

Background, responsibilities and duty of care.

Background

Trips and excursions to Europe are often undertaken by the company on behalf of schools to a varying number of destinations.

The DCSF good practice guide “Heath And Safety of Pupils on Educational Visits” (HASPEV) and supplements provide the main source of guidance on risk assessment in connection with the adventure activities and for educational visits.

This risk assessment covers the most common and hazardous risks, but by its generic nature should always be reviewed for the specific conditions likely to be found on each separate trip.

Responsibilities

Under Health & Safety at Work Management Regulations, every employer should make a suitable and sufficient assessment of the risks to the Health & Safety of his employees to which they are exposed whilst at work, or working on or by roads, and to persons arising out of or in connection with the conduct by him of his undertaking.

Duty of care

The company has a duty of care: to their own employees, to passengers, including group leaders and to other road users.

Assessing the risks

The risk assessment process has been broken down into the following headings:

Action & Locations/hazards identified

This identifies the risks and who might be harmed and how.

Control measures

This describes existing steps to reduce risk.

Risk Rating

This evaluates the likelihood of the identified hazard happening with the control measures in places.(L= low, M= medium, H= high)

Comments

This highlights any additional action or procedure, which could further reduce the risk.

This Generic Risk Assessment can form the basis of the Group Leader’s own full Risk Assessment, which should include: GROUP SPECIFIC RISK ASSESSMENT

This should take into account factors such as the ages, number and ability of the group participants.

SITE SPECIFIC RISK ASSESSMENT

Considers the environment, geography and climate of the destination of the tour and any additional visits, which may have associated risks (separate risk assessments may be necessary.)

DYNAMIC RISK ASSESSMENT

This takes into account possible changing circumstances such as a revised itinerary, inclement weather or an incident.

General steps to help reduce the risk and deal with any consequences

- Ensure the Group Leader is familiar with and understands their obligations for the planning, supervision, approval and preparation of pupils.
- Teamwork between the Group Leader and Glovers is very important, and there needs to be a clear definition of roles and responsibilities so that each other knows what to expect of the other.
- Issue the Risk Assessment to Group Leader when the booking is confirmed (or upon request).
- The company will maintain appropriate insurance cover for Employers Liability, Public Liability, Motor Insurance.
- Verify that the Group has Travel Insurance, if the group is on a tour. In addition: Glovers carry out Driver Training to ensure they are best equipped to look after school groups and handle situations with which they be confronted and are enhanced CRB checked. Glovers complies with the highest standards required by FTA in respect of vehicle standards, care and maintenance.