

The Outdoor Education Policy of Wakefield LEA

This policy summarises the procedures which should be followed by Wakefield LEA employees in the management of outdoor education, visits and off-site activities.

This policy applies to all staff and volunteers working in all Wakefield LEA establishments including:

- Primary and Secondary schools
- Pupil Referral Units
- Special Schools
- Nursery and Pre-5 Schools
- All centrally employed teachers and support staff.
- Young People's Service

The policy applies to all aspects of outdoor education, visits and off-site activities. It includes all those activities that are overtly hazardous and those where the risk is small. It includes all elements of those experiences including the journey and any residential element both at home and abroad.

Outdoor education should be available and accessible to all who wish to participate irrespective of gender, religion, ethnic origin, social background, medical need or physical ability.

The policy encompasses all aspects of the 1974 Health and Safety at Work Act and The Management of Health and Safety at Work Regulations 1999 which requires all employees, including volunteers, to:

- Take reasonable care of their own and other's safety.
- Co-operate with Wakefield LEA over safety matters.
- Carry out activities in accordance with training and instruction.
- Inform the Head teacher, manager, Educational Visits Co-ordinator or group leader of any serious risks.

It is incumbent upon teachers, staff and volunteers to show a high degree of 'duty of care' when in the company of children.

When organising or accompanying a visit staff should consider the age of the person or persons, the location of the activity and consider the known patterns of behaviour of particular children.

Off-site activities carry elements of danger and risk. Adopting the principles of safe practice outlined in this document will not necessarily prevent accidents or incidents, but will help to ensure their likelihood is reduced to acceptable levels.

Planning and Managing Offsite Activities. (Section 1 Code of Practice)

Wakefield LEA has appointed an Outdoor Education Officer whose role is to:

- Assess proposals for visits in categories 3,4 and 5 (Section 1 Code of Practice
- Monitoring visits, ensuring their compliance with Wakefield LEA's policy and Code of Practice in schools, (Section 1 p
- Giving advice and guidance where needed,
- Maintaining the database of schools and their visits for other schools to use.
- Maintain procedures to monitor and review safety in off-site activities.

All Wakefield schools should have a named Educational Visits Co-ordinator (EVC).

If a school has not provided a name then it will be assumed the head teacher is the EVC.

The Governing Body of a school should agree a policy for the management of off-site activities. This will involve adopting Wakefield LEA's policy, but should include additional reference to school based procedures. The Governors will need to decide on the procedures for agreeing school visits.

Wakefield LEA requires the governors to approve Categories 3 (residential UK), 4 (residential abroad) and 5 (adventurous activities or those activities close to wild water).

The Head teacher should ensure the competence of the appointed EVC and that the activities planned comply with Wakefield LEA's policy and Code of Practice.

The Educational Visits Co-ordinator should ensure that:

- The Code of Practice as set out in Section 1 have been followed by the group leader.
- Ensure risks have been assessed, significant risks recorded and appropriate safety measures are in place.
- Ensure the correct authorisation is sought for each visit.

- Ensure those visits that should be notified to the Outdoor Education Officer are notified within the correct time scale.
- Ensure the group leader is competent to lead the group on the activity planned.

The group leader has overall responsibility for the supervision and conduct of the visit.

The group leader will:

- Obtain permission from the head/EVC/governors for the visit.
- Follow the Code of Practice of Wakefield LEA and the Governing Body.
- Ensure parental consent obtained.
- Ensure parents are clear as to the activities the children will be involved in.
- Ensure all risk assessments are completed, signed and dated.

Accompanying staff and volunteers are responsible to the group leader for the health and safety of the whole group.

The pupils should be made aware of their responsibilities to themselves and to the group as a whole.

The parents also have responsibilities to the group leader to inform them of any illnesses or medical conditions and to provide an emergency number.

Risk Assessments (Sections 4,5 and 6)

The EVC must ensure the group leader carries out the appropriate risk assessments.

The group leader should:

- Assess the risks involved using generic risk assessments (provided by the Outdoor Education Officer, the venue or in-house) and amend as appropriate any previously recorded risk assessment.
- Add any further information relating to the site or particular group of children or a particular child or circumstance.
- Sign and date the risk assessment.

For activities and venues used on a regular basis the risk assessment could be carried out annually.

The risk assessment should be recorded, reviewed and amended as necessary.

It is Wakefield LEA's policy that risk assessments are copied, read, signed and dated each and every time the activity takes place. (Further guidance can be found in Sections 4,5 and 6).

The risk assessments should be kept in a folder as a point of reference for use in the future.

Approval Procedures (Section 1 p17)

All group leaders taking pupils on off-site visits as part of their work with Wakefield LEA should follow the approval procedure below.

The key points are:

- For any off-site activity the approval of the Educational Visits Co-ordinator is required.
- The Head teacher's and the Governing Body's approval should be sought according to agreed procedures within the school.
- For activities in Categories 3,4 or 5 (includes Categories 1 and 2 where natural water is involved) the endorsement of the Outdoor Education Officer is required. A copy of the Planning Checklist for Off-site Activities (form EV/M1) should be sent to the Outdoor Education Officer along with the relevant risk assessments duly signed and dated.
- The Outdoor Education officer must be notified at least 8 weeks prior to the trip commencing
- If the above procedures are not adhered to any insurance relating to the visit may be compromised.

Monitoring Procedures (Section 1 pp19-23)

It is the policy of Wakefield LEA to robustly monitor off-site visits. To achieve this the Outdoor Education Officer will, from time to time, either accompany a visit that has been planned, or will meet with a visit in progress.

These will be done with the full knowledge of the head teacher in advance.

Wakefield LEA do, however, reserve the right to attend a visit unannounced, in accordance with the Wakefield's responsibility to robustly monitor health and safety provision within schools.

Monitoring will be undertaken for at least 10% of all visits undertaken per year.

Updates and Supplements

The visit categories were changed 11/2010 to fall in line with other LA's and to prepare for transition to a web based system.

A web based system 'EVOLVE' was introduced in April 2012. This system removed the requirement for the use of the EV_VN1 form as this would require duplication. The two systems were run in parallel until April 2013 when the EV_VN1 was withdrawn.

Updated categories

Overseas:

Residential:

Adventurous: lead by an external provider

(including hazardous location e.g. around / near natural water)

Adventurous: lead by school/establishment staff

(including hazardous location e.g. around / near natural water)

None of the above: (The LA do not need to be notified about this visit)

Form

	Updated
EV_CL1	11/2010
EV_CL1	06/2012
EV_VN1	11/2010
EV_VN1	08/2011
EV_VN2	11/2010
EV_VN2	06/2014

Guidance documents

	Updated
Supervision on Educational Visits	08/2010
Supervision on Educational Visits	02/2013
Role of the Educational Visits Co-ordinator (EVC)	08/2010
EV_GD3_Guidance on the Use of Generic Risk Assessments	08/2010

02/2013 the main guidance for Educational Visits became the Outdoor Education Advisers' Panel (OEAP) 'National Guidance' Supplemented by the documents above although it is recognised that much of the content of the previous guidance remains valid.

Generic Risk Assessments

The generic risk assessments have been updated at various times with a major update in 05/2010.

FOR COMPLETION BY THE VISIT LEADER / EVC

This checklist is to help the Group Leader, EVC and Headteacher / Service Manager to ensure:

- The health, safety and welfare of young people and staff
- The maximum educational benefit to pupils
- Effective management, planning, organisation and leadership.

The checklist may be an aide memoire and note pad to be used by the Group Leader and could also provide a formal record for the Head, EVC, Governors or the LA. It may therefore be used by the Head to decide whether final approval for a visit is given or for monitoring purposes.

Name of School / Establishment:

Visit Leader:

Visit date(s):
dd/mm/yy

1. GROUP LEADER

Yes N/A

Is there a clearly identified group leader, sufficiently experienced and competent to assess the risks and manage the proposed visit or activity?

☐

2. DEPUTY LEADER

Is there a clearly identified deputy leader, sufficiently experienced and competent to assist the group leader and take charge in the event of group leader becoming unable to continue (for what ever reason)

☐
☐

3. PURPOSE

Is there a clearly identified purpose for the whole programme and any of its constituent parts, appropriate to the age and ability of the group?

☐

4. RISK ASSESSMENT

Has the group leader assessed the risks involved in all aspects of the visit or activity (including any 'free time') and recorded the **significant** findings.

Where LA generic risk assessments are used it is essential that they are suitably adapted for the specific visit.

☐

5. LOCATION

Is the proposed location of the visit suitable for the activity to be undertaken and manageable for the group?

☐

6. ADVICE

Has the group leader sought advice from someone with expertise or technical competence where there is uncertainty about safe practice? This may be the establishment's EVC, another member of your establishment's staff or the LA's Outdoor Education Advisor.

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Wakefield council - VISIT PLANNING CHECKLIST

Yes N/A

7. APPROVAL

If the proposed visit is overseas, residential, or adventurous including hazardous location e.g. around / near natural water, then the LA should be notified by sending the EV_VN1 form along with any attachments to the Health & Safety Team, 76 Leeds Road, Wakefield. WF1 2QF or e-mailed from the Headteachers / Service Managers e-mail address (in place of signatures) to: health&safety8@wakefield.gov.uk

☐ ☐
8. VENUE / EXTERNAL PROVIDER

Does the visit involve hazardous activities booked through commercial, charitable or private provider?

☐ ☐

If so, has the provider been sent and returned the EV_VN2 Provider Assurance Form?

☐

If there are un answered questions on the returned EV_VN2, have these been followed up and satisfactorily resolved?

☐
9. STAFF

Are members of staff, instructors or adult volunteers leading hazardous activities suitably qualified and experienced, i.e. competent to do so?

☐ ☐

Have members of staff or adult volunteers been vetted, regarding child protection, where necessary?

☐

Does staffing include male and female supervision, where necessary?

☐
10. STAFF/PUPIL RATIO

Will the group have an acceptable staff/pupil ratio necessary for the activities proposed? Do plans and staffing ratios reflect the needs of people with disabilities?

☐
11. PRELIMINARY VISIT

Has the group leader made a preliminary visit to the site or centre to be visited, to check arrangements?(E.g. travel time, access and permission, facilities and equipment, leisure or recreational facilities for residential stays, staff support, guides or programmes of work, potential arrangements, and references from previous users). If not, has action been taken to ensure the group leader is aware of potential hazards and opportunities?

☐
12. PARENTAL CONSENT

Has informed parental consent been obtained for the visit as a whole and for any hazardous activities, which are planned?

☐
13. DIETARY, MEDICAL AND ANY OTHER CARE NEEDS

Are sufficient measures in place to make appropriate staff (e.g. Catering staff, instructors, other staff accompanying the visit) aware of dietary and medical needs of young people and staff?

☐

Have suitable and sufficient first aid arrangements been made?

14. THE PROGRAMME

Do young people and staff have the appropriate clothing and equipment necessary for the activities proposed and allowing for a range of weather conditions?

☐

If not, will another provider be offering additional appropriate equipment?

☐

Are the young people prepared for and physically capable of taking part in the proposed activity?

☐

Is the programme suitable for all of the participants?

☐

Is there an alternative programme in the event of poor weather, for example?

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Yes N/A

15. FINANCE AND INSURANCE

Have adequate arrangements been made to finance the visit and manage the finances?

Are you aware of VAT regulations, e.g. regarding criteria for VAT recovery?

Is there adequate and relevant insurance cover?

☐

16. TRANSPORT

Is appropriate and legal transport available?

Are there suitable and sufficient qualified drivers for any planned minibus journey?

Will departure and return times be made known to staff, young people and parents?

Is there a contingency plan, in the event of a delay or early return?

☐☐

17. BRIEFING FOR YOUNG PEOPLE

Will the young people be properly briefed on the activities they will undertake during the visit?

The briefing may need to include:

- Appropriate clothing and equipment
- Rendezvous procedures
- Safety risks of jewellery
- Groupings for study or supervisory purposes
- A system of recall and action in emergencies
- Agreed codes of conduct and behaviour
- Significant hazards
- Relevance to prior and future learning

☐

18. BRIEFING FOR STAFF

Will the party leader also brief adults and voluntary helpers?

The briefing may need to include:

- Anticipation of hazards and the nature of the programme
- Defining roles and responsibilities of staff
- Careful supervision, to cover the whole time away
- Standards of behaviour expected from young people
- Regular counting of participants
- How much help to give to young people in their tasks
- A list of names of people in sub groups
- Emergency procedures

☐

19. EMERGENCY CONTACT

Has a named point of contact been identified at home or at "base" in the event of an emergency, who has a contact list of the group members, including staff, and a programme of the group's activities?

Are sufficient staff aware of procedures and relevant phone numbers in the event of an emergency?

☐☐

Signature:

Print:

Date:
dd/mm/yy

This check list should be files with the rest of the documents related to this visit and should be made available for inspection if required for monitoring.

15. FINANCE AND INSURANCE

Have adequate arrangements been made to finance the visit and manage the finances?

Are you aware of VAT regulations, e.g. regarding criteria for VAT recovery?

Is there adequate and relevant insurance cover?

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Is appropriate and legal transport available?

Are there suitable and sufficient qualified drivers for any planned minibus journey?

Will departure and return times be made known to staff, young people and parents?

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Date:

dd/mm/yy

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FOR COMPLETION BY THE VISIT LEADER / EVC

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- The health, safety and welfare of young people and staff
- The maximum educational benefit to pupils
- Effective management, planning, organisation and leadership.

The checklist may be an aide memoire and note pad to be used by the Group Leader and could also provide a formal record for the Head, EVC, Governors or the LA. It may therefore be used by the Headteacher / Service Manager to decide whether final approval for a visit is given or for monitoring purposes.

Name of School / Establishment:

Visit Leader:

Visit date(s):
dd/mm/yy

1. GROUP LEADER

Yes N/A

Is there a clearly identified group leader, sufficiently experienced and competent to assess the risks and manage the proposed visit or activity?

☐

2. DEPUTY LEADER

Is there a clearly identified deputy leader, sufficiently experienced and competent to assist the group leader and take charge in the event of group leader becoming unable to continue (for what ever reason)

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☐

3. PURPOSE

Is there a clearly identified purpose for the whole programme and any of its constituent parts, appropriate to the age and ability of the group?

☐

4. RISK ASSESSMENT

Has the group leader assessed the risks involved in all aspects of the visit or activity (including any 'free time') and recorded the **significant** findings.

Where LA generic risk assessments are used it is essential that they are suitably adapted for the specific visit.

☐

5. LOCATION

Is the proposed location of the visit suitable for the activity to be undertaken and manageable for the group?

☐

6. ADVICE

Has the group leader sought advice from someone with expertise or technical competence where there is uncertainty about safe practice? This may be the establishment's EVC, another member of your establishment's staff or the LA's Outdoor Education Advisor.

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Wakefield council - VISIT PLANNING CHECKLIST

Yes N/A

7. APPROVAL

All visits should be authorised by the Headteacher / Service Manager via EVOLVE. If the proposed visit is overseas, residential, or adventurous including hazardous location e.g. around / near natural water, then EVOLVE will automatically submit the visit to the LA for approval.

☐ ☐
8. VENUE / EXTERNAL PROVIDER

Does the visit involve hazardous activities booked through commercial, charitable or private provider?

☐ ☐

If so, has the provider been sent and returned the EV_VN2 Provider Assurance Form?

☐

If there are un answered questions on the returned EV_VN2, have these been followed up and satisfactorily resolved?

☐
9. STAFF

Are members of staff, instructors or adult volunteers leading hazardous activities suitably qualified and experienced, i.e. competent to do so?

☐ ☐

Have members of staff or adult volunteers been vetted, regarding child protection, where necessary?

☐

Does staffing include male and female supervision, where necessary?

☐
10. STAFF/PUPIL RATIO

Will the group have an acceptable staff/pupil ratio necessary for the activities proposed? Do plans and staffing ratios reflect the needs of people with disabilities?

☐
11. PRELIMINARY VISIT

Has the group leader made a preliminary visit to the site or centre to be visited, to check arrangements?(E.g. travel time, access and permission, facilities and equipment, leisure or recreational facilities for residential stays, staff support, guides or programmes of work, potential arrangements, and references from previous users). If not, has action been taken to ensure the group leader is aware of potential hazards and opportunities?

☐
12. PARENTAL CONSENT

Has informed parental consent been obtained for the visit as a whole and for any hazardous activities, which are planned?

☐
13. DIETARY, MEDICAL AND ANY OTHER CARE NEEDS

Are sufficient measures in place to make appropriate staff (e.g. Catering staff, instructors, other staff accompanying the visit) aware of dietary and medical needs of young people and staff?

☐

Have suitable and sufficient first aid arrangements been made?

14. THE PROGRAMME

Do young people and staff have the appropriate clothing and equipment necessary for the activities proposed and allowing for a range of weather conditions?

☐

If not, will another provider be offering additional appropriate equipment?

☐

Are the young people prepared for and physically capable of taking part in the proposed activity?

☐

Is the programme suitable for all of the participants?

☐

Is there an alternative programme in the event of poor weather, for example?

☐

Name of School / Establishment:

Ref No:

Visit Name:

Visit Leader:

School / Establishment emergency contact Name:

Tel Number:

Mob Number:

Visit Type- (This may be any combination of the first 4 or 'None of the above')

- Overseas: The LA should be notified about any of the first 4 visit types ☐
- Residential: ☐
- Adventurous : lead by an external provider (including hazardous location e.g. around / near natural water) ☐
- Adventurous: lead by school/establishment staff (including hazardous location e.g. around / near natural water) ☐
- None of the above: (The LA do not need to be notified about this visit) ☐

For anything other than 'None of the above' visits, this form along with any attachments should be sent to the Health & Safety Team, 76 Leeds Road, Wakefield. WF1 2QF or e-mailed from the Headteachers / Service Managers e mail address (in place of signatures) to: health&safety8@wakefield.gov.uk

Purpose of the visit - (The educational aims of the visit are?)

Schedule- (Additional dates for non residential visits that are a repeat of this visit can be added up to 6 months in advance. Add the dates to this form in the additional date(s) section.)

Visit departure date:

dd/mm/yy

Time of departure:

HH:mm

Visit return date:

dd/mm/yy

Time of return:

HH:mm

Additional date(s):

dd/mm/yy

Staff and Students-

Number of Establishment Staff (Inc Leader):

Male

Female

Total

0

0

0

Number of Volunteers:

0

0

0

Number of Young People / Students:

0

0

0

Destination / Venue-

Accommodation -(If different to the venue)

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Tel Number:

Tel Number:

Wakefield council - Educational Visit Notification

Travel Arrangements- (This may be any combination of the options below)

Walk (To / From Venue): ☐ Private Car: ☐ Aeroplane: ☐
 Establishment Mini Bus: ☐ Coach: ☐ Ferry: ☐
 Hire Minibus / Car: ☐ Train: ☐

Other:

Visit Activities: (Please provide an outline of the planned activities. If this is covered in an attached itinerary or other document, please state 'see attached documents'.)

Adventurous Activities- (If the visit includes adventurous activities including hazardous location e.g. round natural water, please identify the provider below)

Lead by an external provider: (Please have the external provider complete the Provider Assurance Form) **Lead by school / establishment Staff:**

Name of Provider:

Name:

Address:

Activity Qualification(s):

Postcode:

Tel Number:

Adventure licensing – (Some activities require the provider to hold an AALA licence.)

Licence number:

Attachments- (Please provide copies of the following documents)

Risk Assessments (The group leaders, not the providers) Yes ☐

Programme / Itinerary Yes ☐

Provider Assurance Form (EV_VN2 11/2010) Yes ☐ N/A ☐

Visit leader request for approval- As visit leader I have completed the Visit Planning checklist and confirm the visit information provided is both accurate and fully complete Yes ☐

Signature:

Print:

Date:
dd/mm/yy

Educational visits coordinator- I have reviewed the proposed visit and recommend the visit for approval

Signature:

Print:

Date:
dd/mm/yy

Headteacher / Service Manager- I am satisfied that this visit complies with the LA guidance and authorise the visit to proceed

Signature:

Print:

Date:
dd/mm/yy

Name of School / Establishment:

Ref No:

Visit Name:

Visit Leader:

School / Establishment emergency contact Name:

Tel Number:

Mob Number:

Visit Type- (This may be any combination of the first 4 or 'None of the above')

- Overseas: The LA should be notified about any of the first 4 visit types ☐
- Residential: ☐
- Adventurous : lead by an external provider (including hazardous location e.g. around / near natural water) ☐
- Adventurous: lead by school/establishment staff (including hazardous location e.g. around / near natural water) ☐
- None of the above: (The LA do not need to be notified about this visit) ☐

For anything other than 'None of the above' visits, this form along with any attachments should be sent to the Health & Safety Team, Room 56 – 57, County Hall, Bond Street, Wakefield, WF1 2QW or e-mailed from the Headteachers / Service Managers e mail address (in place of signatures) to: health&safety8@wakefield.gov.uk

Purpose of the visit - (The educational aims of the visit are?)

Schedule- (Additional dates for non residential visits that are a repeat of this visit can be added up to 6 months in advance. Add the dates to this form in the additional date(s) section.)

Visit departure date:

dd/mm/yy

Time of departure:

HH:mm

Visit return date:

dd/mm/yy

Time of return:

HH:mm

Additional date(s):

dd/mm/yy

Staff and Students-

Number of Establishment Staff (Inc Leader):

Male

Female

Total

0

0

0

Number of Volunteers:

0

0

0

Number of Young People / Students:

0

0

0

Destination / Venue-

Accommodation -(If different to the venue)

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Tel Number:

Tel Number:

Wakefield council - Educational Visit Notification

Travel Arrangements- (This may be any combination of the options below)

Walk (To / From Venue): ☐ Private Car: ☐ Aeroplane: ☐
 Establishment Mini Bus: ☐ Coach: ☐ Ferry: ☐
 Hire Minibus / Car: ☐ Train: ☐
 Other:

Visit Activities: (Please provide an outline of the planned activities. If this is covered in an attached itinerary or other document, please state 'see attached documents'.)

Adventurous Activities- (If the visit includes adventurous activities including hazardous location e.g. round natural water, please identify the provider below)

Lead by an external provider: (Please have the external provider complete the Provider Assurance Form)

Name of Provider:

Address:

Postcode:

Tel Number:

Adventure licensing – (Some activities require the provider to hold an AALA licence.)

Licence number:

Lead by school / establishment Staff:

Name:

Activity Qualification(s):

Attachments- (Please provide copies of the following documents)

Risk Assessments (The group leaders, not the providers) Yes ☐

Programme / Itinerary Yes ☐

Provider Assurance Form (EV_VN2 11/2010) Yes ☐ N/A ☐

Visit leader request for approval- As visit leader I have completed the Visit Planning checklist and confirm the visit information provided is both accurate and fully complete Yes ☐

Signature:

Print:

Date:
dd/mm/yy

Educational visits coordinator- I have reviewed the proposed visit and recommend the visit for approval

Signature:

Print:

Date:
dd/mm/yy

Headteacher / Service Manager- I am satisfied that this visit complies with the LA guidance and authorise the visit to proceed

Signature:

Print:

Date:
dd/mm/yy

FOR COMPLETION BY PROVIDERS AND TOUR OPERATORS OF EDUCATIONAL VISITS AND ACTIVITIES TO WAKEFIELD LA SCHOOLS OR ESTABLISHMENTS FOR YOUNG PEOPLE

Name of School / Establishment:

Visit Leader:

Visit date(s):
dd/mm/yy

Provider:

Nature of visit/activities:

The provider or tour operator providing services to the school or establishments for young people named above is asked to give careful consideration to the statements below and sign in the appropriate space that the standard of service provided will meet the conditions listed. Please tick all specifications you can meet.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable

SECTION A - ALL VISITS

Health, Safety and Emergency Policy

Yes N/A

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and written risk assessments which are available for inspection. ☐
2. Accident and emergency procedures are maintained and records are available for inspection. ☐
3. Swimming pools on site have constant poolside supervision by qualified lifeguards when in use and are maintained to the relevant standards. ☐ ☐

Vehicles

4. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used. ☐ ☐

Staffing

5. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability for work with young people. ☐
6. There are adequate and regular opportunities for liaison between school staff and the provider's staff and there is sufficient flexibility to make radical changes to the programme if necessary and the reasons for such changes will be made known to school staff. ☐

Insurance

7. The provider has public liability insurance for at least £5 million. ☐

Accommodation (if residential accommodation is provided)N/A ☐ Yes N/A

8. The accommodation is covered by a fire risk assessment as defined in the Regulatory Reform (Fire Safety) Order 2005. ☐ ☐
9. If abroad, the accommodation complies with the fire and health and safety regulations which apply in the country concerned. ☐ ☐
10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation. ☐
11. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is close to pupils' accommodation. ☐

SECTION B – ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTSN/A ☐**Adventure Activities Licensing Authority (AALA) License**

Yes N/A

12. Do you hold an AALA License? ☐ ☐

13. AALA License No:

For AALA licensable activities in the UK, the specifications in this section are checked as part of an AALA inspection. However, all providers are asked to consider these specifications with respect to any activities or aspects of their provision to the school not covered by the license.

Activity Management

Yes N/A

14. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties. ☐
15. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned. ☐
16. Staff competences are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competences confirmed by an appropriately experienced and qualified technical adviser. ☐
17. Where there is no National Governing Body for an activity, operating procedures and staff training and assessment requirements are explained in the provider's code of practice. ☐ ☐
18. Participants will have access to a person with a current first aid qualification. Staff are practiced and competent in accident and emergency procedures. ☐ ☐
19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants. ☐ ☐
20. All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary. ☐ ☐

SECTION C – TOUR OPERATORS

N/A ☐

Where a tour operator provides services for schools using other providers e.g. ski schools, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

Yes N/A

21. Sections A and B of the form, as appropriate, have been completed to show that checks have been made, records of which are available for inspection. ☐ ☐
22. The Tour Operator complies with package Travel Regulations, including bonding to safeguard customers' monies. ☐ ☐
23. ATOL, ABTA or other bonding body name and numbers: ☐ ☐

SECTION D – EXPEDITIONS

N/A ☐

24. The provider has completed sections A and B of this form and agrees to provide additional assurances which are specific to the expedition being proposed and which will be made clear to the provider by the LA'S Outdoor Education Adviser.

DECLARATION

If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation with national governing bodies:

Signature:

Print:

Date:
dd/mm/yy

Position in organisation:

Name of provider or tour operator:

Address:

Postcode:

Tel Number:

Email:

Thank you for completing this form. Please return it to the teacher / worker and school / establishments named overleaf. This form can be sent by e-mail if sent from the e mail address of the person named above (in place of signatures)

FOR COMPLETION BY PROVIDERS AND TOUR OPERATORS OF EDUCATIONAL VISITS AND ACTIVITIES TO WAKEFIELD LA SCHOOLS OR ESTABLISHMENTS FOR YOUNG PEOPLE

Name of School / Establishment:

Visit Leader:

Visit date(s):

dd/mm/yy

Provider:

Nature of visit/activities:

The provider or tour operator providing services to the school or establishments for young people named above is asked to give careful consideration to the statements below and sign in the appropriate space that the standard of service provided will meet the conditions listed. Please tick all specifications you can meet.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable

SECTION A - ALL VISITS

- | | | | |
|----------|---|--------------------------|--------------------------|
| 1 | Health, Safety and Emergency Policy | Yes | N/A |
| 1.1 | The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and written risk assessments which are available for inspection. | ☐ | |
| 1.2 | Accident and emergency procedures are maintained and records are available for inspection. | ☐ | |
| 1.3 | Swimming pools on site have constant poolside supervision by qualified lifeguards when in use and are maintained to the relevant standards. | ☐ | ☐ |
| 2 | Vehicles | Yes | N/A |
| 2.1 | Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and EU regulations on passenger seats and seat restraints? | ☐ | ☐ |
| 3 | Staffing | Yes | No |
| 3.1 | Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity in line with current legislation? | ☐ | ☐ |
| 3.2 | Are there regular opportunities for liaison between your staff and establishment staff? | ☐ | ☐ |
| 3.3 | Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff? | ☐ | ☐ |
| 4 | Insurance | Yes | No |
| 4.1 | Do you hold public liability insurance, which will be current during the proposed visit, and which covers all directly provided and sub-contracted activity? | ☐ | ☐ |
| 4.2 | If Yes, what is its indemnity limit? | £ | Million |

Wakefield council - Provider Assurance Form

5 Accommodation (if residential accommodation is provided)		Yes	No
5.1	The UK accommodation is covered by a suitable and sufficient fire risk assessment as defined in the Regulatory Reform (Fire Safety) Order 2005.	☐	☐
5.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections are available?	☐	☐
5.3	Are there appropriate security arrangements to prevent unauthorised persons entering the accommodation?	☐	☐
5.4	Are separate male and female sleeping accommodation and washing facilities provided?	☐	☐
5.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	☐	☐
6 Sub-contracting		Yes	No
6.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	☐	☐
6.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	☐	☐

SECTION B – ADVENTURE ACTIVITIES AND FIELD STUDIES	N/A	☐
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7 Adventure Activities Licensing Authority (AALA) License		Yes	No
to be completed if any activities are within the scope of the licensing regulations			
7.1	Do you hold an AALA License?	☐	☐
7.2	AALA License No:		
7.3	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	☐	☐

For AALA licensable activities in the UK, the specifications in this section are checked as part of an AALA inspection. However, all providers are asked to consider these specifications with respect to any activities or aspects of their provision to the school not covered by the license.

8 Activity Management		Yes	No
8.1	Do you operate a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties?	☐	☐
8.2	Do you maintain a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned?	☐	☐
8.3	Do you confirm staff competence by appropriate National Governing Body qualifications for the activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	☐	☐
8.4	Where there is no National Governing Body for an activity, are operating procedures, staff training and assessment requirements explained in a code of practice?	☐	☐
8.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	☐	☐

Wakefield council - Provider Assurance Form

- 8.6 Is there a clear definition of responsibilities between your staff and visiting staff about supervision and welfare of participants? ☐ ☐
- 8.7 Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary? ☐ ☐

SECTION C – TOUR OPERATORS

N/A

☐

Yes No

- 9 Sections A and B of the form, as appropriate, have been completed to show that checks have been made, records of which are available for inspection. ☐ ☐
- 9.1 If you are a Tour Operator, do you comply with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001, including bonding to safeguard customers' monies? ☐ ☐
- 9.2 ATOL, ABTA or other bonding body name and numbers:

SECTION D – EXPEDITIONS

N/A

☐

Yes No

- 10 Do you agree to provide sufficient written information and assurances specific to the expedition, as required by the establishment and its employing body? ☐ ☐

DECLARATION

- 11 If any of the above specifications cannot be met or are not applicable, please give details:

- 12 Details of any other accreditation with national governing bodies:

Signature:

Print:

Date:

dd/mm/yy

Position in organisation:

Name of provider or tour operator:

Address:

Postcode:

Tel Number:

Email:

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SUPERVISION ON EDUCATIONAL VISITS

Active Supervision

Effective supervision means active supervision. Exercising active supervision means being in a position of awareness of what is taking place in a given situation and being able to act effectively should the need arise. It does not always mean direct visual contact but it does mean the ability to anticipate potential problems and to take appropriate preventative action. Effective supervision depends on the application of sound judgement made by competent leaders.

Supervision can be close or remote but must always be in place and active:

- **close supervision** is when pupils are within sight and/or contact of the supervisor;
- **remote supervision** occurs when, as part of planned activities, a group works away from the supervisors but is subject to stated controls (e.g. during souvenir shopping in a town centre or on a Duke of Edinburgh's Award expedition). The supervisor is present though not necessarily near or in sight, but his or her whereabouts are known and there is a planned means of contacting them;
- **down-time or recreational time**, for example during the evenings, may involve close or remote supervision, but should not be unsupervised - the supervisors continue to be in charge and owe a duty of care to pupils.

Factors influencing the nature of supervision

The nature of supervision, the size of party and the teacher and adult/pupil ratios will be dictated by the age and experience of pupils, the competence of staff, the nature of the activities, and the venue. It is important to ensure that there are sufficient competent staff to deal with an incident. In an emergency, safe and efficient action may be necessary with one or more pupils whilst adequate supervision is maintained for the rest of the group.

Leader competence

Leader competence derives from:

- experience of the environment to be visited and activities involved;
- leading similar educational visits;
- knowledge of the pupils involved;
- appropriate training in activities and environments;
- leadership skills and other personal qualities.

Establishing leader competence

Head teachers and EVCs need to be satisfied that the visit leader and other teachers supervising pupils are competent to carry out their roles. Head teachers also need to be satisfied that any other adults accompanying the visit are suitable for their role in the visit. Advice is available from the Outdoor Education Adviser where required.

Specific competences are required for leaders of adventure activities and activities in outdoor environments including field studies, camping and activities in or by water. Schools must refer to chapter 11, Types of Visit, if such activities are proposed.

Supervision Ratios

It is important to have a high enough ratio of competent adult supervisors to pupils for all visits. Suitable ratios are a matter of judgment for the head teacher and EVC after consultation with the visit leader and as part of the risk assessment. Advice is also available from the Outdoor Education Adviser. Factors to take into account include:

- age, ability and maturity of pupils;
- special educational and/or medical needs;
- nature of journey, venue(s) and activities;
- experience and competence of staff.

DfES guidelines provide benchmark guidance on ratios for day visits, residential visits and visits broad as follows.

Day visits

Recommended adult/pupil ratios for normal day visits are:

- **school years 1 to 3:** 1 teacher or adult for every 6 pupils (under fives may need higher ratios);
- **school years 4 to 6:** 1 teacher or adult for every 10 -15 pupils on day visits
- **school year 7 onwards:** 1 teacher or adult for every 15 - 20 pupils on day visits.

Residential visits

- A minimum of 2 teachers or adults.
- 1 teacher or adult for every 10 pupils.
- Mixed gender groups should have at least 1 male and 1 female teacher.

Visits abroad

- A minimum of 2 teachers.
- 1 teacher or adult for every 10 pupils.
- Mixed gender groups should have at last 1 male and 1 female teacher.

Factors to consider when arranging appropriate supervision ratios

The above ratios are guidelines that should not normally be exceeded. Schools should, however, assess the risks associated with the visit and arrange an appropriate supervision ratio for the particular group, venue and activities. Pupils with special needs or very young pupils may need very high ratios through the support of parents and other adults. Ratios will need to be increased for certain outdoor activities. Ratios may be reduced for short local routine visits.

Number of teachers

A minimum number of two teachers/adults with each group is good practice. However, for small groups in certain circumstances the Head teacher/EVC and visit leader may agree that only one supervising teacher is required. On residential visits it is usually necessary that both male and female adults accompany a mixed party though parties of younger pupils can often be adequately supervised by female adults. There should always be a male and female adult with any mixed group abroad.

SUPERVISION ON EDUCATIONAL VISITS

Active Supervision

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- **down-time or recreational time**, for example during the evenings, may involve close or remote supervision, but should not be unsupervised - the supervisors continue to be in charge and owe a duty of care to pupils.

Factors influencing the nature of supervision

The nature of supervision, the size of party and the teacher and adult/pupil ratios will be dictated by the age and experience of pupils, the competence of staff, the nature of the activities, and the venue. It is important to ensure that there are sufficient competent staff to deal with an incident. In an emergency, safe and efficient action may be necessary with one or more pupils whilst adequate supervision is maintained for the rest of the group.

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Head teachers and EVCs need to be satisfied that the visit leader and other teachers supervising pupils are competent to carry out their roles. Head teachers also need to be satisfied that any other adults accompanying the visit are suitable for their role in the visit. Advice is available from the Outdoor Education Adviser where required.

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Educational Visits Co-ordinator (EVC)

Each school should have an educational visits co-ordinator (EVC). This does not mean that the school should create and fund a new post. Rather, the formal recognition of the EVC function will help the school fulfil its health and safety obligations for visits. It also helps the head teacher to delegate the tasks involved in overseeing the school's educational visits. The EVC should be competent in those tasks, have the authority to carry them out and have sound experience of educational visits undertaken by the school. If no EVC is appointed, the tasks fall automatically to the head teacher.

Role of the Educational Visits Co-ordinator (EVC)

- Assign competent people to lead or supervise a visit;
- Assess the competence of leaders and other adults proposed for a visit. (This may include reference to training and awards, practical observation or verification of experience);
- Assist visit leaders with risk assessment;
- Organise the training of leaders of visits. This might involve training such as first aid or hazard awareness;
- Organise, with the visit leader, induction of leaders and other adults taking pupils on a specific visit;
- Ensure Criminal Records Bureau disclosures are in place as necessary;
- Work with the visit leader to provide parents with full details of the visit beforehand and to obtain parental consent or refusal;
- Organise emergency arrangements and ensure there is an emergency contact for each visit;
- Keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses');
- Review systems and, on occasion, monitor practice.

The educational visits coordinator must be competent to fulfil this role in relation to the size of the school and the extent and nature of the educational visits planned. The LEA can advise schools in the selection and induction of their educational visits coordinator, and provides training and on-going information and support. Head teachers and EVC's should agree the delegation of tasks to the EVC and the way the EVC role will work in the school.



GUIDANCE ON THE USE OF LOCAL AUTHORITY (LA) GENERIC RISK ASSESSMENTS

EDUCATIONAL VISITS GUIDANCE DOCUMENT
EV_GD3

GUIDANCE ON THE USE OF LOCAL AUTHORITY (LA) GENERIC RISK ASSESSMENTS

What are generic risk assessments?

Generic Risk Assessments highlight commonly identified hazards (i.e. things with the potential to cause harm) and control measures (i.e. ways of reducing the likelihood of the hazard causing harm) associated with general locations, events or activities (e.g. visits to coasts).

The main aim of these generic risk assessments is to help raise overall safety standards by:

- Raising awareness of possible hazards and control measures that might have previously not been considered.
- Promoting recommended good practice.
- Providing information that can easily be shared with, and adapted by, all leaders (and group members) to ensure a common understanding of expected standards and responsibilities during a visit.

Generic risk assessments should therefore help to:

- safeguard leaders / teachers from the threat of litigation, by providing clear written evidence of the risk assessment and management measures that have been taken (as required by law);
- Save considerable time and effort by providing an initial framework of ideas for discussion (rather than starting with a blank sheet of paper!)

How LA generic risk assessments should be used

Generic risk assessments provide a useful starting point for discussion and consideration, **BUT they must never be regarded as a finished product.**

Whilst generic risk assessments seek to identify and highlight key hazards and control measures, it should never be assumed that all significant issues have been recognised and included. It is still up to the leaders to identify and add any other hazards or control measures that are appropriate.

In modifying a generic risk assessment, the goal should be to produce a specific risk assessment that is:

- Suitably adapted
- Fit for purpose
- Specific to that location / activity / visit / individuals
- Accepted by those involved
- Signed
- Dated
- Reviewed as appropriate

Generic risk assessment forms are flexible, whilst the control measures suggested might all be worthy of consideration, it is understood that they are not all universally applicable for all groups and situations. However, if an accident were to occur as a consequence of a control measure not being adopted, a court of law might expect the leader to justify that decision!

It must be clearly understood by all leaders that risk assessment and management is an ongoing process that involves far more than written documents. Therefore, during a visit, all leaders must maintain a 'Dynamic or Ongoing Risk Assessment' (this is NOT a form!!!) by remaining alert to, and responding to, changing circumstances or additional unforeseen hazards.

Establishment generic risk assessments

For risk assessments that are used frequently and/or regularly (e.g. 'Swimming lessons'), it may be appropriate and acceptable for the form to be completed, signed and updated annually by all those to whom it might have relevance (i.e. staff who wish to be involved in visits during the year).

For any other specific, non-routine visits, the relevant risk assessments should be completed and signed in addition.

New staff arrivals and prospective new leaders should be made aware of any risk assessments that are used regularly, and should be asked to read and add their signatures, in acceptance of the recognised and adopted safety measures.

Generic risk assessments for outdoor or adventurous activities (e.g. Rock Climbing)

The generic risk assessments for outdoor or adventurous activities should be used only on those occasions when members of your own staff are directly responsible for the leadership or instruction of the activities (e.g. your own staff are leading/instructing a canoeing group).

If external service providers (e.g. instructors from a residential outdoor centre) are directly responsible for the leadership/instruction of activities, the Overall Group Leader (from your establishment) is not responsible for completing generic risk assessments for each activity, and therefore the generic risk assessments are not applicable.

However, the Overall Group Leader (from your establishment) has a duty to check that the external activity provider has full safety management systems in place, and it would be appropriate to obtain a written assurance from the providers that they have their own risk assessments for each activity, and that these are available for inspection if required.

If you need further clarification or assistance please contact the Outdoor Education Advisor or the Health & Safety Team

Outdoor Education Advisor
Health & Safety Team
Room 56 - 57
County Hall
Bond Street
Wakefield
WF1 2QW
Tel: 01924 306489

Health & Safety Team
Room 56 - 57
County Hall
Bond Street
Wakefield
WF1 2QW
Tel: 01924 305850
Mob: 07500097749

Check list for modifying a Generic Risk Assessment

Tick when
Complete

Insert the name of your establishment.	
Delete the work "GENERIC" from the text in the document header and add an appropriate title.	
Delete the paragraph in the document footer (this will give more room for additional information)	
Consider the hazards and controls and delete / amend as appropriate to the specific location / activity / visit / individuals. If you feel a specific control is not appropriate it would be worth adding a small note explaining your reasoning.	
Consider what further action may be required.	
Identify any additional risks associated with the specific location / activity / visit / individuals.	
Identify who is at risk from these additional risks	
Identify appropriate control measures to reduce the risk to acceptable levels.	
Consider what further action may be required.	
Tick the end column only when you are sure that all the controls are in place.	
Insert the location of the visit	
Insert the date of the visit	
Insert the review date for the risk assessment or delete if not appropriate	
Insert the name of the person carrying out the risk assessment (In most circumstances this should be the visit leader or a member of staff that will be on the visit)	
Sign the risk assessment (This could be done electronically)	
Insert the date	