

APPENDIX A – PRIMARY STANDARD OPERATING PROCEDURES

GUIDANCE - USING GENERIC STANDARD OPERATING PROCEDURES

The following Standard Operating Procedures (SOP) are designed to make the risk assessment process more straightforward for visits which are 'routine and regular'. The generic document below has been pre-populated with typical hazards and their associated control measures which would apply in routine visits and off-site activities undertaken in the primary phase.

The Visit Leader/Educational Visit Coordinator should review these generic controls against the specific needs and circumstances of the schools 'routine and regular' visits and activities and amend/edit them accordingly. Specifically:

- delete anything that does not apply
- add anything local that you have in place but is not listed
- amend each bullet point so that it describes exactly your situation

Copies of the SOP should be made available to Visit Leaders to review and possibly amend ahead of any planned visit/activity. In assessing the risks of any upcoming 'routine and regular' visit/activity, the Visit Leader needs to judge if the SOP adequately control the risks. For example, this could be individual medical issues relating to a pupil or a concern about the behaviour of a specific class. If the SOP are judged sufficient, then no further actions are required beyond confirming the statement at the top of the document. The visit/activity should then proceed in accordance with the SOP. On the other hand, if the SOP are deemed inadequate, then the right hand 'enhanced risk assessment' column must be completed with any additional control measures required.

For further advice and support contact the Devon Health & Safety Service on 01392 382027.



Haytor View Community Primary School

Name of Visit Leader	Signature of Visit Leader	Date of enhanced risk assessment
Proposed Activity / Visit	Evolve reference	Date/s of visit/activity

Risk assessment declaration: *(delete as appropriate) the below Standard Operating Procedures are sufficient / insufficient to control the risks presented by the above activity/visit. Additional control measures will be entered in the column headed Enhanced Risk Assessment below.*

Identify the hazard	Identify who might be harmed	Standard Operating Procedures <i>These control measures will apply to <u>all</u> routine and expected visits when they are relevant.</i>	Enhanced Risk Assessment <i>The Visit Leader should consider if the SOP are adequate for the proposed visit/activity. Where they are not, the additional control measures should be listed below.</i>
Management Arrangements			
Management arrangements for all visits Injuries or incidents arising from lack of staff competence / inadequate supervision /	Pupils	<ul style="list-style-type: none"> All activities will be undertaken in accordance with the requirements of the <i>Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2016 (OEVOSA)</i>. The Planning Checklist is used to check that all reasonable steps have been taken to manage the risks. Visit Leader identified who will assess if these Standard Operating Procedures are adequate for the 	

inadequate management arrangements / incompetent external providers

envisaged activity/visit. **If not, an enhanced risk assessment will be undertaken and recorded.**

- Visit Leaders will be competent for the scope of the specific visit undertaken. Where visits require the Visit Leader to have additional specific competencies, this will be detailed in the enhanced risk assessment
- Minimum staff/pupils ratios will be *...[in accordance with Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2016, state minimum ratios for:*
 - *Category A Early Years 0-5*
 - *Category A KS1*
 - *Category A KS2*
 - *Category B and/or residential]...*
- Where children of supervising staff participate in the visit, these will be the same age and ability as the remainder of the group and hence can participate as equals
- Where visits require a higher level of supervision, this will be detailed in the enhanced risk assessment. Where visits involve any degree of 'remote supervision', this will be detailed in the enhanced risk assessment
- Group control measures used to supervise pupils will be *...[state what standard practice for routine and expected visits is e.g. buddy systems, large groups split into small groups each with named leaders, coloured caps for identification]...*
- Annual parental consent is obtained for all visits that require transport out of the locality of the school and/or occur out of school hours
- One off specific parental consent is obtained for all residential visits and all Category B activities
- Arrangements overseen by Educational Visits Coordinator *...[state who]...* who attended training *...[state when]...*

		<ul style="list-style-type: none"> • All visits approved by the Headteacher ...[amend if the task of approval has been delegated to the EVC]... • Details of visits and off-site activities can be viewed for approval by ...[state how e.g. loading details onto Evolve system]... • Arrangements for Category B and C Visits endorsed by Babcock LDP • The Visit Leader will ensure that the proposed locations for the visit are suitable for the activity and manageable for the group. Wherever practicable, this will be achieved by undertaking a preliminary visit to the location. Where this is not possible, the method of assessing locations/venues will be detailed in the enhanced risk assessment <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Emergency arrangements</p> <p>Incidents of injuries being exacerbated by absence of First Aid and emergency arrangements</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> • At least one member of staff will be a competent First Aider • Where visits involve children under 5 years of age, at least one member of staff will be Paediatric First Aid trained • Sufficient staffing to allow for dealing with emergencies • Consent process includes specific medical/medicinal information. Any specific medical needs will be considered in an enhanced risk assessment • First Aid kit and mobile phone carried. Emergency procedure card carried with First Aid kit. • Emergency contact available to assist both in and out of school hours and will include two out of hours emergency contact numbers for designated SLT. 	

		<p>Visit timetable, location and staff/pupil list known to this emergency contact</p> <ul style="list-style-type: none"> • Visit Leader has staff/pupil list plus parent/guardian contact details with them • Pupils briefed in what to do should they become separated from the group. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Using external providers</p> <p>incompetent external providers / failure to coordinate supervision with external provider</p>	<p>Pupils</p>	<ul style="list-style-type: none"> • The Visit Leader will ensure that the proposed locations for the visit are suitable for the activity and manageable for the group. Wherever practicable, this will be achieved by undertaking a preliminary visit to the location. Where this is not possible, the method of assessing locations/venues will be detailed in the activity specific enhanced risk assessment • Where an external provider controls or determines activities, including accommodation, the Provider Questionnaire will be used to vet this provider unless this provider has the <i>LoTC</i> accreditation • Provider Questionnaire or <i>LoTC</i> accreditation to verify that DBS checks undertaken for all external coaching or centre staff who have regular contact with children • Provider Questionnaire or <i>LoTC</i> accreditation to verify that £5million public liability in place and that coaching staff are suitably qualified. • Staff, including volunteers, will be briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared. • External providers briefed in roles and responsibilities and handover procedures. Emergency contact information shared. 	

		<ul style="list-style-type: none"> Pupils briefed about appropriate conduct and specific risks about which they should be aware <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an activity specific enhanced risk assessment.</i></p>	
<p>Weather</p> <p>Cold, wet, sun exposure.</p>	Staff and pupils	<ul style="list-style-type: none"> Spare clothing for pupils who may not come prepared with suitable clothing Weather forecast checked ahead of visit and programme adjusted accordingly. Any specific controls for extreme weather will be considered in an activity specific enhanced risk assessment Dynamic risk assessment to review arrangements in light of weather changes during the visit Where over-exposure to the sun is possible, sun block carried (at least SPF30). Access to drinking water ensured for all group. Loose fitting clothing with head covering worn. Suitable breaks out of the sun ensured in the timetable for the day. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
Travel Arrangements			
<p>Travel by coach</p> <p>Road traffic collisions / injuries sustained by failure to wear seatbelt / pupils left behind</p>	Staff and pupils	<ul style="list-style-type: none"> Staff briefed on roles and responsibilities during journey and any stops made. Pupils briefed in expectations Head counts when getting on and off coach plus before departure from any stop or location. One staff member embarks first, with other staff ensuring order outside the coach; reverse process for disembarkation. 	

<p>...[Delete entire row if N/A]...</p>		<ul style="list-style-type: none"> ▪ Suitable embarkation points are used such as coach park or area with wide pavement. ▪ Visit Leader will determine staff seating arrangement to best manage supervision. Double decker buses will have staff on each deck. Staff/pupil supervision ratio will disregard driver. ▪ Supervising staff will familiarise themselves with the function of the emergency exit ▪ Departure and return times made known to pupils, staff and parents ▪ Visit Leader to liaise with driver to plan rest stops/breaks. ▪ Arrangements for travel sickness ...[state what]... ▪ Contingency plans in place in the event of lateness or incident ...[explain what these arrangements are]... Communications with transport provider available in case visit needs to be curtailed early. ▪ Mobile phone communication available ▪ Coach is hired from reputable company ...[expand on checks made]... ▪ Coaches have seat belts - pupils instructed to wear seatbelts and staff checks to make sure that they do so. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Travel by car / use of private vehicles</p> <p>Road traffic collisions / injuries sustained by failure to wear seatbelt / safeguarding concerns</p> <p>...[Delete entire row if N/A]...</p>	<p>Staff and pupils / members of the public</p>	<ul style="list-style-type: none"> ▪ Driver ensures child booster seats provided where appropriate and driver ensures that they are fitted correctly ...[delete if N/A]... Children in booster seats not to ride in the front. ▪ Driver ensures that pupils wear seatbelts. ▪ Pupils briefed about behavioural expectations and not distracting the driver ▪ Departure and return times made known to pupils, staff and parents ▪ Route planned and agreed with all parties. Expected travel times known to all parties. Drivers will not diverge without good reason and without communicating change 	

		<ul style="list-style-type: none"> ▪ Contingency plans in place in the event of lateness or incident including allowing extra time for delays...<i>[explain what these arrangements are]...</i> ▪ Where multiple vehicles used, a lead vehicle will be identified and vehicles will not overtake. ▪ Each car to carry: emergency contact details, charged mobile phone, sick bag. First Aid kit to be available in any convoy. ▪ Driver confirms that they are insured for work related journeys via self-declaration ▪ Self-declaration obtained that vehicle is taxed and MOT is valid. ▪ Standard letter and self-declaration sent out and returned for volunteer drivers ▪ Volunteer drivers considered for the suitability by Visit Leader and Headteacher ▪ Child protection issues are addressed by not having any pupil alone with driver other than their own child <i>...[add any other details here]...</i>. If this is unavoidable, then the child must not ride in the front of the car. ▪ DBS checks undertaken for those who drive pupils <i>...[amend according to reflect local assessment. DBS checks must be undertaken for those who regularly transport children. DCC/Torbay recommends that DBS checks undertaken for all drivers]...</i> <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Travel by minibus</p> <p>Road traffic collisions / lack of driver competence / injuries sustained by failure to wear seatbelt / driver fatigue</p>	<p>Staff and pupils / members of the public</p>	<ul style="list-style-type: none"> ▪ Minibus driver(s) are competent to drive and have the correct licence for the minibus being used <i>...[state if D1 exemption being used]...</i> and has passed DCC test <i>...[delete if not DCC-maintained school]...</i> ▪ Minibus is maintained in accordance with manufacturer's requirements and checked prior to each journey: lights/horn/seatbelts/windscreen/tyres/spare tyre/jack/fuel. 	

<p>...[Delete entire row if N/A]...</p>		<ul style="list-style-type: none"> ▪ First Aid kit and fire extinguisher carried. ▪ Pupils instructed to wear seatbelts and staff checks to make sure that they do so. Booster seats are provided when required. No under 11 year old to sit in front seats. ▪ Vehicle loading is within maximum permitted as described by manufacturer ...[state what this is]... and aisles are not blocked. ▪ Towing only undertaken when side emergency exit is available and D1 exemption not being used ...[delete in N/A]... ▪ Supervising staff will familiarise themselves with the function of the emergency exit ▪ Head counts when getting on and off minibus plus before departure from any stop or location. ▪ Suitable embarkation points from nearside door are used such as car or coach park or area with wide pavement staff/pupil supervision ratio will disregard driver unless activity specific enhanced risk assessment undertaken ▪ Sufficient stops planned for longer journeys to avoid driving when tired ...[max 4.5 hours without 45 minute break or 3 x 15 minute break. Maximum of 9 hours in one day]... ▪ Arrangements for travel sickness ...[state what]... ▪ Luggage stored without obstructing aisles. ▪ All exits unlocked when carrying passengers. Passenger movements around minibus limited. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Service stations and other breaks in journey</p> <p>Injury through poor behaviour / pupils being separated or</p>	<p>Pupils – especially young pupils</p>	<ul style="list-style-type: none"> ▪ Suitable disembarkation point to be located ▪ Brief pupils re purpose and timings of stop ▪ Staff briefed on roles and responsibilities during stop - expectations for behaviour established ▪ Brief pupils how and where to contact staff – establish permanent meeting point in service area and ensure that it is manned until final departure 	

<p>left behind / vehicle pedestrian conflict in car/lorry park</p> <p>...[Delete entire row if N/A]...</p>		<ul style="list-style-type: none"> ▪ Brief pupils to remain in pairs or small groups ▪ Remind pupils about moving traffic and other hazards and establish no go areas. These to be established via dynamic risk assessment by staff at the service area. ▪ Staff/pupil supervision ratio is ...[state what]... ▪ Careful headcount before departure. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Road transport - breakdown or road traffic collision</p> <p>Secondary collision from passing vehicles / vehicle/pedestrian contact</p> <p>...[Delete sections as appropriate]...</p>	<p>Staff and pupils</p>	<p><i>Coach:</i></p> <ul style="list-style-type: none"> ▪ Liaise with coach driver on safest place for group; either to stay on the coach or evacuate to an area behind barriers and away from road. On motorway, the only reason for not evacuating the coach would be that the area beyond the crash barrier created a greater danger. ▪ Visit Leader has the lead on decisions until arrival of emergency services when instruction will be taken from them. <p><i>Minibus:</i></p> <ul style="list-style-type: none"> ▪ Visit Leader to judge safest place for group; either to stay on the minibus or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger. ▪ Visit Leader to take instruction from emergency services upon their arrival <p><i>Car:</i></p> <ul style="list-style-type: none"> ▪ Driver to judge safest place for group; either to stay in the vehicle or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger. ▪ Driver to take instruction from emergency services upon their arrival. 	

		<ul style="list-style-type: none"> ▪ If travelling in convoy, the Visit Leader to be notified at earliest opportunity. ▪ Contact the emergency contact at the school base with details of what has happened and what your plan. Arrange regular updates. ▪ School to contact parents/guardians to inform them of incident and of changes in expected timetable. ▪ Make a careful check of all individuals in party. If you suspect that there may be shock or delayed shock seek the advice of emergency services present and if desirable take pupils to hospital for check up. ▪ Ensure that a competent member of staff accompanies any injured pupils to hospital ▪ Ascertain extent of injuries and of release times for the uninjured/lightly injured. ▪ Ensure regular updates fed back to school and hence parents/guardians. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Travel on foot</p> <p>Vehicle pedestrian conflict / pupils separated and lost in crowds</p> <p>...[Delete entire row if N/A]...</p>	<p>Staff supervising at front and rear / pupils – especially young pupils / staff leading on road walking routes</p>	<ul style="list-style-type: none"> ▪ Brief pupils on hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other pedestrians ▪ Staff briefed on roles and responsibilities for walking route. Means of communication between staff ...[state what]... ▪ Staff/pupil supervision ratio is ...[state what]... ▪ Emergency plan is in place for eventuality of separation of child from group ▪ Coach/minibus disembarkation point chosen to avoid busy traffic routes ...[delete if N/A]... ▪ Route planned and walked ahead to avoid fast roads, blind spots and other hazards. Pavements used wherever possible ...[adjust to reflect the specific destination and route taken]... ▪ Designated crossing points used wherever possible ...[adjust to reflect the specific destination and route taken]... 	

		<ul style="list-style-type: none"> ▪ When walking on the road, the group will walk on the right facing traffic ...[adjust to reflect the specific route taken or delete if N/A]... ▪ Pupils walk in controlled groups with staff member at front of group with another at the rear who is looking out for stragglers. Other staff evenly spread throughout the group ▪ Ongoing dynamic assessment by Visit Leader and/or staff at front of group controls varied accordingly ▪ Means of identification used to identify members of group quickly in crowded environment ...[state what – high vis vests, coloured caps etc]... ▪ Regular headcounts taken ...[state when/where]... ▪ When walking in dark or semi-darkness, leaders at front and staff member at rear have torches. High visibility clothing will be worn ...[delete if N/A]... <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Use of public transport, including trains and underground</p> <p>Injury through poor behaviour / pupils being separated or left behind / pupils lost in crowded environments</p> <p>...[Delete entire row if N/A]...</p>	<p>Pupils – especially young pupils</p>	<ul style="list-style-type: none"> ▪ Route planned to identify potential for problems and to account for delays ▪ Timetables considered ahead of time to ensure particular trains/connections will not be missed. Contingency plan for alternatives if train /connections missed. ▪ Pupils briefed in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other public transport users and to be aware of dangers ▪ Staff briefed on roles and responsibilities for travel route. Means of communication between staff ...[state what]... ▪ Staff/pupil supervision ratio is ...[state what]... Party to move through crowded areas with adult in lead and adult at back of the group. ▪ Meeting points established and staffed throughout time in station concourse and pupils briefed accordingly. ▪ Pupils to remain in pairs or small groups 	

		<ul style="list-style-type: none"> ▪ Means of identification used to identify members of group quickly in crowded environment ...[state what – high vis vests, coloured caps etc]... ▪ Regular headcounts taken ...[state when/where]... ▪ Large groups divided into small groups with adequate staffing for ease of management ...[delete in N/A]... ▪ Emergency plan is in place for eventuality of separation of child from group. <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
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Accommodation Arrangements

<p>Hazards arising from accommodation failing to meet statutory minimum standards</p> <p>Fire / building regulations / safer recruitment practices / welfare and security failings</p>	<p>All participants and staff.</p>	<ul style="list-style-type: none"> ▪ Accommodation provider to complete the Provider Questionnaire as self-declaration statement to provide assurance that accommodation meets required standards ...[OR]... provider holds the LoTC Quality Badge ...[state which and delete accordingly]... ▪ Accommodation has tourist board rating or external validation of standards ...[amend or delete as appropriate]... ▪ Pre-visit check carried out to confirm standards are satisfactory. ▪ Upon arrival and throughout the visit, visual inspection of windows, balconies, stairways, electrical fittings, hazards in grounds or in immediate surroundings, washing and toilet facilities, heating and catering facilities ▪ Pupils briefed to report any faulty items found in rooms to staff ▪ Shortcomings in provision will be discussed with accommodation manager ▪ Parental consent information checked to ensure dietary requirements met. 	
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<p>Supervision and privacy Safeguarding concerns / incidents arising from lack of supervision</p> <p>Sexual assault / vexatious accusations of sexual assault / sexual grooming / violence/incident arising from failure to supervise</p>	<p>All participants and staff</p>	<ul style="list-style-type: none"> ▪ Separate male and female sleeping accommodation and washing facilities are provided ▪ Mixed parties are accompanied by at least one adult of each sex ...[amend if different. In primary education it may be acceptable for female staff to accompany a mixed group provided this has been approved by the Headteacher and parents are informed]... ▪ Separate staff accommodation is suitably located to ensure adequate supervision but also ability for pupils to raise concerns if needed ▪ A bedroom plan detailing who is allocated to which room will be completed by the first day of the visit at the latest and shared with all staff at the earliest opportunity ▪ Staff have access to pupil sleeping areas at all times ▪ Staff/pupil ratios are ...[state what and explain division of staff between sexes]... ▪ Dormitories are for the exclusive use of the group concerned ...[amend and adjust accordingly]... <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an activity specific enhanced risk assessment.</i></p>	
<p>Fire in the building</p> <p>Fire / explosion / inability to escape from fire due to blocked means of escape / inability to escape from fire due to unfamiliarity with building</p>	<p>All participants and staff.</p>	<ul style="list-style-type: none"> ▪ Accommodation provider to complete the Provider Questionnaire as self-declaration statement to provide assurance that accommodation meets required standards ...[OR]... provider holds the LoTC Quality Badge ...[state which and delete accordingly]... ▪ Identify requirements at time of booking and check during pre visit and on arrival ▪ On arrival Visit Leader to check physical fire safety arrangements: <ul style="list-style-type: none"> ○ walk escape routes to check that fire exits clearly marked and escape doors open easily 	

		<ul style="list-style-type: none"> ○ fire alarm sounders on each floor and in public areas ○ fire extinguishers available on each floor and in public areas ○ emergency lighting provided and working ○ Staircases and corridors protected by fire doors in good condition. <ul style="list-style-type: none"> ▪ Briefing to all pupils about fire evacuation on arrival and expected standards of behaviour. Briefing to include a walk through fire practice which indicates location of assembly point and lay-out of escape routes ▪ A group list is held by Visit Leader to ensure registration of whole party after an evacuation of the building. Arrangements shared with other staff. ▪ Decide whether or not pupils' doors should be locked from the inside ...[state outcome of this and amend accordingly. Fire exits should be openable from the inside whilst remaining secure from the outside]... ▪ Shortcomings in provision will be discussed with accommodation manager <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
<p>Attack or disturbance by intruder</p> <p>Sexual assault / abduction / violence / property theft</p>	<p>All participants and staff</p>	<ul style="list-style-type: none"> ▪ Accommodation provider to complete the Provider Questionnaire as self-declaration statement to provide assurance that accommodation meets required standards ...[OR]... provider holds the LoTC Quality Badge ...[state which and delete accordingly]... ▪ On arrival Visit Leader to check physical security arrangements to ensure that reasonable steps taken to prevent unauthorised persons entering the accommodation ▪ The accommodation is locked at night ...[and/or]... there is a night porter on duty ...[state what and amend accordingly]... 	

		<ul style="list-style-type: none"> ▪ Ensure that all windows and doors are secured from external entry without compromising means of fire escape ▪ If windows lead onto balconies, only staff or reliable pupils occupy these rooms ...[amend/delete if not applicable]... ▪ If other guests share the accommodation, sole occupancy of the floor will be sought, and have designated staff rooms adjacent to pupils ...[amend to reflect specific detail of provision or refer to separate sleeping plan]... ▪ Decide whether or not pupils' doors should be locked from the inside ...[state outcome of this and amend accordingly. Fire exits should be openable from the inside whilst remaining secure from the outside]... ▪ Roles and responsibilities for staff identified. ▪ Pupils briefed to inform staff in the event of an emergency and where they can be found. ▪ Staff to check pupils at "lights out". <p><i>If the above control measures are inadequate for the envisaged visit, the additional controls required will be detailed in an enhanced risk assessment.</i></p>	
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Name of Headteacher:	Signature:	Date SOP finalised:
Name of Designated Safeguarding Lead:	Signature:	Date: