

## SAFETY ON STUDY TRIPS PROCEDURE

Strategic Aim	To continue to develop and ensure effective leadership, governance and management throughout the organisation
Responsibility	Head of Human Resources
Issue Date	05/04/2017

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# SAFETY ON STUDY TRIPS PROCEDURE

## 1 Purpose

Dumfries and Galloway College is committed to the continuous development of all students and recognises that taking part in educational excursions and residential trips may help to develop their investigative and team building skills, encourage greater independence and prepare students for the external workplace.

The Board, Management and staff are committed to giving due care and consideration within their sphere of operation to embodying the corporate aims of the College in their work practices and procedures.

The following procedures and guidance are designed to ensure that a proportionate, suitable and sufficient assessment of the potential hazards and associated risks is carried out so that everyone involved can have a safe and enjoyable experience.

## 2 Scope

All persons employed by the College and/or taking part in a study trip or excursion.

## 3 References

Health and Safety Policy  
Risk Assessment Policy  
Risk Assessment Procedure

The Scottish Government has issued the following document, Health and Safety on Educational Excursions: A Good Practice Guide:

<http://www.scotland.gov.uk/Resource/Doc/30859/0023651.pdf>

This provides practical information which can be used to assist with the risk assessment process and it is recommended that all staff involved in trips are familiar with its contents.

## 4 Definitions

An excursion is defined as any off-campus activity, carried out by students or staff for the purposes of teaching and/or research. This can range from visits to places within the local area (shops, cinemas, historical sites etc), taking part in adventure activities, overnight stays or travelling abroad. As these activities can be diverse they have been divided into 5 categories to assist with the assessment process.

Category 1: Excursions involving hazardous activities e.g. white water rafting, kayaking, rock climbing, abseiling, off-road cycling etc.

Category 2: Excursions to a foreign country.

Category 3: Overnight stays.

Category 4: Day long trips.

Category 5: Local short duration.

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## 5 Responsibilities

The College's Health and Safety Policy details the general responsibilities of employees and line management and in particular line management's responsibility to ensure that risk assessments are in place.

The **Head of Faculty** shall have overall responsibility to ensure that a trip leader is appointed. They shall assist that member of staff to make a suitable and sufficient assessment of the risks to the health and safety of the students and staff by providing practical guidance, assistance and training. However, if further assistance and advice is required please contact the Health and Safety Officer.

The **Head of Faculty** shall only approve excursions/residential when they are satisfied that all the documentation has been completed satisfactorily.

Excursions that involve hazardous activities (category 1) or travel to a foreign country must be approved by a member of the Executive Management Team and the Health and Safety Officer involved in the risk assessment process.

## 6 Procedure

The **Trip Leader** shall in the first instance, ensure that the activity is suited to the students' needs and abilities. The Trip Leader shall then ensure that staff and students are fully briefed and conversant in all appropriate aspects of the excursion.

As part of the planning and preparation the **Trip Leader** shall:

- 1 Ensure that supervision is adequate to group/composition/size.
- 2 Ensure that the risk assessment is prepared in conjunction with the College Health and Safety Officer, and that it is suitable and sufficient for the foreseeable risks and that it is communicated effectively to all concerned (Appendix 1).
- 3 Ensure that all documentation is in order and verified (dependant on excursion categories).
- 4 Ensure that written permission for the trip has been granted by the Head of Faculty and is recorded on appropriate documentation (Appendix 2). A member of Executive Management Team must approve category 1 or trips abroad.
- 5 Be the contact person in an emergency situation.
- 6 Remind students of the Dumfries and Galloway College Code of Conduct and any specific requirements for the trip.

On completion of their trip they shall review the excursion/residential and report relevant findings to the Head of Faculty.

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By signing the Learning Agreement **Students** agree to adhere to the Dumfries and Galloway College Code of Conduct. They shall obey the instructions of the College staff or other appointed persons. They shall bring to the attention of the Trip Leader any action or circumstance which may cause harm to people or damage to equipment.

## 7 Excursions Documentation

All College excursions/residential shall be covered in the category system. Each requires a different level of time, care, documentation, authorisation, arrangements and resource dependant on which category the activity falls. However, if you have standard activities which form a regular part of the curriculum throughout the academic session, the approval can be produced at the start of each academic session, at the discretion of the Head of Faculty, and only if there is a risk assessment available for the activities taking place. Nevertheless it is essential to ensure that any generic risk assessments for standard activities are reviewed at regular intervals.

Dumfries and Galloway College will arrange a **Travel Insurance Policy** (for Staff and Students) which includes Overseas Personal Liability. To ensure that the cover is suitable for the excursion being organised, and to obtain the policy details, the Finance Department should be contacted well in advance.

The following details the documentation required for each of the 5 categories. You may have to carry out additional individual risk assessments for students who have a physical or sensory disability or health issue.

### Category 1: Excursions Involving Hazardous Activities

It is essential that only **AALA licensed** (Adventure Activity Licensing Authority) companies are used for adventure activities. Please note that this must be agreed by a member of the Executive Management Team prior to any arrangements being made.

#### The following documentation is required:

- 1 Risk assessment (Appendix 1).

Elements to be considered as part of the risk assessment process:

Please refer to <http://www.scotland.gov.uk/Resource/Doc/30859/0023651.pdf> for more detailed information:

- a Nature of activity (supervised/unsupervised).
- b Transport considerations.
- c Suitability of equipment.
- d Qualifications and experience of College and external staff.
- e Staff and student gender mix.
- f Age, maturity and ability of students.
- g Size of group including staff/student ratio.

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- h First aid.
  - i Accommodation (if overnight stay).
  - j Fire precautions.
  - k Responsibilities during free time.
  - l Alternative plan.
  - m Communication and contact arrangements (College mobiles available through switchboard on request by Head of Faculty).
  - n Weather conditions.
  - o Cultural considerations.
- 2 Risk assessment of any outside provider.
  - 3 Any other relevant documentation with regard to outside provider i.e. AALA licensed
  - 4 Parental consent if student under 16 years of age (Appendix 4).
  - 5 Relevant medical information for group members (Appendix 3).
  - 6 Emergency contact details to be held by Trip Leader and Head of Faculty (Appendix 3).
  - 7 Written authorisation of Senior Manager (Appendix 2).

## **Category 2: Excursions to a Foreign Country**

### **The following documentation is required:**

- 1 Risk assessment (Appendix 1).

Elements to be considered as part of the risk assessment process:

Please refer to <http://www.scotland.gov.uk/Resource/Doc/30859/0023651.pdf> for more detailed information.

- a Nature of activity (supervised/unsupervised).
- b Transport considerations (passports and visas).
- c Suitability of equipment.
- d Qualifications and experience of College and external staff.
- e Staff and student gender mix.
- f Age, maturity and ability of students.
- g Size of group including staff/student ratio.
- h First aid.
- i Accommodation (if overnight stay).
- j Fire precautions.
- k Responsibilities during free time.
- l Alternative plan.
- m Communication and contact arrangements (College mobiles available through switchboard on request by Head of Faculty).
- n Weather conditions.

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- o Inoculations.
  - p Cultural considerations.
- 2 Risk assessment of any outside provider.
  - 3 Any other relevant documentation with regard to outside provider.
  - 4 Parental consent if student under 16 years of age (Appendix 4).
  - 5 Relevant medical information for group members (Appendix 3).
  - 6 Emergency contact details to be held by Trip Leader and Head of Faculty (Appendix 3).
  - 7 Written authorisation of Senior Manager (Appendix 2).

### Category 3: Overnight Stays

#### The following documentation is required:

- 1 Risk assessment (Appendix 1).

Elements to be considered as part of the risk assessment process:

Please refer to <http://www.scotland.gov.uk/Resource/Doc/30859/0023651.pdf> for more detailed information.

- a Nature of activity (supervised/unsupervised).
  - b Accommodation.
  - c Transport considerations.
  - d Qualifications and experience of College and external staff.
  - e Staff and student gender mix.
  - f Age, maturity and ability of students.
  - g Size of group including staff/student ratio.
  - h First aid.
  - i Fire precautions.
  - j Responsibilities during free time.
  - k Alternative plan.
  - l Communication and contact arrangements (College mobiles available through switchboard on request by Head of Faculty).
  - m Weather conditions.
  - n Cultural considerations.
- 2 Risk assessment of any outside provider.
  - 3 Any other relevant documentation with regard to outside provider.
  - 4 Parental consent if student under 16 years of age (Appendix 4).
  - 5 Relevant medical information for group members (Appendix 3).

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- 6 Emergency contact details to be held by Trip Leader and Head of Faculty (Appendix 3).
- 7 Written authorisation of Head of Faculty (Appendix 2).

#### **Category 4: Day Long Trips**

##### **The following documentation is required:**

- 1 Risk assessment (Appendix 1).

Elements to be considered as part of the risk assessment process:

Please refer to <http://www.scotland.gov.uk/Resource/Doc/30859/0023651.pdf> for more detailed information.

- a Nature of activity (supervised/unsupervised).
  - b Transport considerations.
  - c Suitability of equipment.
  - d Qualifications and experience of College and external staff.
  - e Age, maturity and ability of students.
  - f Size of group including staff/student ratio.
  - g First aid.
  - h Communication and contact arrangements (College mobiles available through switchboard on request by Head of Faculty).
  - i Responsibilities during free time.
  - j Weather conditions.
  - k Cultural considerations.
- 2 Parental consent if student under 16 years of age (Appendix 4).
  - 3 Relevant medical information for group members (Appendix 3).
  - 4 Emergency contact details to be held by Trip Leader and Head of Faculty (Appendix 3).
  - 5 Written authorisation of Head of Faculty (Appendix 2).

#### **Category 5: Local Short Duration Trips**

##### **The following documentation is required:**

- 1 Risk assessment (Appendix 1).

Elements to be considered as part of the risk assessment process:

Please refer to <http://www.scotland.gov.uk/Resource/Doc/30859/0023651.pdf> for more detailed information.

- a Nature of activity (supervised/unsupervised).

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- b Transport considerations.
  - c Age, maturity and ability of students.
  - d Size of group including staff/student ratio.
  - e First aid.
  - f Communication and contact arrangements (College mobiles available through switchboard on request by Head of Faculty).
  - g Responsibilities during free time.
  - h Weather conditions.
  - i Cultural considerations.
- 2 Parental consent if student under 16 years of age (Appendix 4).
  - 3 Relevant medical information for group members (Appendix 3).
  - 4 Emergency contact details to be held by Trip Leader and Head of Faculty (Appendix 3).
  - 5 Written authorisation of Head of Faculty (Appendix 2).

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**Appendix 1: Risk Assessment Form (See College procedure)**

<b>RISK ASSESSMENT ON WORK ACTIVITY / EQUIPMENT USED</b>		
<b>Regulation Cross Reference (s):</b>		
<b>Part 1 – Hazard Identified: Risk Assessed. State – Hi/Med/Low/Ins</b>	<b>Part 2 – Precautions / Existing Controls in Place</b>	<b>Part 3 – Recommended Improvements by date.</b>

Date of Assessment:

Review Date:

Assessor (Name and Position):

Approved by:

Area/Department:

Location:

Reference Number:

Task:

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**Appendix 2: Dumfries and Galloway College Excursion Approval Form**  
 (To be held by Head of Faculty and Trip Leader)

Course Name:		Proposed Excursion to:	
Purpose of Visit and Objectives:			
Date of Departure:		Time:	
Date of Return:		Time:	
Existing Knowledge of Place to be Visited or Exploratory Visit Intended (Disabled Access?):			
Category of Risk for Excursion (1 -5 ): Refer to Excursion Procedure.			
For Category 1 Detail the Hazardous Activity and Associated Licensed Organisation:			
Mode of Travel:		Special Requirements (Food/Drink, Equipment, Medical):	
Number of Students:	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Number of Students Under 16:
Number of Staff:	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	
Name of Trip Leader:			
Mobile Telephone Number :			
Documentation Attached: Risk Assessments/Emergency Contacts/Consent Forms			
Signed:		Designation:	
Name:		Date:	
<b>To be completed by Head of Faculty:</b>			
I am satisfied that all arrangements comply with college requirements for Health and Safety and give consent for this excursion.			
Signed:		Designation:	
Name:		Date:	



**Appendix 3: Emergency Contact/Medication List** (To be held by Head of Faculty and Trip Leader.)

Course: \_\_\_\_\_

Trip Leader: \_\_\_\_\_

Destination: \_\_\_\_\_

Dates: \_\_\_\_\_

Student/ Staff Name	Date of Birth	Contact Name/ Relationship	Daytime Number	Evening Number	Medication	Self Admin	Additional Information

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**Appendix 4: Parental/Carer Consent Form (External Visit)**

Name: \_\_\_\_\_ has been asked to take part in the following College activity.

Destination: \_\_\_\_\_

Reason for Visit: \_\_\_\_\_

Visit Date: \_\_\_\_\_

Visit Start Time: \_\_\_\_\_

Visit Return Time: \_\_\_\_\_

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**The activity may require your child to: (please ✓ appropriate box (s))**

Participate with a mixed age group of children.

Participate with mixed groups of adults and children.

Participate with mixed groups of students and children.

Be photographed or filmed.

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If you agree to your child taking part in this visit, please complete the bottom of this form and sign and return it to me at the address given below:

**Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

Dumfries and Galloway College (D&GC),  
3<

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I agree to my child/ward \_\_\_\_\_

Date of Birth: \_\_\_\_\_

taking part in the visit to \_\_\_\_\_

on: \_\_\_\_\_

Please state if your child/ward has a disability or condition that might be affected by this activity.

\_\_\_\_\_ Please indicate if he/she has any cultural needs (dress, dietary, toilet arrangements etc.)

\_\_\_\_\_ Please indicate any medical treatment and how this needs to be administered.

In emergency you should contact: Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone (Day): \_\_\_\_\_

Mobile: \_\_\_\_\_

**Parent/Carer Signature:** \_\_\_\_\_

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Name: \_\_\_\_\_

Date: \_\_\_\_\_

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