4 hours: Minimum of 2 adults at all times P1-P3 1:10 P4-P7 1:15 S1-S4 1:15 S5-S6 1:15	Approval required from Head of Establishment	A	Annual Parental Consent	No
Category 2 Optional Excursions <i>eg: End of term outing, trips to a Heritage Centre</i>	As above	As above	A	Specific Parental Consent	No
Category 3 UK Overnight <i>With or without adventurous activities</i>	Nursery and P1-P5 not allowed P6-P7 1:12 S1-S4 1:15 S5-S6 1:15	As above	B	Specific Parental Consent	Yes (At least 6 weeks before)
Category 4 Abroad <i>With or without adventurous activities</i>	Nursery and P1-P5 not allowed P6-P7 1:8 S1-S4 1:8 S5-S6 1:8	As above	B	Specific Parental Consent	Yes (At least 6 weeks before)
Category 5 Day Trip <i>With Adventurous Activities</i>	Please refer to the section on Adventurous Activities	As above	B	Specific Parental Consent	Yes (At least 6 weeks before)

NB: It is noted that there may be occasional situations where P4-P5 young people are involved in overnight excursions. Approval must be sought from Senior Managers for this.

NB: Ratios may vary if risk assessments identify particular needs within those attending.

Whether the excursion is to a local park, museum or swimming pool, or includes a residential stay in the UK or abroad, it is essential that formal planning takes place, and begins sufficiently in advance of departure. This must include planning to make “reasonable adjustment” for children with additional support needs in line with the Disability Discrimination Act (DDA).

In practice, the Head of Establishment will delegate the planning of an excursion to the Group Leader. The Head of Establishment must be satisfied the Group Leader is competent to lead the excursion and has the relevant experience.

Steps in Planning for the Group Leader

1. Complete an Outline Proposal for Excursion form (EX 1), an initial risk assessment and obtain the agreement of the Head of Establishment in principle.
2. Decide which category your excursion falls into. Excursions are grouped into five categories.
3. Ensure any external agency being used is on the **approved provider list**.
4. Ensure an Annual Parental Consent Form (EX 4) has been completed if the excursion falls into Category 1.
5. Send a letter to parents for their expression of interest if the excursion falls into Category 2, 3, 4 or 5.
6. Arrange the completion of a Specific Parental Consent Form (EX 5) if the excursion falls into Category 2, 3, 4 or 5.
7. As arrangements for the excursion progress, keep young people and parents informed and nearer the time more specific arrangements of timings and drop-off arrangements should be supplied.
8. Agree a Depute if necessary and ensure they are clear of their roles and responsibilities and are competent and experienced to carry out the excursion.
9. Complete risk assessments including suitability of accommodation for client group. This must include personalised arrangements for children with additional support needs.
10. Ensure risk assessments have been approved by the Head of Establishment.
11. Ensure minimum recommended ratios are adhered to taking into account the following:

category of excursion;

gender mix (good practice suggests that consideration should be given to how the personal care needs and sleeping arrangements will be managed for mixed gender groups);

risk assessment;

nature of the needs of the young people (good practice suggests that staff ratios may need to be increased to meet the needs of specific participants).

12. Ensure sufficient additional adult volunteers and adult helpers and, where necessary, arrange completion of disclosure checks and volunteer registration. Ensure they are clear of their roles and responsibilities and are competent and experienced to carry out the excursion.

13. Ensure adult volunteers and adult helpers are trained in child protection issues.

14. Identify:

appropriate insurance cover in relation to the proposed activities (see 18 below and Section 9);

adequate first aid arrangements;

appropriate transport arrangements;

emergency procedures.

15. Complete the Approval Form (A or B) in relation to the appropriate category and obtain the agreement of the Head of Establishment.

16. Register the excursion centrally in Pullar House at least six weeks before the excursion takes place if appropriate - Category 3, 4 and 5. Approval of the trip will be notified to the Group Leader via email. All trips abroad will be referred to OCAG and, therefore, require to be registered as early as possible to ensure approval can be given in sufficient time.

17. Ensure parents, adult helpers and pupils are briefed and have received the necessary information.

18. Ensure the travel company is ABTA/ABTOL registered if travelling abroad.

19. Identify a Homebase Contact and ensure all involved in supervising have details of the Homebase Contact.

20. Ensure that all involved in supervising and the Homebase Contact have a copy of the emergency procedures and know how to activate them.

21. Ensure all involved in supervising and the Homebase Contact have details of participants' additional support or medical needs.

22. On return, carry out an evaluation to identify further improvements.

23. File all paperwork in relation to the excursion appropriately in the establishment.

24. Issue a Financial Statement if appropriate (EX 6).

Filing of Forms

Approval Forms should be filed according to category and in date order in each establishment. For insurance purposes, all paperwork should be kept for one year after the excursion has returned.

In the event of an incident/accident involving an adult/employee, all paperwork should be kept for three years. If a young person is involved, paperwork should be kept until they are 21 years old.

A summary of the number of excursions undertaken will be requested annually by the Council's Insurance & Claims Team.

Financial Guidelines

When a parental contribution is requested, in accordance with financial guidelines, a receipt must be given and a Financial Statement (EX 6) must be presented at the end of each excursion and issued to parents/guardians of the participants.

Wherever possible, the Group Leader should carry out an exploratory visit to inform the risk assessment. All staff carrying out risk assessments must be trained.

A written assessment must be completed well before the excursion and should be signed off by an individual who has the authority to action any further control measures (in most cases this is likely to be the Head of Establishment).

A written risk assessment for an excursion need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise.

Generic or site specific risk assessments can be used as a basis for a new risk assessment, however, specialist information for some excursions may be necessary and Heads of Establishment should ensure that the person assessing the risk is competent and trained to do so.

If the risks identified cannot be controlled to a reasonable level, or the programme modified, then the excursion must not take place.

Risk assessment should be based on the following considerations:

What are the perceived hazards?

Who might be affected by them?

What safety measures need to be in place to reduce risks to a reasonable level?

Can the Group Leader ensure that the safety measures in place are adhered to?

Can an assessment of the effectiveness of the safety measures and any proposed changes be made?

What steps will be taken in an emergency?

The Group Leader should take the following factors into consideration when assessing the risks:

the type of excursion/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 composition of the group, including the role of supervisors whose own children may be participants;

the ratios of supervisory staff to participants;

the group members' age, competence, fitness and temperament and the suitability of the activity;

the additional support of participants including medical needs;

the quality and suitability of available equipment;

seasonal conditions, weather and timing;

emergency procedures including first aid requirements;

*how to cope when a participant becomes unable or unwilling to continue;
the need to monitor the risks throughout the excursion.*

For further information and for an example of a risk assessment, [click here](#) or contact your Service Health and Safety Support Team.

A risk assessment proforma (EX 7) and guidelines (EX 8) to support the completion of the risk assessment are in Section 17.

What is an Approved Provider?

The Council has a list of Approved Providers for the delivery of adventurous activities.

The first stage in becoming an Approved Provider is a pre-qualification questionnaire used by Perth & Kinross Council to assess the suitability of any external provider of activities on behalf of the Council. It aims to safeguard our clients taking part in any activities by agreeing how health and safety risks will be suitably and sufficiently managed, and who is responsible for ensuring this.

In addition, it also assists the Council and managers responsible for participants' health, safety and wellbeing to demonstrate that they are adequately discharging their legal responsibilities in this context.

Scope of Approved Providers

Being an Approved Provider is a requirement for all agencies delivering licensable activities as defined in Section 13 of this document and for providers of a range of other activities where the care and responsibility for young people or adults is being handed over to an external provider. These activities include Indoor Climbing, Cross Country Skiing, Alpine Skiing, Telemark, Snowboarding, Bushcraft and Rural Skills, Field Studies, Camping, Quad Bikes, Motor Sports, Ropes Course, Zip Line and Horse Riding.

If anyone is seeking to use an external provider to deliver an activity and there is any doubt regarding whether they should be on the Approved Provider list then they should contact 01738 476299 to discuss this further.

Activities which do not fall within this category will still require a suitable and sufficient risk assessment.

Duration

Once an agency is an Approved Provider, the provider will be subject to a three-yearly review by the OCAG. This is to ensure that the organisation's insurances and licences to operate are current and in effect, and assesses any comments on the quality of service provision. Where significant concerns are raised, a review will be immediate in order to address these. The Council will also carry out, monitoring visits to a provider during the 3 year life of the approval to ensure quality of provision.

How do I Enquire About an Approved Provider?

A register of Approved Providers is available [here](#)

If an agency is on the Approved Provider list then an excursion can proceed subject to the normal necessary paperwork associated with planning an excursion.

What if the Agency is not on the Approved Providers List?

If the organisation is not on the approved list, Education & Children's Services (ECS) will confirm this and await instruction on whether to proceed with taking forward approval with the organisation. No further arrangements should be made until the approval is in place.

At this point ECS can advise of alternative organisations that provide similar activities and are already on the approved list. If ECS are instructed to proceed with taking forward the approval, then a questionnaire will be issued to the organisation. The questionnaire is part of a forward planning exercise and ensures that the provider offers information within appropriate categories to ensure compliance with the quality standards of the Council. Once all aspects of the questionnaire have been completed and the information supplied is considered and approved by the OCAG, the agency will be placed on the approved list. It should be noted that this process takes some time and so anyone planning to use another agency should begin planning well in advance of the planned activity.

The OCAG will consider applications on a monthly basis but they may decide extra information is required before they can approve applications so a timescale for approval cannot be agreed at the outset.

It should also be noted that in some circumstances approval may not be given.

An approved provider agreement is then signed by the Chair of the OCAG and sent in duplicate to the organisation. The organisation is then asked to sign both copies, retain one for their records and forward a signed copy to ECS.

Once an agency is on the approved list of providers, excursions can then be arranged with the organisation.

It is essential that all leaders using an external provider to deliver an activity are aware of their roles and responsibilities regarding their group and are clear about the roles and responsibilities of the provider engaged to supervise and lead the activities. Agreement on exactly who is responsible for supervision of participants and at what times should be clarified, eg do accompanying staff supervise participants during free time, meal times? etc.

Approved Providers with Other Local Authorities

Being an Approved Provider is also applicable when using other local authorities' services and the approval processes are the same.

Tour Operators/ Activity Providers Abroad

Please note that being an Approved Provider does not require to be concluded either with the tour operator where they have organised an excursion involving activities to be provided abroad, or with the activity provider. However, organisers of such excursions must ensure that the operator has been approved by one of the bonding bodies approved by the Department of Trade and Industry, eg ABTA. Participants can only take part in activities agreed with the tour organiser in advance of the trip. Otherwise insurance cover is not in place.

Organisers should also ensure that the information on the activities to be provided is obtained in advance of the excursion to allow a risk assessment to be undertaken.

When on this type of excursion many other activities will be planned which are outwith your contract with your tour operator. These activities need to be risk assessed following the Council procedures referred to in other sections of this document. For any activities abroad which fall into the adventurous activities category, advice must be sought from OCAG before proceeding.

Care must be taken with exact details when using tour operators. Most will sub-contract to another tour operator based in the country visited. Some arrangements may be planned by 'main tour operator' and other bits by 'local tour operator'. Confusion is very common and beware of hidden costs.

The Group Leader must give careful thought to planning transport. The main factors to consider include:

the appropriate vehicle suitable for the excursion, taking into account the number of passengers and the storage of luggage;

the merits of using a Council minibus, a PSV licensed transport operator or private cars to undertake the excursion;

the merits of travelling by public transport (bus, rail, air or ferry);

the availability of duly qualified minibus driver(s) at the establishment;

passenger list (copy to be retained at base);

route planning including: journey times; distance and type of journey (copy to be retained at base). Will the excursion take place locally or will it include long distance driving, ie motorways?;

completion/vetting of all relevant documentation for the operator and the driver;

stopping points on long journeys for toilet and refreshments;

number of driving hours required for the journey and length of the driver's day (including non-driving hours);

capacity and experience of driver to maintain concentration - whether more than one driver is needed to avoid driver fatigue;

methods of payment for refuelling vehicle (agency card or cash);

traffic conditions;

contingency funds and arrangements in case of breakdown/emergency and fuel;

appropriate insurance cover;

weather conditions;

passenger safety;

supervision required;

vehicle breakdown and recovery procedures and contact numbers for passenger recovery in the event of a vehicle breakdown or accident

Legislation

The employer, usually the local authority, should satisfy themselves that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the visit. In practice, Heads of Establishments will normally carry out these checks.

The driver is responsible for the vehicle and the general safety and welfare of passengers during the time they are being transported.

The driver is responsible for the vehicle and the general passengers for the duration of the excursion. The driver is personally responsible for ensuring that all children under the age of 14 are wearing appropriate seat belts where provided.

Seat belts: All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years inclusive must be fitted with a seat belt for each child. All seat restraints must comply with the relevant legal requirements specified by the Department for Transport (DfT).

Hiring Private Sector Coaches and Buses

If the decision is taken to contract a professionally licensed bus or coach operator for the excursion, the Group Leader is responsible for ensuring that a reputable company is used.

Establishments using private operators to transport participants should ensure that the operator has the appropriate public service vehicle (PSV) operators' licence and suitable authorisation for the vehicle(s) to be used. Particular care should be taken to check the PSV Operator's Licence if the excursion involves foreign travel.

To ensure that the cost of the transport hire is able to demonstrate 'best value', it is recommended that normally three quotes be obtained.

If the preferred operator is not known to the Council, the Group Leader should contact the Council's Minibus Co-ordinator, who is based in the Public Transport Unit (telephone 01738 477374), for advice.

When booking transport, the Group Leader should consider the need for seat belts for participants. Whilst seat belts must be fitted on minibuses and coaches which carry groups of children under 16 years of age on an organised trip, they are not legally required on buses. Buses where seat belts are not fitted may not be appropriate for excursions involving long journeys. The person arranging the journey should inform the vehicle operator that the vehicle is required to transport children and the seat belt requirements being specified.

During the excursion, the Group Leader and the driver(s) must ensure that passengers are aware of the requirement to wear the seat belts provided whenever they are seated and the vehicle is in motion.

If any of the group uses a wheelchair:

the Group Leader must ensure that the person's wheelchair is designed for being transported on a vehicle, and has appropriate restraint points on the wheelchair;

the Group Leader should include this requirement when procuring the transport or consider arranging alternative wheelchair accessible provision (possibly using a Council minibus). The operator should clearly indicate the wheelchair facilities to be provided on their vehicle, the boarding/alighting arrangements and the restraint equipment to be used (as appropriate);

in exceptional circumstances alternative transport arrangements may be put in place which could be considered a 'reasonable adjustment' (DDA).

Transport in a Council Minibus

Many establishments use a Council minibus for short frequent journeys and sometimes for longer trips.

Minibuses have a maximum capacity of 16 seated passengers plus the driver. Each passenger seat in a minibus must be equipped with a seat belt. In a number of Council minibuses height adjustable seat belts are provided, which are particularly useful if the intended passengers are small in stature.

All Council owned minibuses must be operated within the scope of a Small Bus Permit issued by the Council under Section 19 of the Transport Act 1985 (as amended). Whilst permit holders are exempt from the need to hold a PSV Operator's Licence, they still need to comply in full with any relevant legislation specified by the Department for Transport in terms of construction and use regulations.

Council minibuses must be operated according to any formal 'best practice' guidance issued by the Council.

During the excursion, the Group Leader and the driver(s) must ensure that passengers are aware of the requirement to wear the seat belts provided whenever they are seated and the vehicle is in motion.

If any of the group uses a wheelchair:

the Group Leader must ensure that the person's wheelchair is designed for being transported on a minibus, and has appropriate restraint points on the wheelchair;

the Group Leader should ensure that the minibus to be used is wheelchair accessible, the wheelchair lift is fully functional and that the appropriate restraint equipment is available and in good working order;

guidance should be sought in relation to the overall weight/passenger capacity as a result of inclusion of a wheelchair user;

in exceptional circumstances alternative transport arrangements may be put in place which could be considered a 'reasonable adjustment' (DDA).

If the excursion involves foreign travel, please be aware that taking a Council owned minibus abroad is far more complicated than operation within the UK. Section 19 permits cannot be used outside the UK. Expert advice should be obtained from the Council's Minibus Co-ordinator or Fleet Management if this option is being considered.

If the establishment considers that they need to hire in a minibus from an external company, the request should be forwarded to Fleet Management who will make the necessary arrangements.

If the excursion requires a trailer to be towed by the minibus, the Group Leader must ensure that the trailer meets all the relevant construction and use standards and can be legally towed by the designated minibus. Advice on towing trailers can be sought from the Minibus Co-ordinator or Fleet Management.

Driver of Council Minibus

Although the Head of Establishment is ultimately responsible for the establishment's minibus, the driver is responsible for the vehicle being used for the duration of the excursion.

The minibus driver must be qualified to drive a minibus and have a valid and appropriate driver's licence. In addition, anyone driving a Council minibus must have undertaken Minibus Driver Awareness Scheme (MIDAS) training and hold a current certificate. If the minibus is to carry someone in a wheelchair, the driver must also have passed the accessible vehicle MIDAS training course.

If the excursion requires a trailer to be towed, the Group Leader needs to be satisfied that the minibus driver has received the appropriate training from Fleet Management and is fully competent to drive the minibus with a trailer.

Please note that the law on driver licensing no longer permits car drivers who passed their test after 1 January 1997 to drive vehicles with more than 8 passenger seats without also passing

a Passenger Carrying Vehicle (PCV bus) driving test. Whilst an exception does exist - in very specific circumstances - if the person is to drive a minibus under a Section 19 permit, such drivers will not have undertaken a MIDAS test and are **not** authorised to drive Council minibuses.

The Head of Establishment should ensure that those driving Council minibuses have a rest period before driving. Minibus drivers must always adhere to relevant DfT transport regulations. The Council's Minibus Co-ordinator can provide suitable guidance and contact details for publications about the safe operation of minibuses.

In general terms, the minibus driver must:

observe local authority or other establishment manager's guidance, where appropriate;

not drive when taking medication or undergoing treatment that might affect their ability or judgement;

know what to do in an emergency;

avoid driving for long periods and ensure that rests are taken when needed;

clarify and comply with DfT transport regulations and the requirements of the vehicle's insurance cover;

take into consideration the effects of teaching and the working day.

At present the Council does not have a formal driver training programme for people driving high capacity people carriers. In the meantime, it is recommended that such drivers be encouraged to undertake the MIDAS driving qualification and adhere, in general terms, to MIDAS best practice when undertaking their driving duties in people carriers.

Maintenance and Checks of a Council Minibus

The Head of Establishment will usually be responsible for the minibus(es) located at their base. However, a Head of Establishment may delegate to a member of staff responsibility for carrying out regular checks of the vehicle and ensuring that the minibus is maintained. This member of staff should report to the Head of Establishment, who is responsible, along with the local authority and other leaders, for ensuring the safety of passengers on establishment organised journeys. The person responsible for the minibus should:

check the vehicle's condition on a daily basis completing the driver's checklist and report all vehicle defects by completing the defect report and contacting Fleet Management;

maintain the record-of-use book with the service history, insurance and other relevant documents;

ensure that any staff driving the minibus are competent and have undertaken MIDAS training and hold a current certificate;

ensure that drivers of the establishment's minibus are aware that the vehicle should always be logged and signed in and out.

It is important to note that where an establishment is hiring/borrowing a bus from another establishment, the borrowing establishment needs to ensure that they have carried out the appropriate checks on the vehicle's condition etc.

Fleet Management contact numbers within normal working hours 07:30 to 17:00 hours:

Monday to Friday **01738 477138**
01738 477135
01738 477142

Outwith normal working hours please contact:

The AA **0800 424151 (please quote reference number 0070758)**

Minibus Co-ordinator's contact number:

01739 477374

Private Cars

Group Leaders and others who drive passengers in their own car must ensure their passengers' safety, that the vehicle is roadworthy, and that they have an appropriate licence and insurance cover for carrying the passengers. This could include a sight of original documents, if appropriate. Volunteers should be carefully vetted by the establishment before they are permitted to drive passengers in their car. If necessary, assurances should be requested by the Head of Establishment.

The driver is responsible for making sure that passengers have a seat belt and use it at all times. Vehicles without seat belts for each passenger seat must not be used.

Heads of Establishment or Group Leaders who wish to use parents, volunteers or other drivers to help transport passengers in their own cars must ensure that they are aware of their legal responsibility for the safety of the passengers in their cars, the vehicle is roadworthy, and that they are appropriately licensed and insured.

Child car restraint legislation must be considered to ensure that:

all children under 3 years old must use the correct child seat when travelling by car;
children aged 3 to under 12 must use the correct seat, booster seat or booster cushions when travelling by car until they reach 1.35 metres (4ft 5ins) in height;
taller children and all those aged 12 and over must use adult seat belts.

The Group Leader must ensure that suitable seats, booster seats/cushions are available and used according to the manufacturer's instructions.

Parents' agreement should be sought (on the consent form) for their children to be carried in other parents' cars. It is advisable that parents driving passengers are not put in a position where they are alone with a passenger. The Group Leader should arrange a central dropping-off point for all passengers rather than individual home drops.

Specific arrangements should be made for wheelchair users which are compliant with DDA.

Supervision on Transport

The level of supervision necessary on the various modes of transport should be considered as part of the risk assessment for the journey. The Group Leader is responsible for the party at all times including maintaining good discipline.

The driver should not normally be responsible for supervision however driver supervision may be sufficient if a small number of older passengers are being taken on a short journey. All group

members should be made aware of the position of the emergency door and first aid and fire safety equipment on the transport. The Group Leader should also be aware of alternative routes or means of travel in the event of delay or cancellation.

Factors that the Group Leader should consider when planning supervision on transport include:

the level of supervision that will be necessary on double decker buses/coaches - one supervisor on each deck should be appropriate in normal circumstances;

safety when crossing roads as part of the journey - the Group Leader should ensure that participants know how to observe the safety rules set out in the Highway Code and the Green Cross Code. Pedestrian crossings and traffic lights or footbridges should be used to cross roads, whenever possible;

safety on buses, trains, ferries and boats - the Group Leader should make clear to participants how much or little freedom they have to 'roam'. Misbehaviour is a main cause of accidents to young people on such means of transport. Appropriate supervision and discipline should be maintained at all times. Passengers should also be made aware of what to do in an emergency and where emergency procedures are displayed;

booking public transport - the Group Leader should arrange for seats to be reserved well in advance to ensure that the party can travel together;

safety of participants whilst waiting at pick-up and drop-off points and when getting on or off transport, particularly when using UK vehicles abroad. Participants should be made aware of safety rules and expected standards of behaviour;

safety while on stops or rests during the journey - Group Leaders should plan with the driver sufficient stops at suitable areas to ensure the safety of all group members including the driver. Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods;

safety of the group in the event of an accident or breakdown - the group should remain under the direct supervision of the Group Leader or other supervisors wherever possible;

a passenger checklist to be completed by the Group Leader or another delegated supervisor, when the group is getting on/off transport, or whenever the vehicle has stopped and there is the possibility that someone has got off without letting a leader know, eg at a service station during a refuelling stop;

the Group Leader and the driver(s) must ensure that passengers are aware of the requirement to wear any seat belts provided whenever they are seated and the vehicle is in motion;

consider whether a visible and easily recognisable article of clothing should be worn in common by participants;

participants should be made aware that they are not allowed access to the driving area at any time;

group members should be made aware that travel sickness tablets should only be administered to a passenger with previous authorisation from the parents in line with the authority's policy on the administration of medicines.

Summary of Cover - School Journey Policy

Policy Number:	SJ-14U007-0036
Insurer:	Zurich Municipal
Policyholder:	Perth & Kinross Council
Period of Insurance:	From: 1 October 2009 to 30 September 2010

This is a summary of the significant features, benefits and limitations of the cover by Zurich Municipal's School Journey policy.

Type of Insurance and Cover

The Policy provides indemnity against specified risks of cancellation, personal accident, medical, personal effects and legal liability related expenses.

Significant Features and Benefits

Insurance is provided for each individual member of a School Journey party who is either involved in full-time education or a teacher or other adult not over 65 years of age.

This Policy covers any trip or excursion not exceeding 31 days in duration (including exchange visits and work experience placements) approved by the Policyholder involving travel outside the school boundaries but excluding trips or excursions where insurance is provided as a part of the package price. This Policy also includes Winter Sports (see below).

The policy cover will run from the time of assembly of the school journey party prior to departure until dispersal on return including direct travel to and from home. In respect of Cancellation and Other Expenses cover commences on the date that the first deposit is made.

Insurance is provided against the following major events:

Event	Limit
Cancellation	£15,000 any one Insured
Medical and Associated Expenses	£5,000,000 any one Insured
Personal Accident:	
<i>Death</i>	£50,000 (aged 18 and over) £7,500 (aged under 18)
<i>Permanent or total disablement</i>	£50,000
<i>Permanent partial disablement</i>	Up to £12,000
<i>Permanent facial disfigurement</i>	£2,000
<i>Loss/damage to teeth/dentures</i>	£500
<i>Temporary total disablement not exceeding 104 weeks</i>	£50 per week (aged 18 and over)

Event	Limit
Personal Effects and Money: <i>Any one article/set of articles</i> <i>All money</i> <i>All money in custody of responsible adult</i> <i>All property</i>	£250 £1,000 any one Insured £2,500 £2,000 any one insured
Legal Liability: <i>Injury or property damage</i> <i>Pollution and contamination</i>	£2,000,000 any one occurrence £2,000,000 any one period of cover
Winter Sports (Limited Cover) <i>Skiing, ski walks, the use of ski-bobs and toboggans and skating (to a standard appropriate to the insured's experience and training as judged by qualified instructors) including transit by lifts and recognised paths under the supervision of a qualified instructor/or teacher. Unaccompanied use of nursery ski slopes or skating with the consent of a qualified instructor is also allowed.</i>	
Winter Sports (Full Cover - Adults Only) <i>Skiing including off-piste, ski walks, skating and the use of ski-bobs and toboggans including transits by lifts without supervision it being understood that the Insured is a qualified adult by training/experience to engage in such activities unaccompanied.</i>	

Significant or Unusual Exclusions or Limitations

Excess

The first £15 of any claim for most aspects of cover under Cancellation, Personal Effects and Medical Expenses.

Activities Excluded

Motorcycling, racing of any kind other than on foot, or air travel other than as a passenger in a licensed passenger carrying aircraft.

General Insurance Exclusions

Intoxication of or the illegal use of drugs by any Insured or deliberate exposure to unnecessary danger (except in an attempt to save human life) or sexually transmitted disease.

Any Insured undertaking a school journey against medical advice.

Any loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.

Ionising radiation or contamination by radioactivity.

War invasion act of foreign enemy hostilities (whether war be declared or not), civil war rebellion, revolution insurrection or military or usurped power.

Pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds.

Special Conditions

There are a number of obligations on the Persons Insured relating to disclosure of information at the time of booking the trip and to their conduct in the event of a claim.

Claim Notification

Claims are to be notified as soon as possible, with full details to be provided within 30 days of the claim (7 days in respect of riot or malicious damage) including supporting evidence in writing. The Police must be notified as soon as possible in the event of theft or malicious damage.

Emergency Telephone Numbers

Inter Partner Assistance - UK

From the UK: 0845 271 3848
From Abroad: ++44 845 271 3848
Fax Number: ++49 89 500 70 389

Perth & Kinross Council Corporate Insurance & Claims Team

Work Number: 01738 475692
Fax Number: 01738 475607
Mobile Number: 07759892716
Home Number: 01738 629030

General

Participants who are involved in the planning and organisation of an excursion and who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to participants is an important part of preparing for an excursion. Participants should clearly understand what is expected of them and what the excursion will entail. Participants must understand what standard of behaviour is expected of them and why rules are set. Lack of control and discipline can be a major cause of accidents. Participants should also be told about any potential dangers and how they should act to ensure their own safety and that of others.

Participants should also be involved in planning, implementing and evaluating their own contribution to the excursion, including where appropriate, curricular work and have opportunities to take different roles within an activity. This should include considering any health and safety issues.

Participation

The Group Leader should ensure that the participants are capable of undertaking the proposed activity. Participants should be encouraged to take on challenges during adventurous activities but should not be coerced into activities of which they have a genuine fear.

A training or briefing session should be considered prior to adventurous activities to prepare participants for the activities.

Participants whose behaviour is such that the Group Leader is concerned for their safety, or for that of others, should be withdrawn from the activity. On residential visits the Group Leader should consider whether such participants should be sent home early. Parents and participants should be told in advance of the excursion about the procedures for dealing with misbehaviour, how a participant will be returned home safely and who will meet the cost.

Equal Opportunities

All excursions and activities require to be, where practicable and in accordance with any adjustments which can be made, available and accessible to all who wish to participate, irrespective of additional support or medical needs, ethnic origin, sex, religion etc. All young people should be encouraged to participate in as wide a range of activities as possible. If an excursion is to cater for participants with additional support needs, a suitable venue should be selected.

Information to Participants

The Group Leader should decide how information is provided, but must ensure that the participants understand key safety information. For some young people on overnight visits, it may be their first experience away from home on their own and in the close company of others. Participants should understand:

- the aims and objectives of the excursion/activity;*
- the background information about the place to be visited;*
- basic foreign words where appropriate;*
- relevant foreign culture and customs;*

how to avoid specific dangers and why they should follow rules;
why safety precautions are in place;
why special safety precautions are in place for anyone with disabilities;
what standard of behaviour is expected from participants;
appropriate and inappropriate personal and social conduct, including sexual activity;
who is responsible for the group;
what not to bring back either within the UK or from abroad, such as drugs, knives etc;
what to do if approached by anyone from outside the group;
rendezvous procedures;
what to do if separated from the group;
emergency procedures.

For residential visits, all group members should carry the address and telephone number of the accommodation in case an individual becomes separated. This applies to exchange visits when participants will also need to know about any ground rules agreed between the Group Leader and host family.

Where excursions involve multiple activities with differing requirements, each activity will need to be assessed and separate information provided. Participants should be aware of who is responsible in any instances where the Group Leader has delegated responsibility to another member of staff or instructor.

If at any time there is change in the planned schedule, new activities should be assessed and participants provided with the appropriate information.

Preparing Participants for Remote Supervision

Remote supervision should only take place when the Group Leader is satisfied as to the capabilities of the participants in terms of experience and training. During any time that remote supervision takes place, the Group Leader must ensure that participants are aware of the ground rules and are adequately prepared for remote supervision. The size of each group should also be considered. As a minimum, participants should have the following:

telephone numbers and emergency contacts if lost;
money;
maps and plans and any other information for them to act effectively;
location of local telephones and the appropriate coins;
a knowledge of how to summon help;
a knowledge of out of bounds areas or activities;
identity cards and a rendezvous point.

It is important that participants are told not to become separated from their group, are given clear instructions about permitted remote supervised activities, and understand and accept the ground rules.

Transport and Participants

Participants using transport on an excursion should be made aware of basic safety rules including:

arrive on time and wait for the transport in a safe place;

do not rush towards the transport when it arrives;

wear your seat belt where provided, use appropriate child car restraints and stay seated whilst travelling on transport;

never tamper with any of the vehicle's equipment or driving controls;

bags must not block aisles or cause obstructions;

never attempt to get on or off moving transport;

never lean out of or throw things from the window of the transport;

never get off a vehicle held up by traffic lights or in traffic;

never leave a vehicle without the permission of the leader;

never run about or pass someone on steps or stairs while transport is moving;

never kneel or stand on seats;

never distract or disturb the driver or impede the driver's vision;

stay clear of doors after boarding or leaving the transport;

after leaving the vehicle, always wait for it to move off before crossing the road;

if you feel unwell tell a leader or supervisor;

if you have to cross roads to get to the transport in the UK always use the Green Cross Code.

The Group Leader should ensure that participants know what to do if they miss the scheduled departure time.

Participants with Additional Medical and Support Needs

Heads of Establishments should ensure, under DDA, reasonable adjustments have been made for participants with additional support or medical needs in excursions, whilst maintaining the safety of everyone in the group. They should ensure that consideration is in compliance with the duties under Part IV of the Disability Discrimination Act 1995 (DDA). Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

A separate risk assessment may be required to address specific additional risks to the participant and to ensure that additional control measures are included as part of the risk assessment.

(a) Participants with Medical Needs

Additional safety measures to those already in place in the establishment may be necessary to support participants with medical needs during excursions in line with the local authority's policy on the administration of medicines. Arrangements for taking medication and ensuring sufficient supplies for residential visits may be required, including safekeeping. All leaders supervising visits should be aware of participants' medical needs and any medical emergency

procedures. Summary sheets held by all leaders, containing details of each participant's needs and any other relevant information provided by parents, is one way of achieving this. If appropriate, a member of staff should be trained in administering medication, if they have not already been so trained, and should take responsibility in a medical emergency. If the participant's safety cannot be guaranteed, it may be appropriate to ask the parent or a care assistant to accompany a particular participant.

The Group Leader should discuss the participant's individual needs with the parents. Parents should be asked to supply:

details of medical conditions;
emergency contact numbers;
the participant's GP's name, address and phone number;
information on whether the participant has spent a night away from home before and their ability to cope effectively;
written details of any medication required (including instructions on dosage/times) and parental permission to administer;
parental permission if the participant needs to administer their own medication or agreement for a volunteer leader to administer - parents should provide;
advice/information to assist with the preparation of an emergency plan;
information on any allergies/phobias;
information on any special dietary requirements;
information on any toileting difficulties, special equipment or aids to daily living;
special transport needs for participants who require help with mobility.

Enquiries should be made at an early stage about access and facilities for securing wheelchairs on transport and at residential centres etc, if appropriate. If ramps are not going to be available in certain places, the organisers may wish to arrange to take portable ramps with them. The Group Leader should at an early stage assess whether manual handling skills will be needed and, if so, whether training should be sought.

All leaders supervising the excursion should be given the opportunity to talk through any concerns they may have about their ability to support the participant. Extra help should be requested if necessary, eg a care assistant.

If leaders are concerned about whether they can provide for a participant's safety or the safety of other participants on a trip because of a medical condition, they should seek general medical advice from the School Health Service or further information from the participant's parents. For further guidance see 'The Administration of Medicines in Schools' - [click here](#).

The Group Leader should check that the insurance policy covers staff and participants with pre-existing medical needs.

(b) Participants with Additional Support Needs

Establishments will already be familiar with the nature of a participant's additional support needs. They should use the planning stage and the risk assessment to consider how the needs of the participants who require additional support can be met. In particular, they should take account of their duties under Part IV of the Disability Discrimination Act 1995, (DDA). The duties make it unlawful to discriminate, without justification, against disabled

pupils and prospective pupils, in all aspects of school life, including school excursions, clubs and activities. The principle behind the legislation is that disabled people should have the same opportunities as non-disabled people in their access to education.

The following factors should be taken into consideration:

How might the participant best be able to take part in and benefit from the activity?

Does the activity need to be adapted to enable the participant to take part to the best of their ability at a suitable level?

What additional/different resources are necessary?

Who will be responsible for ensuring that instructions are clearly explained to the participant?

Will additional supervision be necessary?

It may be helpful to the participant if one of the supervisors already knows them well and appreciates their needs fully. The Group Leader should discuss the visit with the parents of participants with additional support needs to ensure that suitable arrangements have been put in place to ensure their safety.

The question of communication with parents arises for participants under the age of 16 and for those between 16 and 18 participating in full-time education. Parents should be informed in writing of any off-site activity or excursion, unless it is a regular part of the school curriculum which parents have already been informed about through the school handbook or a letter. Seeking annual consent for such routine excursions may be appropriate.

Before residential visits, or when the participants are to travel abroad or engage in adventurous activities, parents should be encouraged to attend a briefing meeting where written details of the proposed excursion should also be provided. The information given should be sufficiently detailed to ensure that parents can make an informed choice about participation, bearing in mind that many activities have a high level of perceived risk, but a low level of real risk. There should be alternative arrangements for parents who cannot attend, or for whom English is not their first language.

Parents need to be aware that the leaders and other adult supervisors on the visit will be exercising the same care that a prudent parent would.

The following information on matters that might affect participant health and safety should be given to parents:

dates of the excursion;

the excursion's objectives;

times of departure and return - parents must have agreed to meet their child on return;

the location where the participants will be collected and returned;

mode(s) and duration of travel including the name of any travel company;

the size of the group and the level of supervision including any times when remote supervision may take place;

details of accommodation with security and supervisory arrangements on site;

details of provision for additional support or medical needs;

procedures for participants who become ill;

names of leader, of other staff and of other accompanying adults;

details of the activities planned and of how the assessed risks will be managed;

standards of behaviour expected in respect of, for example, alcohol, sexual behaviour, smoking and general group discipline including prohibited items. This information may take the form of a code of conduct which parents should sign and should include what participants should not take on the visit or bring back;

details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover;

clothing and equipment to be taken;

money to be taken and arrangements for safekeeping and issue of pocket money;

the information to be given by parents and what they will be asked to consent to;

on exchange visits, the details of the host families. For example, whether they have hosted any of the establishment's pupils before;

the establishment's policy on the use of phones, both mobile and landline, during excursions;

details on the cost of the visit.

Parental Consent

Heads of Establishments or Group Leaders should seek written consent for:

regular excursions (annually)

optional excursions

UK overnight

excursions abroad

adventurous activities

If parents withhold consent absolutely, the participant should not be taken on the excursion but the curricular aims of the visit should be delivered to the participant in some other way wherever possible. If the parents give a conditional consent, the Head of Establishment will need to consider whether the participant may be taken on the visit or not.

A parental consent form should be completed for each participant in the group. Besides conveying the parents' consent, it could also form the basis for obtaining details required. If a tour operator is used it may be sensible to ask them what information to obtain. General issues to consider include:

any allergies/phobias the participant may have;

any medication the participant is taking (if so what the dosage is and who is to administer it);

whether the participant administers their own medication;

any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any other recent illnesses suffered by the participant;

the name, address and phone number of the participant's GP;

any special/medical dietary requirements;

whether the participant suffers from travel sickness;

information on any toileting difficulties;

whether the participant has any night time tendencies such as sleepwalking (for residential visits);

the participant's ability to swim in the pool or sea and their level of safety awareness;

any other information which the parent thinks should be known;

the parental home and daytime phone numbers and addresses;

an alternative contact, with their phone number and address.

Medical Consent

This should form part of the parental consent form. Parents should be asked to agree to the participant receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, Heads of Establishments may decide to withdraw the child from the excursion - given the additional responsibility this would entail for the Group Leader.

Doctors can be expected to carry out necessary emergency treatment without parental consent, but it is possible that a surgeon in another country might be reluctant to operate on a participant, unless assured that the Group Leader had parental authorisation to agree to such treatment. It is sensible to include a translation of the medical consent, as signed by the parent, in the relevant foreign language.

Other Consent

Parental consent should be obtained specifically for the transporting of participants in the private vehicle of a non-teacher adult or another participant on the excursion. Heads of Establishments should consider whether consent should be obtained before participants can be carried in a teacher's private vehicle. All vehicles and drivers used for the transportation of participants should be appropriately licensed and insured.

Early Return

The Group Leader should tell parents if they will be expected to fund the early return of a participant whose conduct gives cause for concern on an excursion. A written agreement may be necessary.

Contact with Parents During the Visit

Heads of Establishments should ensure that parents can contact their child via the Homebase Contact and the Group Leader in the event of a home emergency, and that they have a number to ring for information in the event of an incident during the visit or a late arrival home. Parents should therefore:

know the destination details;

be aware of the emergency contact arrangements at home (particularly important during holiday periods when the school may be closed) and at all the venues the group will visit;

provide contact numbers for day and night use in an emergency.

This is best done by means of the consent form.

Participants' Contact with Parents

Group Leaders should arrange for parents to be told by the establishment of the group's safe arrival. One way of doing this is by a 'telephone tree' whereby one parent contacts an agreed group of parents who then contact a further group. But participants may wish to speak to their parents individually. Such arrangements should be agreed with parents and participants before the visit takes place, and should take account of the establishment's policy on the use of phones, both mobile and landline, during excursions. Parents concerned after a phone call should contact the Homebase Contact.

Staff in charge of children, young people and adults on an excursion have a duty of care to ensure that every reasonable measure has been taken to secure the health, safety and welfare of those taking part. In the case of children and young people, they also have a common duty to act as a reasonable parent would act and, in addition, they should be fully aware of how to respond to a child protection incident or allegation.

Accidents and emergencies can occasionally occur and an essential part of planning an excursion is to anticipate any problems which may arise and have clear emergency procedures which are understood by all those involved. The Group Leader of the excursion is responsible for ensuring that emergency procedures are in place and that they are agreed by the Head of Establishment and communicated to all adults involved in the excursion.

Key to any excursion is the identified Homebase Contact. An effective Homebase Contact can take the pressure off the Group Leader if an incident occurs. This would normally be the Head of Establishment, but he or she may delegate this responsibility. Each parent/guardian needs to know how to contact the Homebase Contact as there may be situations such as an emergency at home where information needs to be passed on. The Group Leader should also make contact with the Homebase Contact at a negotiated time at the end of an excursion to confirm a safe return home.

In addition to a Homebase Contact, it is essential that all activities involving overnight stays, foreign travel and adventurous activities are registered centrally. This will assist the information flow in the event of an emergency occurring.

Information required by the Group Leader and the Homebase Contact is as follows:

a copy of the completed internal approval form for the excursion;

a copy of the details of participants and leaders including name, address, age, gender, their emergency contact name, address and telephone number, medical needs, swimming ability and information regarding in what capacity they are there, eg participant, leader;

a copy of the excursion programme;

a contact number for the Group Leader/Homebase Contact during the excursion;

contact pager number of the Emergency Planning Officer during office hours - 07860 585753 and the pager number of the Emergency Planning Duty Officer during and outwith office hours - 07659 105740;

telephone number of the Council's Communication Team Leader during office hours - 01738 475072 and the Communication Team outwith office hours - 07796 193871;

telephone number of the Council's Insurance Officer 01738 475692;

contact telephone numbers for the vehicle recovery organisation (if applicable).

1 Roles and Responsibilities

In the event of an accident/incident the following guidance should be followed:

(i) Group Leader

If an accident/incident happens, the Group Leader should:

establish the nature and extent of the emergency/accident as quickly as possible;

ensure that all the group are safe and looked after;

establish the names of any casualties and ensure the named first aider carries out immediate first aid;

contact emergency services if required;

ensure a responsible adult accompanies casualties to hospital and that the rest of the group is adequately supervised at all times;

advise the Homebase Contact of the situation and any assistance required;

*update group members regularly of the situation **but do not give interviews to the media;***

record all details of any incident - facts/events/circumstances and all significant actions taken.

NB: *If there is difficulty making contact with the emergency services and the Homebase Contact, then a member of the party who knows the route should make their way to the nearest landline. The first aider should stay with any casualties.*

(ii) Homebase Contact

If an accident/incident happens the Homebase Contact should:

ascertain from the Group Leader that the situation is under control and if any outside assistance is required;

check with the Group Leader that the emergency services have been contacted and if not, do so;

act as the link between the Group Leader and the parents/emergency contacts by contacting them with the initial information and keeping them informed thereafter;

organise support for those involved if the Group Leader deems this necessary;

*receive and convey accurate information to all of those involved **but do not give interviews to the media;***

contact the Council's Emergency Planning Duty Officer;

record all details of any facts/events/circumstances and any significant actions taken.

(iii) Council's Emergency Planning Duty Officer

If an accident/incident occurs the Council's Emergency Planning Duty Officer should:

check that the emergency services have been contacted;
contact the relevant Executive Director/Depute Director;
contact the Council's Communication Team who will appoint a media spokesperson;
contact the Chief Executive;
check that parents/emergency contacts have been informed.

(iv) Executive Director/Depute Director

If an accident/incident occurs the Executive Director/Depute Director should:

confirm that the emergency services have been contacted;
confirm that parents/emergency contacts have been informed;
record details of events and significant actions taken.

(v) Staff/Volunteers/Parent Helpers

Staff/volunteers/parent helpers should:

ensure that all the group are safe and looked after;
be aware of emergency procedures;
know where contact numbers are available if required;
ensure no contact with the media;
discuss details of accident/incident with relevant officials only;
record all details of any incident - facts/events/circumstances and any significant actions taken.

2 Reporting of Incidents

All incidents, including near miss incidents*, occurring during an excursion, whether to adults or children and young people and however minor, must be reported to the Group Leader. Details of the incident should be recorded identifying the date, time and place of the event, personal details of those involved, a description of the event and the actions taken. The Head of Establishment should receive a copy of this record. Where a more serious injury or accident occurs, the incident record should be forwarded to the appropriate Service Manager and to the Service Health and Safety Team. The Group Leader and the Homebase Contact should familiarise themselves with the Council's Incident Reporting Procedures. An Incident Report Form (EX 9) and Incident Report Guidance (EX 10) are in Section 17.

*Near miss incidents are those incidents which did not result in injury or damage to equipment, but clearly could have resulted in injury, damage etc.

3 First Aid

The aim of first aid is to reduce the effects of injury or illness suffered, whether caused by the work itself or not. First aid provision must be 'adequate and appropriate in the circumstances'. This means that sufficient first aid equipment, facilities and personnel should be available:

- (a) *to give immediate assistance to casualties with both common injuries or illness and those likely to arise from specific hazards;*
- (b) *summon an ambulance or other professional help.*

Consideration of first aid requirements should form part of the risk assessment for the excursion and should include:

- number and age of persons on the excursion;*
- duration of the excursion;*
- nature of the excursion and the possible hazards involved;*
- location of the excursion and access to first aid facilities;*
- proximity to emergency services, including medical help;*
- special needs of particular children;*
- organisation of the excursion, eg will the group be split up?*

These criteria will also help in determining the number of qualified first aiders required. If the risk assessment identifies that a qualified first aider is not necessary, there should still be a person appointed to take charge of first aid arrangements and equipment.

For adventurous activities, visits abroad or residential visits, it may be necessary for more than one of the adults to be a qualified first aider. The risk assessment will also identify any additional first aid cover/trained personnel required, as there may be a need for first aiders to hold a first aid qualification relevant to the activity being undertaken, eg The Duke of Edinburgh's Award expeditions.

The appropriate numbers of first aiders identified must be maintained at all times. Additional people may be required to cover for absences, eg if the first aider has to accompany an injured/ill person to hospital.

4 First Aid Equipment

First aid kits should contain a sufficient quantity of first aid materials based on the risk assessment information listed above. Supplies must be replenished after use and expiry dates should be checked regularly.

The minimum level of first aid equipment is a suitably stocked and **properly identified first aid container**. Depending on the findings of the first aid needs assessment, more than one first aid container might be required.

There is no mandatory list of items to be included in a first aid container. The decision on what to provide will be influenced by the findings of the first aid needs assessment. As a guide, where activities involve low hazards, a minimum stock of first aid items might be:

a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);

20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided, if necessary);

two sterile eye pads;

four individually wrapped triangular bandages, preferably sterile;

six safety pins;

two large sterile individually wrapped unmedicated wound dressings;

six medium-sized individually wrapped unmedicated wound dressings;

a pair of disposable gloves (see HSE's leaflet Latex and You);

a 'Resuscitate' (for hygienic mouth-to-mouth resuscitation) with one-way valve.

Additional First Aid Materials and Equipment

The needs assessment may indicate that additional materials and equipment are required, for example scissors, adhesive tape, disposable aprons and individually wrapped moist wipes. They may be kept in the first aid container if there is room or stored separately.

If mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, containers should not be kept for reuse. Containers should not be used beyond their expiry date

There may be a need for items such as blankets to protect casualties from the elements. Such items should be stored securely near the first aid container.

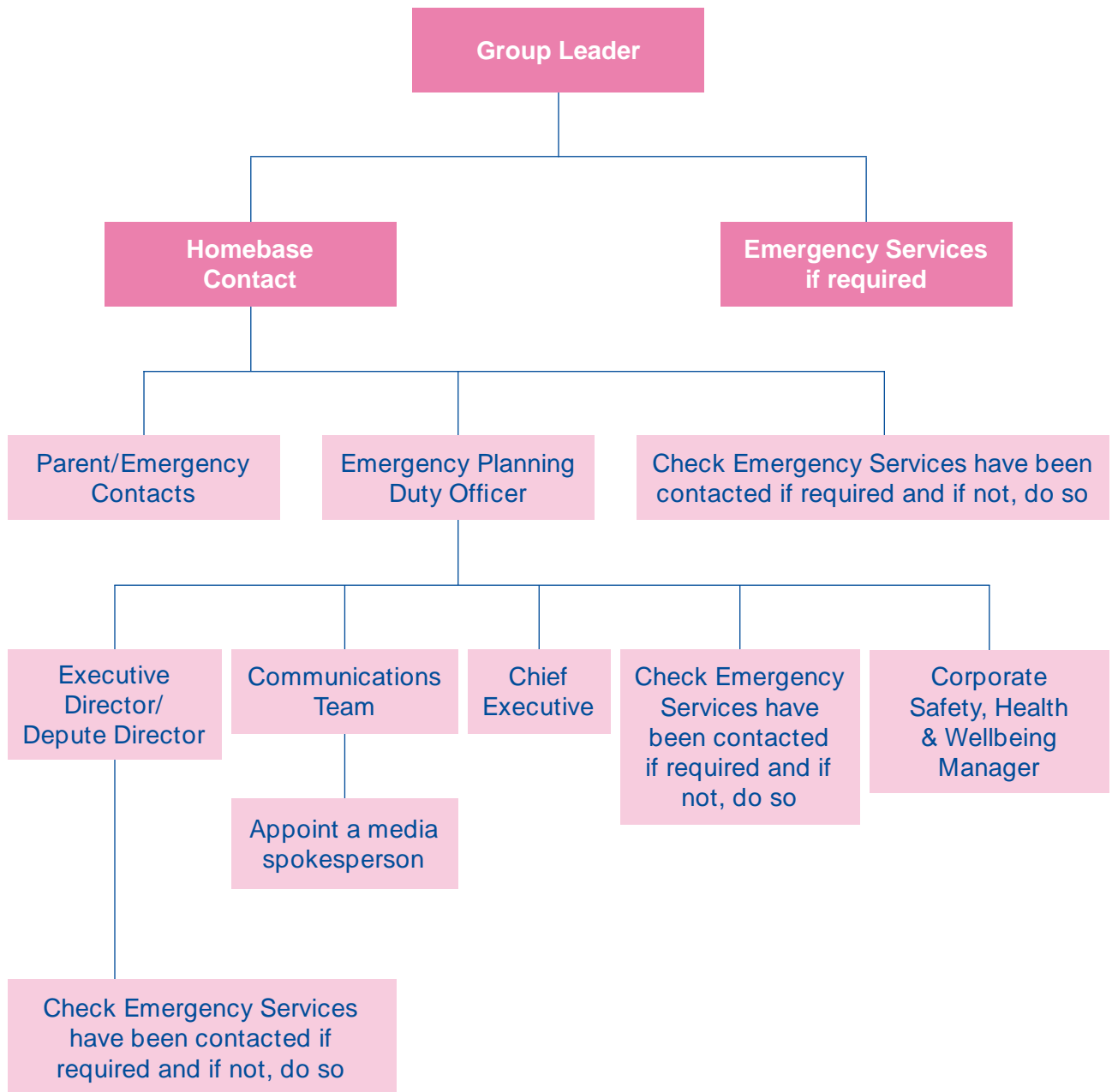
Further reference should be made to Perth & Kinross Council's Guidance on First Aid Provision.

6 Administration of Medicine

Qualified first aiders are not trained to administer medicines. The Head of Establishment is responsible for deciding whether any medication will be administered and identifying members of staff who are willing, authorised and appropriately trained to do this.

Please refer to the relevant Council Service's guidance notes for **Administration of Medicine** for further information.

Communication as a Result of an Incident/ Accident While on an Excursion



These guidelines have been drawn up as a health and safety supplement for outdoor activities run by Perth & Kinross Council and partners. They outline measures to be taken to ensure safe enjoyment of outdoor activities by both leaders and participants. They have been drawn up by the Outdoor Corporate Advisory Group to ensure compliance with the Adventure Activities Licensing Service (AALS), approved by respective technical advisers and submitted for inspection during AALS licence submission.

These guidelines are to be adhered to by all employees, or agents and voluntary workers, either full or part-time, permanent or temporary and, as such, must be issued to all staff working in this area at commencement of their employment, contract or period of voluntary work.

Where an external agency is being used to deliver any of the activities named within this chapter they must have **Approved Provider** status as described in Section 7.

Subject to prior risk assessment, Head of Establishment agreement and relevant technical adviser approval, it may be, very occasionally, possible to work outwith the ratios in the guidelines.

Staff Qualification and Leadership Ratios

We recommend that for any adventurous activity there should always be a minimum of two adults in the party or activity area. For adult groups it is not always necessary to have two adults who are acting in a leadership capacity. It is recognised as good practice to have both male and female members of staff working with mixed groups. If an overnight stay is involved, mixed groups must have both male and female members of staff.

All groups should have a qualified first aider and a suitable first aid kit in the activity area at all times.

Seasonal Activity Guidelines

It is essential that instructor ratio/qualifications and other factors are taken into account depending on the time of year. The Group Leader is responsible for assessing the position in relation to the change in weather conditions and forecasts.

Adventurous Activities Qualifications and Ratios

Climbing 1		
Activity	Minimum Qualification for Person Responsible for the Session	Supervision Ratio
Indoor/Outdoor Walls & Towers Walls <i>(site specific only)</i>	CWA training + site specific sign-off by Technical Advisor (Valid maximum 1 year)	1:9
Indoor/Outdoor Walls & Towers Walls	CWA	1:9
Single Pitch Rock Climbing	SPA	1:9
Multi-Pitch Rock Climbing	MIA	1:2
Snow and Ice Climbing	MIC	1:2

Note: For any climbing session an MIA may be assisted by an Instructor who holds no formal climbing qualification as long as the MIA is satisfied that the assistant has sufficient climbing experience to do so, and is registered as training for a National Governing Body Award in climbing.

Snowsports - Alpine Skiing, Cross Country, Telemark and Snowboarding 2	
<p>There are two routes within the UK to become qualified in Coaching, Leading or Instructing for all snowsports disciplines:</p> <ol style="list-style-type: none"> (1) <i>The governing bodies for snow sports in Scotland, England and Wales have launched their unified qualifications pathway covering coaching, leading and instruction awards (in all snowsports disciplines) UK Snowsports. This replaced all existing and currently disparate qualifications available through individual home nation governing bodies.</i> (2) <i>British Association of Snowsport Instructors.</i> <p>The Council recognises qualifications for all disciplines via either route.</p> <p>The ratios and area of operation for each qualification as set out by UK Snowsports or BASI must be adhered to.</p> <p>Further information can be found via: www.snowsportscotland.org www.basi.org.uk/</p>	

Rafting 3			
Activity	Minimum Qualification for Person Leading the Activity	Supervision Ratio	Participants Ability to Swim
White Water Rafting	<p>Level 3 Trip Leader (Subsequent Raft Guides must be Level 2 restricted or higher)</p> <p>Grade 3 Water is the highest level of difficulty permitted for white water rafting unless all participants are over 18 years of age and have rafting experience (minimum 10 hours)</p>	<p>As per capacity of craft up to manufacturers recommendations</p> <p>Maximum 1:8</p> <p>Minimum of 2 craft on the water or 1 raft and safety kayaker at least 5* or coach 4 inland kayak. Raft Guide Level 3.</p>	Yes
Note: White water grades as defined by the International Canoe Federation.			

Windsurfing 4			
Activity	Minimum Qualification for Person Leading the Activity	Supervision Ratio	Participants Ability to Swim
Windsurfing - Inland Waters	Instructor Level 1 Inland	Sheltered 1:8	Must be confident in water
Windsurfing - Sea/Tidal Waters	Instructor Level 1 Open Sea	Exposed 1:6	Yes - strong swimmers
Note: Immediate accessibility to safety power boat cover minimum RYA Level 2 and safety boat test.			

Sailing 5			
Activity	Minimum Qualification for Person Leading the Activity	Supervision Ratio	Participants Ability to Swim
Small Boat Sailing - Inland Waters	RYA Instructor Inland	1:6	Yes
Small Boat Sailing - Sea/Tidal Waters: from a harbour or suitable beach	RYA Instructor Coastal/Endorsement	1:6	Yes
Small Boat Sailing - Sea/Tidal Waters: coastal journeys	RYA Senior Instructor Coastal	1:3	Yes
Note: Immediate availability to power boat cover minimum RYA Level 2 (power boat).			

Canoeing and Kayaking

For Canoeing and Kayaking the ratios and guidance as found in the 'BCU Terms of Reference Document' have been adopted by the Council.

Environment	Current System	New System to Coach and Lead	New System Recommended Ratios for Coaching and Leading	New System to Lead the 4 and 5 Leadership Awards are not Coaching Awards. They are not suitable for Introducing Beginners to the Sport or More Advanced Environments.	New System Recommended Ratios for Leadership of Competent Paddlers
Inland Water					
Very Sheltered Water	BCU Level 1 or BCU Level 2 trainee	BCU UKCC Level 1* plus site specific training** + Valid First Aid + CRB (or Home Nation Equivalent) + over 18yrs	1:8 students 1:6 students in open canoes paddled solo 1:12 students when paddling doubles	N/A	N/A
Inland Water					
Sheltered Inland Water	BCU Level 2	BCU UKCC Level 1* plus site specific training** + Valid First Aid + CRB (or Home Nation Equivalent) + over 18yrs or BCU UKCC Level 2	1:8 students 1:6 students in open canoes paddled solo 1:12 students when paddling doubles	N/A	N/A
Inland Water – White Water Kayak					
Moderate: white water Grade 2-3 and equivalent weirs. Open water no more than 500m from shore and winds below Force 4.	BCU Level 3 (Inland)	BCU UKCC Level 3	1:6 students	BCU 4* Leader Award (White Water)	1:4 competent paddlers

Environment	Current System	New System to Coach and Lead	New System Recommended Ratios for Coaching and Leading	New System to Lead the 4 and 5 Leadership Awards are not Coaching Awards. They are not suitable for Introducing Beginners to the Sport or More Advanced Environments.	New System Recommended Ratios for Leadership of Competent Paddlers
Inland Water – White Water Kayak (continued)					
Advanced: white water Grade 3-4 and above. Open water more than 500m from shore and/or winds above Force 4.	BCU Level 4 (Inland)	BCU UKCC Level 3 + 5* Leader Award (White Water)	1:4 students	BCU 5* Leader Award (White Water)	1:4 paddlers
Inland Water – Open Canoe					
Moderate: white water descents up to Grade 2, and equivalent weirs. Open water no more than 500m from shore and winds below Force 4.	BCU Level 3 (Canoe)	BCU UKCC Level 3	1:5 students in open canoes paddled solo 1:10 students when paddling doubles	BCU 4* Leader Award (Canoe)	1:4 competent paddlers in open canoes paddled solo 1:6 competent paddlers when paddling doubles
Inland Water – Open Canoe					
Advanced: white water Grade 3 and above. Very large lakes/lochs.	BCU Level 4 (Canoe)	BCU UKCC Level 3 + 5* Leader Award (Canoe)	1:4 students	BCU 5* Leader Award (Canoe)	1:4 paddlers

Environment	Current System	New System to Coach and Lead	New System Recommended Ratios for Coaching and Leading	New System to Lead the 4 and 5 Leadership Awards are not Coaching Awards. They are not suitable for Introducing Beginners to the Sport or More Advanced Environments.	New System Recommended Ratios for Leadership of Competent Paddlers
Inland Water – Touring Craft					
Moderate: white water descents up to Grade 2, and equivalent weirs. Open water no more than 500m from shore and winds below Force 4.	BCU Level 3 (Placid Water)	BCU UKCC Level 3 (Touring)	1:6 students 1:5 students in open canoes paddled solo 1:10 students when paddling doubles	BCU 4* Leader Award (Touring)	1:6 competent paddlers 1:4 competent paddlers in open canoes paddled solo 1:6 competent paddlers when paddling doubles
Advanced: white water descents up to Grade 3 water more than 500m from shore and/or winds above Force 4.		BCU UKCC Level 3 + 5* Leader Award (Touring)	1:4 students	BCU 5* Leader Award (Touring)	1:4 paddlers
Sea					
Sheltered tidal water	BCU Level 2	BCU UKCC Level 2	1:8 students 1:6 students in open canoes paddled solo 1:12 students when paddling doubles	N/A	N/A
Moderate Tidal Water	BCU Level 3 (Sea)	BCU UKCC Level 3	1:6 students	BCU 4* Leader Award (Sea)	1:4 competent paddlers
Advanced Sea	BCU Level 4 (Sea)	BCU UKCC Level 3 + 5* Leader Award (Sea)	1:4 students	BCU 5* Leader Award (Sea)	1:4 paddlers

Environment	Current System	New System to Coach and Lead	New System Recommended Ratios for Coaching and Leading	New System to Lead the 4 and 5 Leadership Awards are not Coaching Awards. They are not suitable for Introducing Beginners to the Sport or More Advanced Environments.	New System Recommended Ratios for Leadership of Competent Paddlers
Surf					
Moderate Surf	BCU Level 3 (Surf)	BCU UKCC Level 3 (Surf)	1:6 students	BCU 4* Leader Award (Surf)	1:6 paddlers
Advanced Surf (>1m)	BCU Level 4 (Surf)	BCU UKCC Level 3 + 5* Leader Award (Surf)	1:4 students	BCU 5* Leader Award (Surf)	1:4 paddlers
Notes:					
<p>* The BCU UKCC Level 1 award is an 'Assistant Coach' and suitable for assisting L2 or above in very sheltered and sheltered water. However, the Level 1 Coach could be responsible for a taster session on very sheltered or sheltered water if they have a valid first aid and CRB (or Home Nation equivalent) check and are over 18 years of age (see note on site specific training). BCU UKCC Coach Awards Level 2 and above are suitable for being in sole charge of a group and therefore valid first aid and CRB (or Home Nation equivalent) checks are included as pre-requisites.</p>					
<p>** Site Specific Training Note An environment for which a Level 1 Coach has received additional, appropriate and documented site specific training. In this context the term 'site specific training' relates to a focus on appropriate site/activity induction and an active introduction and awareness of local operating procedures. A Level 1 Coach having received such training could operate within recognised sheltered water environments. In order for this training to be recognised the BCU would require that the training be delivered by a BCU Coach Level 3 (or above) or by an Adventure Activities Licensing Service recognised 'Technical Advisor'.</p>					
<p>For centres endorsement of the suitability of appropriate site specific training can be confirmed via BCU Approval. BCU Coaching awards can be accessed by both 'Boat-Based' and 'Bank-Based' Coaches. Candidates will be assessed as per the chosen route with the assessment reflecting the required degree of 'how to coach'/'what to coach' risk assessment, safety and rescue.</p>					
<p>The Bank-Based Coach An award for coaches who will work from the waters edge. This would be accessed by individuals who do not have the personal paddling skills to enable them to work from the water.</p>					
<p>The Boat-Based Coach An award for individuals with the required degree of personal paddling skills and who intend to coach from a canoe, kayak or the waters edge.</p>					

Additional Notes

1. *Coach/leader qualifications referred to above must be relevant to the discipline being delivered, ie canoeing or kayaking.*
2. *Surf qualifications are for repeated manoeuvring through waves on recognised surf beaches; sea qualifications cover access through surf for sea journeys.*
3. *White water grades as defined by ICF.*
4. *For information on environmental definitions please refer to the BCU coaching directory.*

Walking and Mountaineering 7		
Activity	Minimum Qualification for Person Leading the Activity	Supervision Ratio
Forest and Lowland Tracks	BEL	1:10
Lowland and Open Country (see WGL suitable terrain)	WGL	1:10
Mountain Country not involving Roped Scrambling or Technical Climbing	ML appropriate for season involved	1:8 (summer) 1:6 (winter)
Scrambling/Technical Climbing	MIA	1:2
Winter Climbing	MIC	1:2

Note: Specific details on areas of operation are defined by the MLTB definitions of boundaries for each award. Candidates will have further opportunity to clarify the boundaries of each award on their training course.

Duke of Edinburgh's Award assessments ratio is 1:7.

Walking qualification are not required for Urban areas, recreational areas and parks, local woods, lanes tracks and paths where there is no danger of getting lost, nature trails and way marked paths.

The second adult or assistant should be deemed Competent by their line manager and Group Leader Competent refers to the fact that they will not be a hindrance or liability on the hill and should contribute positively to the success of the walk or expedition. The only requirement for these additional adults is a disclosure check.

Orienteering 8		
Activity	Minimum Qualification for Person Responsible for the Activity	Supervision Ratio
Orienteering in a contained area with clear boundaries. Example: local park small wood land with clearly recognisable boundaries	BOF Level 2 Coach or BEL	1:20
Orienteering tuition below (600m)	BOF Level 2 Coach or WGL	1:12

Note: Orienteering in (enclosed) school grounds is not restricted by these ratios or minimum qualifications. Orienteering above 600 m should be treated as mountain walking. See appropriate matrix.

Mountain Biking 9		
Activity	Minimum Qualification for Person Leading the Activity	Supervision Ratio
Leading groups on routes that are pre-planned and risk assessed by a level 2 or above. Easy in terms of both physical and technical difficulty.	Ride Cycle Leader (Level 1)	1:8

Mountain Biking <i>(continued)</i>		
Public highways, way-marked routes, rights of way, identifiable routes, tracks and trails with obvious navigational features, low to medium technical difficulty. Normal summer conditions, less than 600m, no more than 30 mins from shelter and communication, only 1 days length.	Trail Cycle Leader (Level 2)	1:8
As above, but also routes requiring considerable technical ability and multi-day trips, or above 600m, or more than 30 mins from shelter and communication.	Mountain Bike Leader (Level 3)	1:8

Gorge Walking or Canyoning			10
Activity	Minimum Qualification for Person Leading the Activity	Supervision Ratio	Participants Ability to Swim
Riverbank Walk <i>(staying dry)</i>	First Aid Certificate and experience of working with groups outdoors	1:10	No
Gorge Exploration/ Walk <i>(no immersion)</i>	WGL or SML	1:8	No
Gorge Walking Immersion - <i>swimming/jumping</i>	MIA BRAWA (Gorge Walking) BCU Water Safety and Rescue Training Swift Water Rescue Technician	1:8	Confident in water
Canyoning - <i>technical use of ropes</i> - <i>difficult access/ egress</i>	BRAWA (canyoning) SPA & ML or MIA with BCU White Water Safety and Rescue Training or Swift Water Rescue Technician	1:6	Confident in water

Use of edged tools, eg knives, billhooks, folding saws, bushman saws etc for shelter building, camp crafts and woodland crafts also fire lighting by all methods. Bushcraft is often seen as a low intensity activity, however the use of edged tools and saws and also the use of fires often in a woodland setting, dictates that this has to be a closely managed activity.

Although there are no NGB awards for Bushcraft the Institute of Outdoor Learning (IOL) started to deliver courses for practitioners in 2008. The IOL Bushcraft training and assessment for outdoor practitioners is therefore considered a relevant formal training and qualification for this activity.

Staff without this formal qualification are expected to have considerable and demonstrable outdoor leadership experience as well as extensive knowledge and experience of bushcraft/ rural skills.

Ratios of no more than 1:10 for practical sessions.

Abbreviations Used

ABEL	Award in Basic Expedition Leadership
ASI	British Association of Ski Instructors
BCU	British Canoe Union
BMG	British Association of Mountain Guides
BOF	British Orienteering Federation
BRAWA	British Rock and Water Association
CWA	Climbing Wall Award
IML	International Mountain Leader
MIA	Mountain Instructor Award (UKMTB)
MIC	Mountain Instructor Certificate (UKMTB)
ML	Mountain Leader Award (MLTB/SMLTB/WMLTB/NIMTB)
MLTB	Mountain Leader Training Board
RYA	Royal Yachting Association
SCA	Scottish Canoe Association
SMLTB	Scottish Mountain Leader Training Board
Snowsport.S	Snowsport Scotland
SRA	Scottish Rafting Association
UKMTB	United Kingdom Mountain Leader Training Board
WGL	Walking Group Leader

Physical Capability

The physical capability of each member of the party must be determined and matched to the activity. This will normally be determined from medical records, parental information and the instructor's experience of, or information on, the group involved.

If any doubt arises over capability, an individual participant must provide written medical advice, or a care plan, as to his or her level of fitness. It is essential that the medical officer involved in this certification is aware of the level of activity involved and the hazards.

Weather

Due attention must be paid to obtaining weather forecasts both prior to and, if multi-day, during the activity if possible. Suitable sources for weather forecast should be used such as www.mwis.org.uk/ for more accurate mountain forecasts rather than general national broadcasts.

The Duke of Edinburgh's Award - Expedition Training and Supervision

The Duke of Edinburgh's Award Groups must comply with these guidelines as well as additional guidelines set out by the Award at national and/or local level.

External Providers of Outdoor Activities

If you are planning to use an external organisation for the provision of outdoor activities, it is essential that they are an **Approved Provider** (see Section 7). This process will ensure that the agency has an Adventure Activities Licensing Service (AALS) licence if required. If planning to use freelance instructors, verification of insurance and relevant qualifications must be carried out.

ECS can be contacted on 01738 476299 to check whether the organiser is an Approved Provider.

The Adventure Activities Licensing Regulations 1996

In 1996, it became a legal requirement under The Activity Centres (Young Persons' Safety) Act 1995 for providers of certain adventure activities to undergo inspection of their safety management systems and become Registered as licensed. This licensing scheme only applies to those who offer activities to young people under the age of 18 years and who operate these activities in a commercial manner.

Generally, licensing only applies to these activities where they are done in remote or isolated environments. For example, climbing on natural terrain requires a licence, climbing on a purpose built climbing wall does not.

Licences are issued when inspectors are assured that the provider's management of safety is satisfactory. It is important to note inspection does not include standards of accommodation or service.

On 1 October 1997 it became a legal requirement that only licensed activity providers will be able to offer activities as described opposite.

Climbing <i>(on natural outdoor features)</i>	Watersports <i>(on most lakes, fast flowing rivers & the sea)</i>	Trekking <i>(in remote moorland or mountain areas)</i>	Caving
Rock Climbing	Canoeing	Hillwalking	Caving Pot-Holing
Abseiling	Kayaking	Mountaineering	
Ice Climbing	Dragon Boating	Fell Running	Mine Exploration
Gorge Walking	Wave Skiing	Orienteering	
Ghyll Scrambling	White Water Rafting	Pony Trekking	
Sea Level Traversing	Improvised Rafting	Off-Road Cycling	
	Sailing	Off-Piste Skiing	
	Sailboarding		
	Windsurfing		

A licence is not required for:

voluntary associations offering activities to their members, (eg scout groups, local canoe clubs, etc);

schools and colleges offering activities only to their own pupils or students;

activities where youngsters are each accompanied by their parent or legally appointed guardian (does not include, teacher or youth leader).

Information about the Licensing Scheme is available in the Health and Safety publication entitled 'Guidance to The Licensing Authority on The Adventure Activities Licensing Regulations 1996' (available from HSE Books or good booksellers).

Information source: Adventure Activities Licencing Service
17 Lambourne Crescent
Llanishen
CARDIFF
CF14 5GF

Tel 029 2075 5715
Fax (029) 2075 5757

Adventurous Activity Staff/ Volunteer Database

The Council is required to maintain a coherent and comprehensive central database for all staff involved in the delivery of adventurous activities.

The Central Database is the **hard copy files** of the qualifications held by those named on the database. A representative of the Council must sign copies of qualifications, stating that the original documents have been seen and verified.

The database will hold:

Instructor/Leader staff names and contact details;

list of relevant activity qualifications for each individual;

list of associated supporting required qualifications; such as first aid.

The database has several pre-set reporting functions which will be useful for establishments these include:

highlighting dates of renewal/refresher or other time limiting factors for staff;
how many staff in an establishment are qualified in a particular activity or discipline and to what level.

To access reports please email pkcsport@pkc.gov.uk with your requirements.

Further Advice and Support

There are many sources of advice, information or support if required. The best advice is to seek advice as early as possible in the planning stage.

Some useful contacts are:

Perth & Kinross Council Outdoor Education Development Officer *Tel 01738 451967*

Perth & Kinross Duke of Edinburgh's Award Officer *Tel 01738 627455*

Relevant governing body for the sport or activity in question

Swimming in Inland Waters

Definition

Inland waters include rivers, lochs, reservoirs and inland saline systems. Inland waters are permanent water bodies inland from the coastal zones and areas whose properties are subject to seasonal, or intermittent occurrence of flooding conditions.

Introduction

It is recognised that on occasions, those taking part in an outdoor activity may wish to swim in natural waters. Swimming in natural waters is fun, but it is important for leaders to understand the potential dangers associated with this activity. The cold temperature of inland waters can create a real and significant risk to swimmers and those performing a rescue of swimmers who get into difficulty. Therefore this risk must be addressed when assessing the risk for inland water swimming activities.

Qualifying Awards

A competent and experienced leader who is confident that they can ensure a rescue if a swimmer gets into difficulty must supervise all swimming activities. The leader must hold a current and appropriate lifesaving or water safety and rescue award.

Awards currently recognised are:

Recognised Lifesaving Awards

Royal Lifesaving Society, Bronze Cross & Silver Cross Awards (Open Water Award)

Swift Water Rescue Technician with First Aid

Canoe Safety Test with First Aid

Guidance for Leaders

Planning

Careful planning and preparation contribute greatly to the safe and enjoyable outcome of any activity.

Specifically the following should be considered:

Liaison must be made with the owners of the site prior to use, ie National Rivers Authority, Water company etc. Knowledge of the water conditions should be obtained from the local RLSS UK Lifeguard Unit, local RNLI or Coastguard Agency representative.

The site should be Risk Assessed for:

- (1) availability of shelter for changing;*
- (2) suitable points of entry and exit;*

- (3) *water depth and clarity;*
- (4) *underwater obstructions and the condition of the bottom;*
- (5) *water temperature which should be a minimum of 12°C (54°F) for in-water activities;*
- (6) *if swimming in a river, attention should be given to the rate of flow of water, currents and the potential of a rapid rise in level as a result of recent rainfall;*
- (7) *weather conditions must be considered. Remember that moderate to high winds cause a chill factor and exposure to the sun may be hazardous;*
- (8) *water frequently used by other water-traffic should not be chosen;*
- (9) *an annual Open Water Site Evaluation must be carried out prior to the start of the activity again, if circumstances change during activity;*
- (10) *the weather at the time with particular attention to wind strength and direction;*
- (11) *potential danger from obstacles;*
- (12) *problems which may arise due to the activities of other water users.*

Suitable rescue equipment must also be available, eg throw lines, buoyancy aids.

Immediately Before Swimming

Double check the area to ensure there are no obstacles or obvious dangers. Only allow jumping in clear water where there is enough depth.

Restrict the swimming area so that control can be kept in an easily managed area. Ensure that the entry and exit points from the bank into the water are safe.

Only allow those who can swim into the water. Ensure that those who cannot swim remain on dry land and are adequately supervised or are involved in helping look after others.

Ensure that the group is given a thorough briefing.

During Swimming

The qualified lifesaver must remain on the bank keeping constant watch. A second person (over 16 years of age) must act as a 'second pair of eyes' for the qualified lifesaver and alert them to any emergency situation. There should be no more than ten people swimming at one time.

The qualified lifesaver should be particularly aware of the possible effects on swimmers of long periods in cold water.

Natural waters can be extremely cold even in summer and leaders should be aware of the danger of sudden immersion in cold water and may need to wear a wetsuit in preparation for entry into the water to affect a rescue.

The trained lifesaver must also have sufficient rescue aids, including throw ropes/lines, buoyancy aids and any other items deemed necessary as a result of the risk assessment of the activity.

Swimming Off Beaches

Definition

The expression 'Beach' is used generically to describe an area - usually covered by sand or pebbles, but possibly a man-made surface - forming a shoreline or sloping bank at the edge of the sea, a lake, riverbank or river estuary.

Introduction

It is recognised that on occasions, those taking part in an outdoor activity or those visiting the seashore may wish to swim. Swimming in natural waters is fun, but it is important for leaders to understand the potential dangers associated with this activity and take the necessary steps prior to permitting this activity.

Qualifying Awards

A competent and experienced leader who is confident that they can ensure a rescue if a swimmer gets into difficulty must supervise all swimming activities. The leader must hold a current and appropriate lifesaving or water safety and rescue award.

Awards currently recognised are:

Royal Lifesaving Society

Beach Lifeguard Award

Adequate safety provision must be made for all swimmers moving more than 20m from shoreline. This may include a rescue craft, or rescue board and be appropriate to the conditions. Appropriate first aid and communications equipment must be provided in accordance with Beach Safety Operating Procedures.

Guidance for Leaders

Planning

Careful planning and preparation contribute greatly to the safe and enjoyable outcome of any activity.

Specifically the following should be considered:

Liaison must be made with the owners of the site prior to use, ie National Rivers Authority, Water company etc. Knowledge of the water conditions should be obtained from the local RLSS UK Lifeguard Unit, local RNLI or Coastguard Agency representative.

The site should be Risk Assessed for:

- (1) availability of shelter for changing;*
- (2) suitable points of entry and exit;*
- (3) water depth and clarity;*
- (4) water temperature, cold water immersion can create a significant risk, wetsuits may be required*
- (5) underwater obstructions and the condition of the bottom;*

- (6) *weather conditions must be considered. Remember that moderate to high winds cause a chill factor and exposure to the sun may be hazardous;*
- (7) *water frequently used by other water-traffic should not be chosen;*
- (8) *an annual Open Water Site Evaluation must be carried out prior to the start of the activity and again, if circumstances change during the season;*
- (9) *the area should be free from strong tides or currents, rip currents of undertows;*
- (10) *the weather at the time with particular attention to wind strength and direction;*
- (11) *potential danger from obstacles;*
- (12) *problems which may arise due to the activities of other water users.*

Immediately Before Swimming

Double check the area to ensure there are no obstacles or obvious dangers.

Restrict the swimming area so that control can be kept in an easily managed area. Ensure that the entry and exit points from the shore or bank into the water are safe.

Only allow those who can swim into the water. Ensure that those who cannot swim remain on dry land and are adequately supervised or are involved in helping look after others.

Ensure that the group is given a thorough briefing.

During Swimming

The qualified lifesaver must remain on the bank keeping constant watch. A second person (over 16 years of age) must act as a 'second pair of eyes' for the qualified lifesaver and alert them to any emergency situation. There should be no more than ten people swimming at one time.

The qualified lifesaver should be particularly aware of the possible effects on swimmers of long periods in cold water.

Natural waters can be extremely cold even in summer and leaders should be aware of the danger of sudden immersion in cold water. The person supervising the activity must have life saving aids, eg throw ropes/lines, buoyancy aids and any other aid identified as necessary in the risk assessment, which may include the need for the supervisor/lifesaver to wear a wetsuit due to water temperatures.

Swimming in Swimming Pools

Introduction

During the course of a planned excursion, there may be the opportunity for group members to use swimming pools - either public pools or those provided by a hotel or other accommodation provider.

Life Guarding

Before allowing swimming activities to go ahead, enquires should be made with the swimming pool provider regarding the provision of suitably qualified lifeguards. It is normal practice in the UK for public swimming pools to be supervised by trained lifeguards, although **many private organisations**, including hotels, **do not make any poolside lifesaving provision**. The situation

in other countries is less clear, therefore Group Leaders must seek confirmation of the level of provision made before allowing swimming activities to take place.

Awards currently recognised in the UK are:

Royal Lifesaving Society

National Pool Lifeguard Qualification (NPLQ)

Pool Lifeguard Bronze Medallion

Bronze Medallion and Higher Awards (Award of Merit, Distinction)

National Rescue Award for Swimming Teachers and Coaches (this level of award is only relevant to those supervising organised swimming practice, a National Pool Life guarding qualification or similar is required if free swimming is permitted)

British Canoe Union

BCU Lifeguards Pool Endorsement

These awards, which have a particular paddle sport focus, nevertheless contain a core of general lifesaving skills and techniques applicable to water activities generally.

During Swimming

The qualified lifeguard must remain on the poolside keeping and maintaining a constant level of supervision.

General

Travelling abroad can be hugely rewarding for children, young people and young adults alike, but it is important that careful preparation takes place. Much of the earlier guidance in this document applies when undertaking excursions abroad, but there are some additional factors which need to be considered.

The Group Leader should consider the following when preparing for an excursion abroad:

ensure that the company is ATOL/ABTA bonded;

identify:

- appropriate insurance cover in relation to the proposed activities (see Section 9);*
- adequate first aid arrangements;*
- appropriate transport arrangements;*
- emergency procedures;*

gather as much information as possible on the area to be visited/facilities from the provider;

consult with other schools who have used the facilities/been to the area;

liaise with the local authority/schools in the area to be visited;

liaise with national travel offices in the UK;

liaise with embassies/consulates;

liaise with travel agents/tour operators;

examine the Internet, books and magazines;

liaise with the Foreign & Commonwealth Office's Travel Advice Unit;

find out whether vaccinations are necessary and ensure that all members of the group have received it in good time;

check whether the country to be visited requires proof of vaccination;

try to ensure that one of the adults with the group is able to speak and read the language of the visited country;

ask parents for passport size photographs of the pupils. It might be useful to have photographs of the adults in the group as well.

Insurance

The Group Leader should ensure that the group has comprehensive travel insurance (Section 9).

Visa/ Passports

The Group Leader should ensure that all members of the group have valid passports and visas (if appropriate) in the early stages of planning the trip. A group passport may suffice in certain circumstances.

Photocopies of the group's passports should be taken for emergency use. Otherwise there can be problems if someone other than the person in charge has to accompany an injured pupil back to the UK.

If the group includes children and young people whose nationality or immigration status or entitlement to a British passport is in doubt, it is advisable to make early enquiries of the Home Office's Immigration and Nationality Directorate concerning the requirements of the immigration rules and the right of re-entry.

Children and young people who are not nationals of any EU member state may need a visa to travel from the UK to another member state. However, they may receive visa exemption if they are members of a school group. Details and forms are available from the Central Bureau for Educational Visits and Exchanges.

Children and Young People other than EU nationals may require a separate passport and may need to use separate passport control channels from the rest of the group.

Looked After Children

If a child or young person is looked after, advice must be sought at an early stage in planning from the relevant Service Manager.

European Health Insurance Card (EHIC)

The European Health Insurance Card (EHIC) allows you to access state-provided healthcare in all European Economic Area (EEA) countries and Switzerland at reduced cost or sometimes free of charge.

Everyone who is resident in the UK should have one and carry it with them when travelling abroad.

There are several ways to apply for an EHIC but the quickest way is to apply online - www.nhs.uk/EHIC Your card will normally arrive within seven days. You can also apply by phone on 0845 606 2030 or by post using an application form available from your local Post Office.

Your application can be just for yourself, but you can also apply on behalf of your partner and any child in full-time education under the age of 18. Young people under 16, require their parent or guardian to apply for them. Boarding school teaching staff can also apply on behalf of any children in their care.

Each person you are applying for will need to provide details of their full name, date of birth and National Insurance number or NHS number (CHI in Scotland or Health and Care Number in Northern Ireland).

Most people can apply online or via phone but you will need to apply by post in the following circumstances:

if you are not a national of the UK, EEA or Switzerland;

*if you are **studying abroad**;*

*if you are already **working abroad** but remain UK employed or self-employed.*

If you need to update your personal details or add a dependant, speak to the EHIC enquiries team on 0845 605 0707.

During the Visit

It is advisable for children and young people to carry a card in the relevant foreign language for use if they get lost. This should ask the reader to re-unite them with the group at the accommodation/meeting point, or to take them to the police station. They should also carry the Group Leader's name and contact phone number.

All group members should carry an appropriate amount of foreign currency at all times, eg money for telephone, or a phone card may be an alternative.

Exchange Visits

The success of an exchange visit largely depends on good relationships and communications with the partner school/agency.

Individual school/agency exchanges differ from other visits abroad in that pupils/participants will spend most of their time with host families and are, therefore, not always under the direct supervision of school/agency staff. Host families will not be subject to Scottish Law.

Young people must be aware of the ground rules agreed between the schools/agencies, the Group Leader and the host family. Many of the considerations which apply to residential and day excursions also apply here. In addition, the following should be ensured by the Group Leader:

a good personal knowledge of the host school/agency and counterpart Group Leader;

the partner school/agency should tell the host families of any special, medical or dietary needs of their guests, as well as age and gender;

appropriate matches/pairings should be arranged;

parents, pupils/participants and the host school/agency should be clear about the arrangements for collecting and distributing pupils to families, and for transporting pupils throughout the visit;

the establishment contact person should retain a list of all the children involved and their family names and addresses;

pupils/participants living with host families should have easy access to their teachers, usually by telephone;

parents should be made aware that their children living with host families will not always be under direct staff supervision.

Vetting Host Families

If the host school/agency does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of exchange of home stay pupils/participants, the Group Leader should seek further assurances and/or reconsider whether the visit should take place.

Host families should be aware of their responsibilities and some activities should not be undertaken unless prior agreement is given by the pupils'/participants' parents.

Outdoor Activities Abroad

If outdoor activities are to be undertaken abroad, then the Group Leader should refer to the section relating to **Adventurous Activities (Section 13)**.

Council staff proposing to lead adventurous activities abroad must be trained, qualified and, as appropriate, must have site/country/environment specific experience.

Group Leaders with qualifications must take advice from OCAG as to the validity or relevance of their qualification in a foreign country, where laws may differ considerably from those in the UK.

Transportation While Abroad

Group Leaders should be aware that whilst travelling abroad, particularly in countries outside the EU, that legal requirements can differ to those in the UK.

The aim of monitoring is to maintain the highest levels of health and safety standards and to quality assure these activities. Monitoring will be carried out in an atmosphere of support and development.

Monitoring will be undertaken by a person nominated by the Executive Director of Education & Children's Services. The selection of monitoring visits will be in part random and in part systematic, based on a risk management process.

Whilst all categories of excursions will be observed, there will be particular interest in those excursions which potentially involve hazardous activities or environments.

Although monitoring off-site excursions will be carried out by someone outwith the establishment, it is imperative that as part of the overall risk management, all establishments adopt their own **in-house** self monitoring process and that all establishments delegate a member of staff to the role of Excursions Co-ordinator.

To allow time for planning monitoring visits, it will be the duty of Excursion Co-ordinator to ensure that excursions which require central registration, are submitted to Pullar House at least six weeks before the excursion takes place.

How Will we Monitor?

Perth and Kinross will monitor in the following ways:

By an annual self-evaluation questionnaire which reviews and updates current information regarding the systems, procedures and staffing within each establishment.

By an arranged appointment with the Head of Establishment to review all relevant procedures and documentation including risk assessments and plans for specific excursions.

By an arranged appointment to accompany and observe an excursion in progress - Excursions Fieldwork Monitoring.

Approval of a Regular or Optional Excursion

Category 1 and 2

Head of Establishment Approval Only

1 Information

Group/School/Organisation Name _____

Address _____

Tel No _____

2 Excursion Details

Date _____

Location _____

Location Contact Tel No _____

Depart Time _____

Return Time _____

Description of Excursion _____

3 Transport Details (including company name and tel no when hiring)

4 Staffing (including Volunteers)

Group Leader _____

Depute Leader _____

Activity Leader _____

Other _____

Other _____

Other _____

5 Participants

Number _____ Age Range _____
Females _____ Males _____
Staff/Participant Ratio _____

6 Checklist

- Information to participants/parents letter (*attach*)
- Excursion Risk Assessment (*attach*)

7 Homebase Contact Details

24/7 Contact

Name _____
Tel _____ Mobile _____

8 Declaration

I submit for approval, this application for an excursion on the understanding that I have planned and will conduct the excursion in accordance with Perth & Kinross Council's Planning, Managing and Evaluating Your Excursion document.

Group Leader _____
Date _____

9 Approval

I have read the necessary paperwork including the risk assessment and I approve the above excursion.

Head of Establishment _____
Date _____

Please now file appropriately with other related paperwork for future reference.

Approval of a UK Overnight Excursion, Excursion Abroad With or Without Adventurous Activity or Day Trip with Adventurous Activity

Category 3, 4 and 5

Head of Establishment Agreement and Central Registration and Approval

1 Information

Group/School/Organisation Name _____

Address _____

Tel No _____

2 Excursion Details (including activities to be visited if appropriate)

Date _____

Location _____ Location Contact Tel No _____

Depart Time _____ Return Time _____

Description of Excursion _____

3 Accommodation (if appropriate)

Name of Accommodation _____

Address _____

Tel No _____

Contact Name _____

Dates and Time

From _____ *To* _____

4 Staffing (including Volunteers)

Group Leader _____
Depute Leader _____
Activity Leader _____
Other _____
Other _____
Other _____

5 Participants

Number _____ Age Range _____
Females _____ Males _____
Staff/Participant Ratio _____

6 Programme of Non-Adventurous Activities

Date	Location	Facility/Event	Depart Time	Return Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**7 Programme of Adventurous Activities Provided by an External Provider
(The provider must be on the Approved Provider list)**

Date	Depart Time	Return Time	Venue/Location	Activity
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

External Provider

Company Name _____
Address _____

Tel _____ Contact Name _____

(If your activity involves more than one provider, please provide details of other)

8 Programme of Adventurous Activities Provided by Perth & Kinross Council Staff

Date	Depart Time	Return Time	Venue/Location	Activity
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Staff Names	Qualification Level	First Aid Certificate
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9 Travel

Details of Journey

We are using cars and all drivers have the appropriate licence and insurance

Names of Drivers _____

We are using a Perth & Kinross Council minibus and each driver has an appropriate valid DVLA licence, a valid MIDAS certificate and trailer test if required

Names of Drivers _____

We are using a company to provide transport

Company Name _____
 Address _____

 Tel _____ Contact Name _____

We are using a Travel Company

Company Name _____
 Address _____

 Tel _____ Contact Name _____

Other Travel Information

Is travel insurance provided as part of this package? Yes No

10 Checklist

- Information to participants/parents letter (*attach*)
- Intinerary where appropriate (*attach*)
- Excursion Risk Assessment (*attach*)
- Date of Parents Meeting (*if appropriate*) _____
- A copy of the summary of Perth & Kinross Council Insurance Cover has been made available to parents/guardians

11 Homebase Contact Details

24/7 Contact

Name _____

Tel _____ Mobile _____

12 Declaration

I submit for approval, this application for an excursion on the understanding that I have planned and will conduct the excursion in accordance with Perth & Kinross Council's Planning, Managing and Evaluating Your Excursion document.

Group Leader _____

Date _____

13 Head of Establishment Agreement

I have read the necessary paperwork including the risk assessment and support the above excursion.

Head of Establishment _____

Date _____

14 Central Registration and Approval

Please now submit this form and required paperwork for Central Registration and Approval to the Operations Manager, Support Services, Education & Children's Services, Perth & Kinross Council, Pullar House, 35 Kinnoull Street, PERTH PH1 5GD.

Please now file appropriately with other related paperwork for future reference.

Official Use Only	
Application for approval for this trip has been considered and permission has been	Granted/Refused
A copy of this form has been passed to the Insurance Section for insurance purposes	Yes/No

A copy of this form has been kept on file for insurance purposes.

Comments (if applicable) _____

Signature _____ Date _____

Outline Proposal for Excursion

Excursion Objectives
Proposed Date
Proposed Duration
Proposed Venue
Proposed Number in Group
Proposed Staff
Resources Required including costings

Group Leader Signature _____

Head of Establishment approval in principle _____

Head of Establishment Checklist

- The excursion has suitable educational aims and effective ways of achieving them including provision for participants with additional support needs.
- Adequate child protection procedures are in place.
- All necessary actions have been completed before the excursion begins.
- A written risk assessment has been completed and appropriate safety measures are in place.
- Training needs have been assessed by a competent person and the needs of the staff and participants have been considered.
- The Group Leader has experience in supervising the age groups going on the excursion and will organise the group effectively.
- The Group Leader or another person is suitably qualified to instruct the activity and has suitable knowledge of the location/centre where the activity will take place.
- Group Leaders are allowed sufficient time to organise excursions properly.
- Non-teacher supervisors on the excursion are appropriate people to supervise children.
- Any instruction provided by a third party is undertaken by a suitably qualified person or an agency on the approved list of providers.
- Ratio of supervisors to participants is appropriate.
- The local authority or other employer has approved the excursion, if appropriate.
- Appropriate consent forms have been signed.
- Arrangements have been made for the medical needs and additional support needs of all the participants which are DDA compliant.
- The local authority policy on the administration of medicines has been followed.
- Adequate first aid provision will be available.
- The mode of travel is appropriate.
- Travel times out and back are known including pick-up and drop-off points.
- There is adequate and relevant insurance cover.
- The address and phone number of the excursion's venue and a contact name available.
- A Homebase Contact has been nominated (this may be the Head of Establishment) and the Group Leader has details.
- The Group Leader, group supervisors and nominated Homebase Contact have a copy of the agreed emergency procedures and know how to activate them.
- The Group Leader, group supervisors and nominated Homebase Contact have the names of all the leaders and participants travelling in the group, and the contact details of parents' and leaders' next of kin.
- There is a contingency plan for any delays including a late return home.

Group Leader Checklist

- Complete an Outline Proposal for Excursion form and obtain the agreement of the Head of Establishment taking into account the needs of participants with additional support needs.
- Decide which category your excursion falls into. Excursions are grouped into five categories.
- Ensure the agency is on the approved list if an external agency is being used.
- Ensure an Annual Parental Consent Form has been completed if the excursion falls into Category 1.
- Send a letter to parents for their expression of interest if the excursion falls into Category 2, 3, 4 or 5.
- Arrange the completion of a Specific Parental Consent Form if the excursion falls into Category 2, 3, 4 or 5. As arrangements for the excursion progress keep young people and parents informed and nearer the time more specific arrangements of timings and drop-off arrangements should be supplied.
- Agree a Depute if necessary and ensure they are clear of their roles and responsibilities and are competent and experienced to carry out the excursion.
- Complete risk assessments.
- Ensure risk assessments have been signed off by the Head of Establishment.
- Agree ratios taking into account: *category of excursion*
gender mix
risk assessment
nature of the needs of the young people
- Ensure sufficient additional adult helpers and where necessary arrange completion of Disclosure Checks and Volunteer Registration. Ensure they are clear of their roles and responsibilities and are competent and experienced to carry out the excursion.
- Ensure adult helpers are trained in child protection issues.
- Identify: *appropriate Insurance*
adequate first aid arrangements
appropriate transport arrangements
emergency procedures
- Complete the Approval Form in relation to the appropriate category and obtain the approval of the Head of Establishment
- Register the excursion centrally in Pullar House at least six weeks before the excursion takes place if appropriate - Category 3, 4 and 5. Obtain approval from Pullar House before the excursion takes place. Trips abroad require to be registered as early as possible as will be referred to OCAG for scrutiny and approval.
- Ensure parents, adult helpers and pupils are briefed and have received the necessary information.
- Ensure the travel company is ABTA/ABTOL registered if travelling abroad.

- Identify a Homebase Contact and ensure all involved in supervising have details of the Homebase Contact.
- Ensure that all involved in supervising and the Homebase Contact have a copy of the emergency procedures and know how to activate them.
- Ensure all involved in supervising and the Homebase Contact have details of participants additional support or medical needs.
- Carry out an evaluation to identify further improvements.
- File paperwork appropriately.
- Issue a Financial Statement if appropriate.



Annual Parental Consent Form for an Excursion

Child/Young Person's Name _____

Date of Birth _____

Address (Home) _____

Tel _____

Parent/Carer's Name _____ Tel _____

Address _____

Emergency Contact _____ Tel _____

Relationship _____

Address _____

Medical Details

Family Doctor _____ Tel _____

My/our son/daughter has a medical condition/or disability Yes No

If Yes, please indicate treatment required _____

Is your child under prescribed medication? Yes No

If Yes, please give details (*eg asthma - requires inhaler*) _____

Does your child have an *allergic reaction* to any foods/animals etc? Yes No

If Yes, please give details (*eg orange juice, horses, flowers, bee stings*) _____

I/We consent to any emergency medical or dental treatment including the administration of anaesthetic during the programme.

Signed _____ (*Parent/Guardian*)

Address _____ Tel _____

Data Protection Act

The information provided by you and by relevant third parties will be used for emergency contact. In terms of the Data Protection Act 1998, you are entitled to know what purposes data protection Perth & Kinross Council hold about you for a fee. Applications should be made to the Executive Director (Education & Children's Services), Education & Children's Services, Perth & Kinross Council, Pullar House, PERTH PH1 5GD.

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting the Communications Manager on 01738 476873

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لمخلص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب:
الاسم: Communications Manager
رقم هاتف للاتصال المباشر: 01738 476873

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے

تو اس کا بندوبست سروس ڈیولپمنٹ Communications Manager سے فون نمبر 01738 476873 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡 Communications Manager 01738 476873 來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z Communications Manager 01738 476873

P ejete-li si Vy, alebo n kdo, koho znáte, kopii této listiny v jiném jazyce alebo jiném formátu (v n kterých p ípadech bude p eložen pouze stru ný obsah listiny) Kontaktujte prosím Communications Manager 01738 476873 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись Communications Manager 01738 476873

Ma tha thu fhèin neo duine a dh'aithnicheas tu ag iarraidh leth-bhreacden phàipear seo ann an cànan eile neo ann an cruth eile, (aig amannan cha bhith ach geàrr-chunntas a-mhàin ri fhaighinn air eadar-theangachadh) faodar seo fhaighinn le bhith a' cur fios gu: Communications Manager 01738 476873



Council Text Phone Number 01738 442573

All Council Services can offer a telephone translation facility



Specific Parental Consent Form for an Excursion

Include information for parents with this form

Establishment/Group _____

I would like _____ (*participant's name and date of birth*) to take part in the excursion and having read the information provided agree to him/her taking part in the activities described.

I acknowledge the need for _____ (*participant's name*) to behave responsibly.

1. Excursion to _____

From (*Date & Time*) _____ **To** (*Date & Time*) _____

2. Medical Information About Your Child

(a) Any conditions requiring medical treatment? Yes No

(b) Is your child under prescribed medication? Yes No

If Yes, please give details including whether medication is self-administered or needs adult supervision:

(c) Please outline any special dietary requirements of your child:

(d) To the best of your knowledge, has your child been in contact with any contagious or infectious diseases or suffered from any illness in the last four weeks?

Yes No

If Yes, please give details _____

(e) Is your child allergic to any medication, food or animals? Yes No

If Yes, please give details _____

(f) When did your child last have a tetanus injection?

Parents are asked to inform the Group Leader of the excursion as soon as possible of any changes in the medical or other circumstances and before the commencement of the journey.

3. Swimming Ability

Is your child able to swim 50 metres? Yes No

Is your child confident in the water? Yes No

Is your child confident in the sea or in open inland water? Yes No

Is your child safety conscious of water? Yes No

Declaration

I agree to my child receiving medication as advised under 'medical information' and any medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I confirm that my child is in good health and I consider him/her fit to participate.

Parent's Signature _____ Date _____

Full Name (*Capitals*) _____

Parent's Contact Telephone Numbers

Work _____ Home _____ Mobile _____

Home Address _____

_____ Postcode _____

Alternative Emergency Contact

Relationship to Child _____

Name _____ Tel _____

Home Address _____

_____ Postcode _____

Name of Family Doctor _____ Tel _____

Address _____

_____ Postcode _____

This form or a copy must be taken by the person in charge on the excursion.

A copy should be retained by the establishment.

Data Protection Act

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الاسم: Communications Manager
رقم هاتف للاتصال المباشر: 01738 476873

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Council Text Phone Number 01738 442573

All Council Services can offer a telephone translation facility

Sample Financial Statement

School Holiday Account

Income	£	Expenditure	£
Paid by pupils (27 x £273)	7,371.00	Schools Abroad	6,156.00
		27 deposits @£20	540.00
		1st Payment	2,500.00
Bank Interest	50.4	2nd Payment	2,500.00
	0	Final Payment	616.00
Sponsored Run	350.64	First Aid Supplies	27.42
		Parents Evening	21.75
		Foreign Currency (27 x £50)	1,350.00
		Bank Charges	21.87
		Surplus returned to parents	195.00
	<u>7,772.04</u>		<u>7,772.04</u>

Certified by _____ Position _____
(Block Capitals)

Signed _____ Date _____

Guidance for the Completion of the General Risk Assessment Form

(Management of Health and Safety at Work Regulations 1999)

- A risk assessment is nothing more than careful examination of what, in your work, could cause harm to people, 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.
- The Risk Assessment Form EX 7 must be completed by a trained risk assessor.
- The person approving the risk assessment must have the authority to action the further control measures identified.

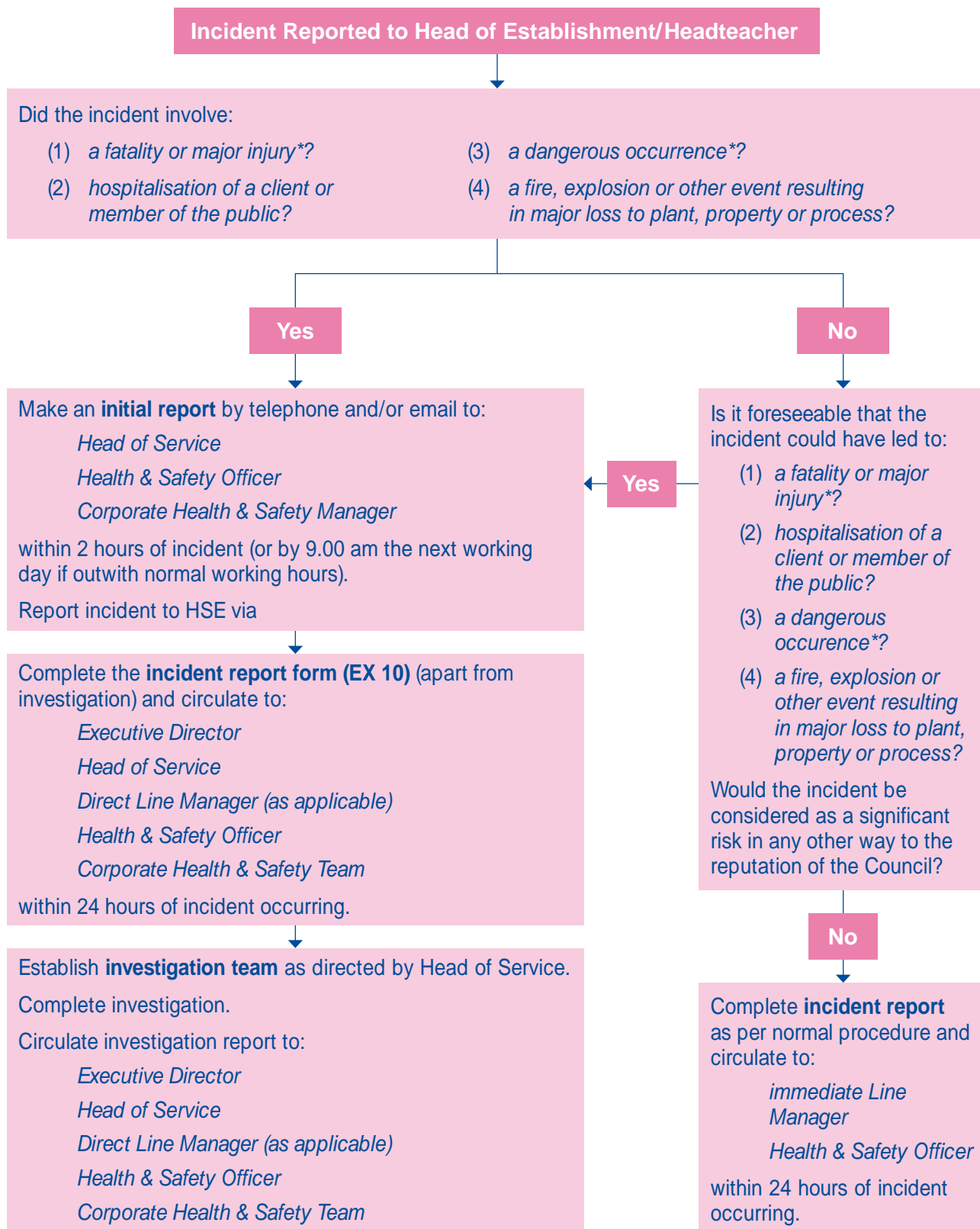
Columns 1-12	Brief Explanation
1. Reference Number	This is simply a reference number for ease of identification of the hazards.
2. Hazard and Harm	List the hazard and the associated harm, eg lifting box/injury to back; angry customer/physical injury, violence; walking, slip, trip/bruised leg.
3. Persons at Risk	Consider the number of persons at risk - Employee, Contractors, Visitors, Clients, Public, and anyone at special risk (young people, disabled, new/expectant mothers).
4. Maximum Probable Loss/Severity	This column is an informed judgement of how harmful the hazard could be. The scoring is subjective opinion and not an exact science. <i>Damage to clothing/equipment/environment, no injury</i> = 1 <i>Minor injury, cut bruise, possible first aid treatment</i> = 2 <i>Over 3 days off from work or visit to hospital</i> = 3 <i>Extremely harmful resulting in major injury/permanent disability</i> = 4 <i>Fatality</i> = 5
5. Likelihood/Probability	This column is an informed judgement of the frequency that harm will occur (based on knowledge, experience and skills in that subject/activity). The scoring is a subjective opinion and not an exact science. <i>Improbable/so unlikely that probability is close to zero</i> = 1 <i>Remote/unlikely, though conceivable</i> = 2 <i>Possible/could occur at sometime given time</i> = 3 <i>Probable/not surprised, will occur several times a year</i> = 4 <i>Frequent, likely to happen, only to be expected</i> = 5
6. Existing Controls	Record the precautions that have been taken to control the identified hazards, eg staff have received training, or staff given personal protective equipment. If these controls are not effective and reasonable the further controls measures must be considered to eliminate or reduce the risk.

7. Risk Score and Urgency of Action	<p>The figures recorded in columns 4 and 5 are multiplied together to give a representative degree of risk for each hazard on a numerical basis.</p> <p>The level of urgency to take action is gauged by using the following chart based upon the risk score. This will ensure that the control measures are implemented to where the greatest risks lie as part of an action programme.</p> <p>(20+ <i>Very High</i>) (16-20 <i>High</i>) (9-15 <i>Moderate</i>) (4-8 <i>Low</i>) (1-3 <i>Very Low</i>)</p>
8. Further Control Required	List the further control measures required to eliminate or reduce the risk to an acceptable level.
9. Residual Risk Score	The assessor must evaluate the severity and probability in light of the new control measures in Column 8. This score is a direct result of the further actions being implemented and the residual score will be less than the score in Column 7. If there are no further actions the score will remain the same.
10. Person to Action Control	Record who is responsible for making the arrangements for implementing the further actions/control measures required in Column 8.
11. Date Action Completed	Record the date the further actions/control measures are implemented upon.

Note: *if the risk score is > 20, or the residual risk value is >15, the risk assessor should contact a Health and Safety Officer - tel 01738 476361/476231*

Immediate Reporting of Significant Incidents/ Near Misses

This flowchart outlines the decisions and steps required for all managers when dealing with an incident that either did, or could have, resulted in significant loss to people, property, plant, process or reputation.



* As defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 - please see Definitions document.



Incident Report Form

Revision 1 August 2008

Service _____

For H&S Section Use Only

Division _____

Location/Team _____

Date/Time of Incident _____

Location of Incident _____
 (please include address)

1. Type of Incident

Injury Illness Damage to Equipment Near Miss Other

2. Injured Party Details

Employee (add job title) Client/Service User Volunteer Visitor
 _____ Pupil Contractor Member of public

Name _____ Date Absence Started _____ Date Absence Ended _____

Date of Birth _____ Time Absence Started _____ Length of Absence (days) _____

Home Address _____

3. Reporting Requirements

HSE Reportable

- Fatality
- Major injury (inc hospitalisation for >24 hours)
- >3 day absence from work
- Reportable disease
- Reportable Dangerous Occurrence
- Member of public taken to hospital

These are reportable to the HSE. Form F2508 should be completed and sent to:

*Belford House, Belford Road, EDINBURGH EH4 3UE
 Visit www.riddor.gov.uk to access this form*

Non HSE Reportable

- <3 day absence
- No absence/lost time (ie <2hours)
- Road traffic accident
- Stress-related illness or incident
- Reportable Dangerous Occurrence

4. Describe what happened

5. Details of Injury/Ill Health/Damage/Near Miss

(eg parts of body, side of body, stress, asthma, dermatitis, musculoskeletal or potential effects material/equipment damaged, fire)

6. Immediate Action Taken and Details

First Aid Hospital Other

Details _____

7. Type of Event

- | | | | | | |
|-------------------------------|--------------------------|--|--------------------------|------------------------------------|--------------------------|
| Contact with moving machinery | <input type="checkbox"/> | Repetitive movement | <input type="checkbox"/> | Slip, trip, fall on same level | <input type="checkbox"/> |
| Contact with moving vehicle | <input type="checkbox"/> | Hot objects/substance | <input type="checkbox"/> | Electricity/electrical shock | <input type="checkbox"/> |
| Moving/falling object | <input type="checkbox"/> | Manual lifting/handling/carrying | <input type="checkbox"/> | Explosion/fire/flammable material | <input type="checkbox"/> |
| Collision with people/object | <input type="checkbox"/> | Failure/collapse/overturning object, vehicle, lifting device | <input type="checkbox"/> | Noise/vibration/radiation exposure | <input type="checkbox"/> |
| Anxiety/stress | <input type="checkbox"/> | Fall from height: _____ m | <input type="checkbox"/> | Other (please state below) | <input type="checkbox"/> |
| Sharp object | <input type="checkbox"/> | Harmful substance/lack of oxygen | <input type="checkbox"/> | _____ | <input type="checkbox"/> |

- | | | | | | |
|---------------------------------|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Violence and aggression | <input type="checkbox"/> | Damage to Council property | <input type="checkbox"/> | Damage to private property | <input type="checkbox"/> |
| Physical assault | <input type="checkbox"/> | Verbal aggression | <input type="checkbox"/> | Brandishing of a weapon | <input type="checkbox"/> |
| Attacked by animal | <input type="checkbox"/> | Incidents of being stalked | <input type="checkbox"/> | Threatening behaviour | <input type="checkbox"/> |
| Threats of assault | <input type="checkbox"/> | Racial abuse | <input type="checkbox"/> | Spitting | <input type="checkbox"/> |
| Threats against family/property | <input type="checkbox"/> | | | Other type of incident | <input type="checkbox"/> |

Name & status of aggressor if known _____ Police action taken?
Yes No

8. Witnesses

Yes No (attach statements to this report)

Witness Name & Address _____

9. Manager/Supervisor Making This Report

Please send these initial details to your Service-based H&S Team within 24 hours of the incident

10. Investigation Level

High Medium Low

11. Investigator Details

(Please identify who carried out the investigation: their name and job title)

12. Person(s) Interviewed

(Position/relationships. Attach statements - Yes

13. Investigative Outcomes - Causes *(tick all that apply)*

Immediate Causes

- Operating equipment without authority
- Making safety devices inoperable
- Using defective equipment
- Failure to use PPE
- Reckless behaviour/intentional mistake
- Unintentional mistake
- Explain: _____

- Poor housekeeping
- Inadequate/inappropriate equipment
- Poorly maintained premises
- Safe working procedure not followed
- Inadequate guards/barriers

Underlying Causes

- Poor design of premises
- Poorly allocated responsibilities
- Inadequate training/instruction
- lack of consultation/co-operation
- Poor job design
- Poor motivation
- Poor supervision

Root Causes

- Poor communications
- Lack of information/direction
- Inadequate emergency arrangements
- Inadequate safe working procedures
- Work pressures
- Safe working procedures not followed
- Lack of risk assessment
- Inadequate risk assessment
- Inadequate supervision

14. Investigative Outcomes - Other Notes and Details

15. Recommendations to Prevent Reoccurrence

Action	Person Responsible	When by	Complete
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>

16. Signatures of Investigator and Manager

Signature of Investigator

Signature of Manager

Date _____

Date _____

17. Copies Sent to:

H&S Officer Staffing Contact Other _____

18. Documentation Checklist

Witness statements Risk Assessment Recommendation records
 Copies of photographs Safe system of work Investigation
 Training records Diagrams/ plans HSE F2508 form details Maintenance

A copy of this form must be sent to your Service based H&S Team within 10 days, and the original kept on file by the Service at the relevant location.

Information will be placed on the incident database for corporate reporting and analysis.

All Incident records must be archived for a minimum of 4 years from the date of incident.

For further advice please read the accompanying guidance note to this form, or contact either your Service H&S Officer or the Corporate H&S Team on 01738 475470/71/72/73/81 or handsenquiries@pkc.gov.uk

For H&S Officers/Corporate H&S Team use only

Reference Number	Date Received	Date Entered onto System
Further Action?		

Association of British Riding Schools

Queens Chambers
38-40 Queen Street
PENZANCE
Cornwall
TR18 4BH

Scottish Canoe Association

Caledonia House
South Gyle
EDINBURGH
EH12 9DQ

British Cycling

National Cycling Centre
Stuart Street
MANCHESTER
M11 4DQ

Mountain Leader Training Scotland

Glenmore Lodge
AVIEMORE
PH22 1QU

Scottish Rafting Association

Lowport Centre
Blackness Road
LINLITHGOW
EH49 7HJ



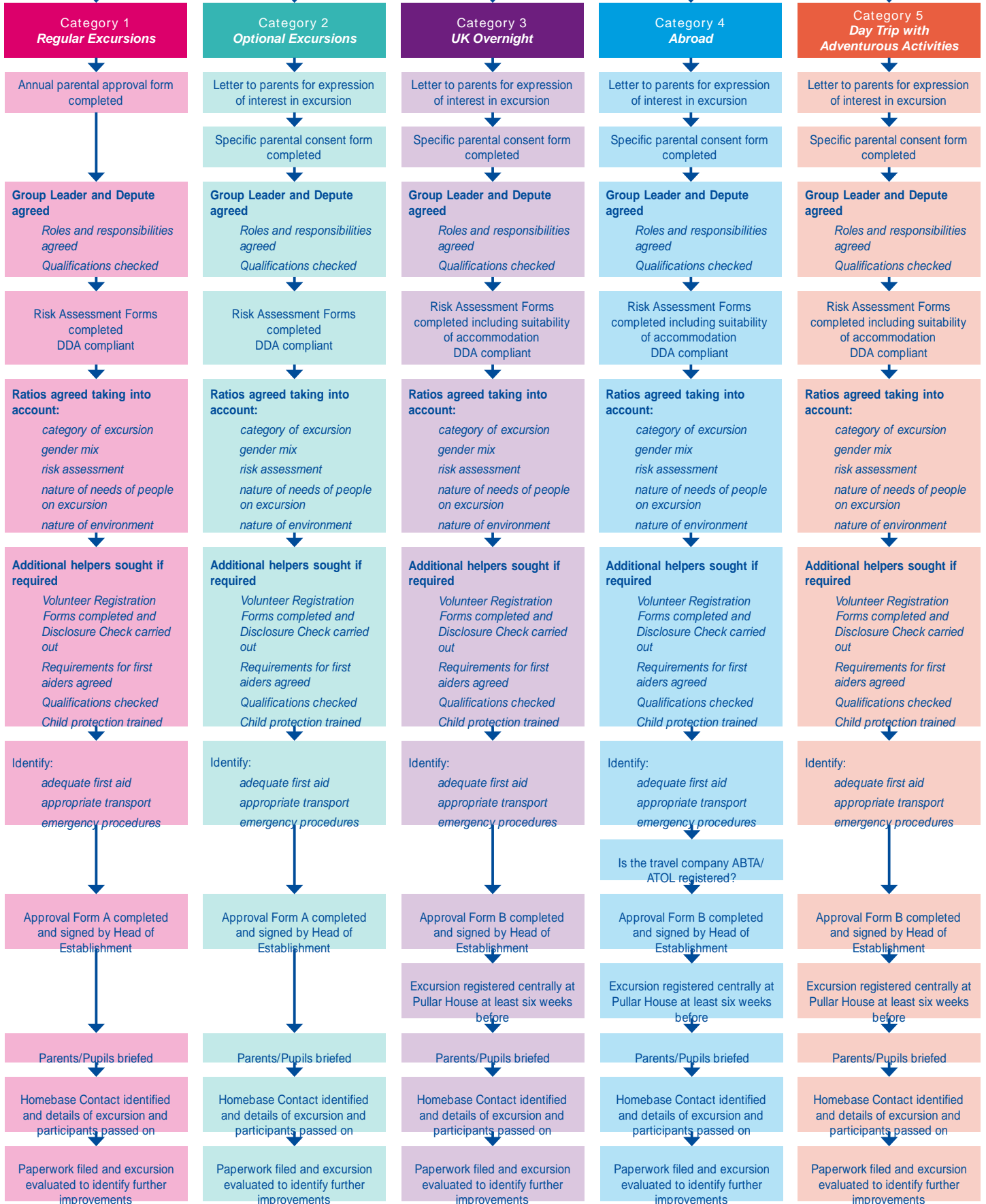
Education & Children's Services

Planning, Managing and Evaluating Your Excursion

Outline Proposal for Excursion completed by Group Leader and agreed by Head of Establishment in principle

Category of Excursion is agreed

If using an external agency, check the list of approved providers



If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting the Communications Manager on 01738 476873

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لمخصص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب:
الاسم: Communications Manager
رقم هاتف للاتصال المباشر: 01738 476873

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے تو اس کا بندوبست سروس ڈیولپمنٹ Communications Manager سے فون نمبر 01738 476873 پر رابطہ کر کے کیا جاسکتا ہے۔

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Designed by Chief Executive's Service (2009654 - Mar 10)