

## **OUTDOOR EDUCATION - ACTIVITIES**

### **1 Purpose**

Woodlands Ltd aims to provide a safe environment in which both young people and adults are exposed to the lowest possible level of risk. It is perhaps inevitable that accidents will occur, however, if and when they do occur, it is essential that the appropriate action is taken.

### **2 Scope**

All establishments and offices.

### **3 References**

Health and Safety at Work Act 1974

Control of Substance Hazardous to Health Regulations 1999 (COSHH)

Health and Safety Regulations 1992

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Children Act 1989

Health and Safety of Pupils on Educational Visits 1998(HSPEV)

Safety in Outdoor Education 1989

Safe Practice in Physical Education

Standards for Adventure DfES 2002

### **4 Introduction**

Outdoor Education is recognised as an important tool in helping underachieving young people to raise their self-esteem and thereby enhance their life chances. Due regard must be taken to the potential risks associated with working with young people outside the classroom / house in any activity. This procedure / guidance reflects good practice in physical education as a whole, of which adventurous outdoor activities forms a part, and follows good practice recommendations from the above references. The DfES publication Health and Safety of Pupils on Educational Visits and newly released Standards for Adventure **must** be read in conjunction with these guidelines /procedures by **all** members of staff, taking pupils out on visits. (Copies available from Head Office or visit [www.teachernet.gov.uk/visits](http://www.teachernet.gov.uk/visits))

## Quote

"The law does not require absolute safety. Teachers and coaches are not required to attempt to take away all risks-particularly where they may be inherent in the enjoyment of the game according to accepted rules and standards. They are however required to follow safe practice and minimise risk." School Sport and the Law (E. Grayson) 2001

## 5 Action

### Approval of Visits

5.1 In the context of this document, parents refers to all those with parental responsibility.

5.2 For **all** offsite activities of whatever nature agreement needs to be sought from the Head of Education or his delegate, prior to the visit, taking place. Outdoor Education Approval (v1). In all instances, formal planning needs to take place.

### Person Responsible

All Staff

## 6 Planning

6.1 For all activities a 'risk assessment' must be undertaken. For activities that pose significant risk, specialised assessments must be made. This is aimed at preventing risks or reducing them. If risks cannot be contained the visit **must not** take place.

6.2 Risk assessment should follow the framework of these questions.

- What are the hazards?
- Who might be affected?
- What safety measures need to be put in place to reduce the risk?
- Can the group leader put the safety measures in place?
- What needs to be done in an emergency?

6.3 Where activities involve frequent visits to local venues risk assessment need not be done every time.

6.4 Monitoring of risk assessment will form part of staff meetings under Health and Safety.

Head of Education

Senior Teacher

6.5 In planning any visit the group leader should have made an exploratory visit to the venue / area where the activity will take place to be able to undertake the risk assessment.

6.6	A checklist for the planning stage must be completed, Outdoor Education Checklist (v1) and handed in with the risk assessment.	
6.7	Appendix 1 Flow Chart (DfES HSPEV.) should be consulted for all planning.  <i>All records relating to an activity must be kept for 24 months (this includes planning docs, correspondence, consents etc). This is required in the event of a complaint being made or for audit proposes / quality control exercises).</i>	All Staff
<b>7</b>	<b>First Aid</b>	<b>Person Responsible</b>
7.1	For any visit the group leader should have an adequate knowledge of First Aid and <b>must</b> take a first aid box containing the minimum contents as recommended by the H&S Executive; where no special risk has been identified.	
7.2	For adventurous activities one of the adults needs to be a fully trained first-aider and for activities where distance to emergency aid is a consideration, a first aid box that is adequate for the risks associated with the activity <b>must</b> be taken.	
<b>8</b>	<b>Staffing</b>	
8.1	As many of the pupils placed at Woodlands Ltd have a statement of SEN and or have emotional problems that manifest themselves in behavioural difficulties, staffing ratios needs to be one-to-one.	
8.2	For all visits there must be a named leader.	All Staff
8.3	For adventurous activities the group leader <b>must</b> hold the relevant National Governing Body (NGB) award for the activity where it exists.	Head of Education
<b>9</b>	<b>Supervision/Remote Supervision</b>	
9.1	While aiming for independence and investigative skill development, pupils at Woodlands Ltd should be supervised at <b>all</b> times unless the TAC Team have planned unsupervised time – see 9.2. below.	All Staff
9.2	Pupils <b>must</b> be aware of and understand the ground rules and be adequately equipped to be on their own.	Head of Education
<b>10</b>	<b>Head Counts</b>	
10.1	During all visits regular head counts are essential, particularly on leaving a venue.	All Staff

## 11 Pupils

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|---|--------------------|
| 11.1 Pupils need to be prepared for the activity / visit in which they are to take part. They need to clearly understand the purpose of the visit / activity and what is expected of them. They must understand the standard of behaviour that is expected of them and the rules they need to follow. | All Staff          |
| 11.2 Where a pupil's behaviour is such that the leader is concerned for their safety or the safety of the group the pupil needs to be withdrawn from the activity or the activity stopped. If this takes place on a residential the pupil <b>will</b> be returned early.                              | All Staff          |
| 11.3 In adventurous activities where a pupil has a genuine fear they should not be coerced into taking part.  | All Staff          |
| 11.4 The group leader is responsible for ensuring that pupils are capable of undertaking the activity proposed. For certain adventurous activities this may involve an assessment of the pupils levels of fitness to be able to complete long, strenuous and demanding tasks.                         | Group Leader       |
| 11.5 Pupils <b>must</b> be made aware of the basic safety rules for travelling in company or any other vehicles in line with company procedures.  | All Staff          |
| 11.6 As pupils referred to Woodlands Ltd may have statements of SEN, limitations and problems associated with the statement will be reviewed at the planning stage, with any additional resources required being built into the planned activity.   | Head of Education. |

## 12 Consents

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|---|---|
| 12.1 As part of the admission process consent to take part in outdoor activities will be sought from those with parental responsibility. Emergency medical consent will also be sought on admission. Outdoor Education Consent (v1)<br>Outdoor Education Emergency Medical Consent (v1).    | Directors<br>Head of Service<br>Head of Education |
| 12.2 Where activities pose significant risk, additional consent <b>must</b> be sought from those with parental responsibility. This must be received in writing before pupils are allowed on the activity; in other words those with parental responsibility must give 'informed' consent'. |   |
| 12.3 When pupils are involved in residentials or in remote supervision, the person who holds parental responsibility <b>must</b> be obtained prior to the activity.   |   |

## 13 Activities

13.1	Activities/ visits can only be conducted by a competent leader. Competency for activities will be judged by: the Head of Education or his / her delegate, with possible advice from a technical adviser for the activity. Competency will be based on NGB awards, NVQ's, local validation, site-specific induction and experience (including training).	Head of Education
13.2	<p>Activities that may be conducted.</p> <ul style="list-style-type: none"> <li>• Urban Fieldwork (Museum visits, canal walks etc.)</li> <li>• Non Urban Field Study (Farm visits, coastal visits etc.)</li> <li>• Walking – non remote country paths</li> <li>• Open Country walking</li> <li>• Camping</li> <li>• Cycling</li> <li>• Initiative Challenges</li> <li>• Caving</li> <li>• Climbing</li> <li>• Trekking (foot, cycle, ski, horse)</li> <li>• Water-sports (sailing, canoeing, kayaking, rafting, windsurfing)</li> </ul> <p>(Engagement in these areas must be staffed by qualified instructors).</p> <p>This list is not exhaustive but if planned activities fall outside of these areas then staff competency <b>must</b> be identified.</p>	All Staff
13.3	When planning any activities Section 8 paragraphs 172- 196 HSPEV <b>must</b> be read in conjunction with this procedure/guidance. Where applicable detailed route plans must be made and adhered to. Start and end times should be noted. Route plans should be left with staff who can and will raise the alarm if groups are seriously overdue on their estimated return times.	All Staff
14	<b>Emergency Procedures</b>	
14.1	In the event of any emergency while involved in outdoor activity, the group leader will usually take charge.	
14.2	Where the group leader is not to take charge in emergency situations, the name of the responsible person and any backup must be indicated to the Head of Education before departure and all concerned in the visit, pupils, supervisory staff and parents.	
14.3	Pupils must be made aware of what to do in an emergency.	

<p>14.4 The group leader or named person, in the event of an accident <b>must</b>;</p> <ul style="list-style-type: none"> <li>• Assess the situation</li> <li>• Safeguard uninjured members</li> <li>• Attend to the casualty</li> <li>• Inform emergency services and everyone who needs to know.</li> </ul>	
<p>14.5 The group leader/ named person in the event of an accident <b>must</b> keep a written account of all events, times and contacts.</p>	
<p>14.6 The group leader / named person must follow the emergency procedure framework (Appendix 4)</p>	
<p><b>15 Visits Abroad</b></p>	
<p>15.1 The planning procedures for any visit must be observed when planning a visit outside the UK with particular reference to obtaining consent, as all pupils are Young People in Public Care.</p>	All Staff
<p>15.2 If a visit is planned to take place outside the UK; planning <b>must</b> follow practice in Section 10 HSPEV and be discussed with the Directors/Head of Service, care will need to be taken as to the attitude of politicians to such a plan and particularly to those children where a court order is in place.</p>	All Staff
<p><b>16 Disciplinary Action</b></p>	
<p>16.1 Failure to follow the policy and procedure outlined may lead to disciplinary action being taken in accordance with the Company's policy and procedure. Taking pupils on adventurous activities without prior permission, consent and planning will lead to disciplinary action being taken and may indeed lead to dismissal.</p>	All Staff
<p>16.2 As all staff on activities whether they are day or residential are at work, they are responsible for the health and safety of the pupils at all times. Consumption of alcohol is therefore forbidden. Any member of staff consuming or having consumed alcohol while at work will be subject to disciplinary action, which if proved may well lead to dismissal.</p>	All Staff



WOODLANDS LTD

## Outdoor Education Agreement

This code of conduct is to make sure we can all **ENJOY** outdoor activities and to make sure we **STAY SAFE**. It is not a list of rules or do's and don'ts!

In signing this I agree to be prepared to go on activities by:

- ❖ Listening to the instructors carefully especially about the safety rules for the activity.

***You want to know what it is you are doing!***

- ❖ Being prepared for the day having eaten breakfast and had a good nights sleep.

If you are overtired or do not have enough energy, you will not be able to concentrate properly!

- ❖ Being prepared for the activity, having the correct kit and food for the day.

You don't want to ruin your best clothes and fresh air and exercise makes you hungry!

- ❖ Behaving sensibly and in a way, which does not put others or myself at risk.

***You will be doing activities in which you need to listen and follow instructions!***

- ❖ Respecting other participants, the public and the environment.

You will be doing activities where other people may be better than you, other people may be doing the activity at the same time and you will be in natural environments!

- ❖ Remembering to leave valuables at home.

They could get lost or damaged and jewellery could get tangled in equipment causing injury and you don't want that!

- ❖ ***Being ready to leave on time and prepared to have a go at least once.***

Lets have a good long day and even if an activity looks scary give it a go!

***This has been discussed with me by:*** \_\_\_\_\_

Signed: \_\_\_\_\_

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

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I can confirm that I have read and understood this policy.

Signed:

Directors

Date

Chair of Governors

Date

Headteacher

Date

I can confirm that I have read and understood this policy.

**Name (print):**

**Signature:**

**Date:**




