01 Health and safety procedures

**01.3 Short trips, outings and excursions**

**Planning and preparation**

* Outings have a purpose with specific learning and development outcomes.
* The excursion does not go ahead if concerns are raised about its viability at any point.
* Parents are informed of an outing and staff check that consent forms on children’s registration were signed.
* A minimum of two staff accompany children on outings. Children have a ratio of 1:4, depending on the risk assessment.
* On excursions, children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the excursion.
* Parents who have undergone vetting as volunteers may be included in the ratio.
* A mobile phone belonging to the setting, and small first aid kit is taken out.
* Staff make sure they have water, spare nappies/change of clothes and wet wipes for the children going out, appropriate to the length of time they are out for.
* Sun cream is applied as needed and children are clothed appropriately
* Staff have emergency contacts, medication and equipment needed for children.

**Outing venue (larger outings)**

* Venues used regularly are ‘risk assessed’ and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.

**Transport**

* If coach hire is required for an outing, only reputable companies are used.
* The setting manager ensures that seat belts are provided on the coach and that booster seats and child safety seats are used as appropriate to the age of the children.
* The maximum seating capacity of the coach or minibus is not exceeded.
* Contracted drivers are not counted in ratios.

**Farm and zoo visits**

Staff are aware of the risks posed by infections such as E.coli being contracted from animals. They are also aware of toxic substances used on farms that could be hazardous to health. Staff are vigilant of the natural dangers presented by a farm or zoo visit and conduct a risk assessment prior to the visit.

* Hands are washed and dried thoroughly after touching an animal.
* Nothing is consumed whilst going round the farm. Food is eaten away from animals, after thoroughly washing hands.
* If animal droppings are touched, hands are washed and dried immediately.
* Staff or volunteers who are or may be pregnant, should avoid contact with pregnant ewes and may want to consult their own GP before the visit.
* Farmers have a responsibility to ensure that hand washing and drying facilities are available and are suitably located, that picnic areas are separate and clean, and that all other health and safety laws are fully observed.

For further guidance, refer to the insurance provider.

**Larger outings checklist**

There is an identified lead person for the outing.

* Risk assessments completed/updated and key points shared with every staff, student/volunteer accompanying the children.
* Staff understand the potential risks when they are out with children and takes all reasonable measures to remove minimise risks.
* The designated lead educator is the last to leave the venue, or transport being used.
* The designated lead conducts a ‘safety sweep’ before during and after the outing.

**Further guidance**

[Preventing Accidents to Children on Farms](https://www.hse.gov.uk/pubns/indg472.htm) (Health and Safety Executive 2013)