



Visits and Trips Policy

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Revision history

Version	Type (e.g. replacement, revision etc)	Date	History (reason for changes)

Monitoring and review

This policy will be reviewed at least every two years by the Health & Safety team.

This policy contains the following:

- 1 Type of Visit
- 2 Approval Process
- 3 Ratio for Students
- 4 Parental Consent
- 5 Transport
- 6 First Aid ad Accidents
- 7 Overseas Travel
 - Fit to Travel
 - 7.2 Risk Assessment
 - 7.3 Travel Advice
- 8 Insurances

1. Type of visit

It is recognised that different types of off campus activities and visits will be subject to different requirements. If the visit includes sports/activity events e.g. skiing, climbing etc, proof must be obtained that the event provider is licensed under the “Adventure Activities Licensing Regulations 1996”. This will normally be a photocopy of the certificate.

2. Approval process

Prior any visit or trip being completed, approval must first be given the Health and Safety Team. To complete a visit or trip, staff must complete the **Visit and Trips Form** and submit this to the Health and Safety Team. When completing this form, ensure all information is given as this will speed up the process.

Once the form has been approved, staff will receive an email to complete the Risk Assessment and Participant List. Ensure that all the correct information has been recorded and that these are submitted in advance of the trip.

If the form, assessment and participant list are not given in good time, this may mean the cancellation of the visit or trip.

3. Ratio for students

All off campus activities should have a minimum of two members of staff involved.

For activities involving students under 18, the following staff/student ratios should be followed at a minimum:

- Day visits not involving hazardous activities **1:20**
e.g. 18 students = 2 staff, 24 students = 2 staff
- Day visits involving medium risk hazardous activities: **1:10**
e.g. 18 students = 2 staff, 22 students = 3 staff
- Day visits involving hazardous activity at licensed or appropriately accredited provider **1:8**
e.g. 8 students = 2 staff, 17 students = 3 staff and 26 students = 4 staff.
- Residential, visits abroad **1:10** (including one supervisor of each sex if both sexes are involved in the visit.) e.g. 18 students = 2 staff, 20 students = 3 staff.
- For activities involving students over 18, the minimum staff/student ratios should be risk assessed as part of the overall activity. However, the above under 18 ratios should be used as a guide.

4. Parental consent

In the case of students under 18 years of age parental consent must be obtained. For low risk visits to museums, courts etc., a generic suitably worded single consent form will suffice for the academic year. Where the risks are higher e.g. visit to a steel foundry, an individual signed consent form

should be obtained. Medical questionnaires must be completed and pertinent information carried by staff supervising the visit in order to facilitate any medical treatment if required.

5. Transport

All journeys must be risk assessed as part of the planning process of off campus activities and visits. Off campus Activity Organisers should comply with the Driving and Vehicle Policy in relation to on road travel.

Whenever possible staff should use public transport as an alternative to driving. When returning from or making long haul flights, particularly when arriving into the UK (or a country to be visited) at unsocial hours, which may include sleep disturbance, staff should not use their own or hire vehicles. If public transport is not suitable then arrangements should be made in advance for a collection, or a taxi should be used.

6. First aid and accidents

Before undertaking an off-site activity, the Off-Campus Activity Organiser will assess what level of first aid might be needed and ensure that where required appropriate first aid kits are taken and qualified First Aiders are present.

Any incidents occurring on College organised activities and visits must be reported in accordance with the College Incident Reporting, Recording and Investigation Policy.

7. Overseas travel

7.1 Fit to travel

Staff travelling overseas on business must be deemed fit to travel by Occupational Health. Students travelling overseas on college organised activities must be deemed fit to travel by their own GP. Where staff may have concerns regarding a student's fitness evidence of this may be requested. Failure to ensure fit to travel status may invalidate any college insurance for that individual.

7.2 Risk assessment

The correct risk assessment must be completed to ensure that all hazards are sufficiently controlled as not to cause a hazard to students. The assessment is part of the approval process and must be completed prior the trip being approved.

7.3 Travel advice

The Foreign and Commonwealth Office (FCO) may advise against all travel, or against all but essential travel, to a country or parts of a country. Staff must follow the Foreign and Commonwealth Office (FCO) advice and must not travel to a country or region where the Foreign and Commonwealth Office (FCO) advises against ALL travel or advises against ALL BUT essential travel.

8. Insurances

The College has its own insurance, however Off Campus Activity Organisers must check with the Finance department as to the level of cover, as it may change from year to year. To ensure that all Off Campus Activities are logged in accordance with insurance requirements a Visits and Trips Form must be completed at the earliest opportunity before the activity takes place. Additional controls may be applicable to comply with insurance cover requirements.

All staff and students travelling to Europe must carry a European Health Insurance Card (EHIC).

For locations considered High to Extreme Risk by Colleges Insurance Providers confirmed approval of travel must be granted in advance. Notice of all travel must be provided with sufficient notice to enable additional control requirements to be identified and any additional associated insurance costs.

Any travel without prior approval will invalidate college insurance arrangements and ability to utilise associated specialist advisors.

Any additional insurance charges associated with overseas travel must be met by the relevant department or approved by the Director of Finance & Procurement.