



Out of College Activities and Residential Policy and Procedure

ELT manager	Director of Finance
Responsible officer	Estates and Facilities Manager (EFM) (Health & Safety)
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1. Purpose

- 1.1. West Highland College UHI is committed to the continuous development of all students and recognises that taking part in educational excursions and residential stays may help to develop their investigative and team building skills, encourage greater independence and prepare students for the external workplace.
- 1.2. The Board, Management and staff are committed to give due care and consideration within their sphere of operation in their work practices and procedures to their duty of care under the Health and Safety at Work Act 1974.
- 1.3. The following procedures and guidance are designed to ensure that a suitable and sufficient assessment of the risks is carried out so that everyone involved can have a safe and enjoyable experience.

2. Scope

- 2.1. Students as part of their learning taking part in an excursion or an activity as agreed by West Highland College UHI and staff as part of their research, teaching or a business activity.
- 2.2. The Scottish Government has issued the following document, Health and Safety on Educational Excursions: A Good Practice Guide. This can be accessed <http://www.gov.scot/Publications/2004/12/20444/48943>
This provides practical information which can be used to assist with the risk assessment process and it is recommended that all staff are made familiar with its contents.

3. Definitions

- 3.1. **An excursion is defined as any off-campus activity**, carried out by students or staff for the purposes of teaching and/or research. This can range from visits to places within the local area (shops, cinemas, historical sites etc), taking part in adventure activities, overnight stays or travelling abroad. As these activities can be diverse they have been divided into 5 categories listed 1-5 to assist with the assessment process 1 being the highest risk category. All excursions must be authorised and signed off by the appropriate person.

Category 1: Excursions involving hazardous activities examples: white water rafting, kayaking, rock climbing, abseiling, off-road cycling etc.

Category 2: Excursions to a foreign country.

Category 3: Overnight stays.

Category 4: Day long trips.

Category 5: Local short duration.

4. Responsibilities

- 4.1. The College's Health and Safety Policy details the general responsibilities of employees and line management and in particular line management's responsibility to ensure that risk assessments are in place.
- 4.2. The **Curriculum Area Lead** shall have overall responsibility to ensure that a trip leader is appointed. They shall assist that member of staff to make a suitable and sufficient assessment of the risks to the health and safety of the students and staff by providing, practical guidance, assistance and training. However, if further assistance and advice is required please contact the Health and Safety Unit.
- 4.3. The **Curriculum Area Lead** shall only approve excursions/residential when they are satisfied that all the documentation has been completed satisfactorily.
- 4.4. Depending on the category of trip it may be necessary to have approval from the **Executive Leadership Team**. Documentation for excursions that involve hazardous activities or travel to a foreign country shall be copied to the Health and Safety Unit.

5. Review

- 5.1. This policy will be reviewed on a biennial basis.

6. Related Documents, Policies and Procedures

- 6.1 Health and Safety Policy
- 6.2 Equality and Diversity Policy
- 6.3 Risk Management Policy
- 6.4 Positive Behaviour Management Policy and Disciplinary Procedures
- 6.5 Safeguarding Policy
- 6.6 UHI Fieldwork Policy and Supporting Guidance (Draft)
- 6.7 Universities and Colleges Employers Association on Health and Safety in Fieldwork

7. Procedure

Trips involving Students

The Trip Leader shall in the first instance, ensure that the activity is suited to the students' needs and abilities. The Trip Leader shall then ensure that staff and students are fully briefed and conversant in all appropriate aspects of the excursion.

As part of the planning and preparation the Trip Leader shall:

- 7.1. Ensure that supervision is adequate to group/composition/size. Guidance on suitable supervision ratios for the outing should be obtained.
- 7.2. Ensure that the risk assessment is prepared and that it is suitable and sufficient for the foreseeable risks and that it is communicated effectively to all concerned (Appendix 1).
- 7.3. Ensure that all documentation is in order, approved and signed off (dependent on excursion categories). (Appendices 2-5)
- 7.4. Ensure that written permission for the trip has been granted by the Curriculum Area Lead and is recorded on appropriate documentation (Appendix 5).
- 7.5. Be the contact person in an emergency situation.
- 7.6. Inform students of the West Highland College UHI Code of Conduct and any specific requirements for the trip.
- 7.7. Report any incident, accident or near miss through the College Incident reporting procedures
- 7.8. On completion of their trip they shall review the excursion/residential and report relevant findings to the Curriculum Area Lead.

8. Excursions Documentation

All College excursions/residential shall be covered in the category system. Each requires a different level of time, care, documentation, authorisation, arrangements and resource dependent on which category the activity falls. However, if you have standard activities which form a regular part of the curriculum, the approval can be produced at the start of each academic block, at the discretion of the Curriculum Area Lead, and only if there is a risk assessment available for the activities taking place. Nevertheless it is essential not to become complacent and to ensure that any generic risk assessments for standard activities are reviewed at regular intervals.

West Highland College UHI has a **Travel Insurance** (for Staff and Students) which includes Overseas Personal Liability. To ensure that the cover is suitable for the excursion being organised, and to obtain the policy details, the Director of Finance should be contacted.

The following details the documentation required for each of the 5 categories. You may have to carry out additional individual risk assessments for students who have a physical or sensory disability or health issue. Please contact the Supported Learning Team for further assistance.

8.1 Category 1: Excursions Involving Hazardous Activities

It is the college policy to work with AALA licensed companies if the students are under 18 and if the activities are within the scope of the license.

The following documentation is required:

Risk assessment (Appendix 1).

1) Elements to be considered as part of the risk assessment process:

Please refer to <http://www.gov.scot/Publications/2004/12/20444/48943> for more detailed information:

- a) Nature of activity (supervised/unsupervised).
 - b) Transport considerations.
 - c) Suitability of equipment.
 - d) Qualifications and experience of College and external staff.
 - e) Staff and student gender mix.
 - f) Age, maturity and ability of students.
 - g) Size of group including staff/student ratio.
 - h) First aid.
 - i) Accommodation (if overnight stay).
 - j) Fire precautions.
 - k) Responsibilities during free time.
 - l) Alternative plan.
 - m) Communication and contact arrangements (College mobiles available through switchboard on request by Curriculum Area Lead).
 - n) Weather conditions.
 - o) Cultural considerations.
- 2) Any other relevant documentation with regard to outside provider, such as evidence of PVG checks for all staff in contact with students, insurance to cover the activities, all staff qualifications and AALA license number if relevant.
- 3) Parental consent if student under 16 years of age (Appendix 3).
- 4) Relevant medical information for group members (Appendix 2).
- 5) Emergency contact details to be held by Trip Leader and Curriculum Area Lead (Appendix 2).
- 6) Written authorisation of Curriculum Area Lead or authorized person. (Appendix 5).

8.2 Category 2: Excursions to a Foreign Country

The following documentation is required:

Risk assessment (Appendix 1).

1) Elements to be considered under BS8848 and as part of the risk assessment process:

Please refer to <http://www.gov.scot/Publications/2004/12/20444/48943> for more detailed information.

- a) Nature of activity (supervised/unsupervised).
- b) Transport considerations (passports and visas).
- c) Suitability of equipment.
- d) Qualifications and experience of College and external staff.
- e) Staff and student gender mix.
- f) Age, maturity and ability of students.
- g) Size of group including staff/student ratio.
- h) First aid.
- i) Accommodation (if overnight stay).
- j) Fire precautions.
- k) Responsibilities during free time.
- l) Alternative plan.
- m) Communication and contact arrangements (College mobiles available through switchboard on request by Curriculum Area Lead).
- n) Weather conditions.
- o) Inoculations.
- p) Cultural considerations.

2) Staff qualifications, PVG, safeguarding procedures and insurances of any outside provider.

3) Any other relevant documentation with regard to outside provider.

4) Parental consent if student under 16 years of age (Appendix 3).

5) Relevant medical information for group members (Appendix 2).

6) Emergency contact details to be held by Trip Leader and Curriculum Area Lead (Appendix 2).

7) Written authorisation of Curriculum Area Lead or authorized person (Appendix 5).

8.3 Category 3: Overnight Stays

The following documentation is required:

Risk assessment (Appendix 1).

1) Elements to be considered as part of the risk assessment process:

Please refer to <http://www.gov.scot/Publications/2004/12/20444/48943> for more detailed information.

- a) Nature of activity (supervised/unsupervised).
- b) Accommodation.
- c) Transport considerations.
- d) Qualifications and experience of College and external staff.
- e) Staff and student gender mix.
- f) Age, maturity and ability of students.
- g) Size of group including staff/student ratio.
- h) First aid.
- i) Fire precautions.
- j) Responsibilities during free time.
- k) Alternative plan.
- l) Communication and contact arrangements (College mobiles available through switchboard on request by Curriculum Area Lead).
- m) Weather conditions.
- n) Cultural considerations.

2) Staff qualifications, PVG, safeguarding procedures and insurances of any outside provider.

3) Any other relevant documentation with regard to outside provider.

4) Parental consent if student under 16 years of age (Appendix 3).

5) Relevant medical information for group members (Appendix 2).

6) Emergency contact details to be held by Trip Leader and Curriculum Area Lead (Appendix 2).

7) Written authorisation of Curriculum Area Lead or authorized person (Appendix 5).

8.4 Category 4: Day Long Trips

The following documentation is required:

Risk assessment (Appendix 1).

1) Elements to be considered as part of the risk assessment process:

Please refer to <http://www.gov.scot/Publications/2004/12/20444/48943> for more detailed information.

- a) Nature of activity (supervised/unsupervised).
- b) Transport considerations.
- c) Suitability of equipment.
- d) Qualifications and experience of College and external staff.
- e) Age, maturity and ability of students.
- f) Size of group including staff/student ratio.
- g) First aid.
- h) Communication and contact arrangements (College mobiles available through switchboard on request by Curriculum Area Lead).
- i) Responsibilities during free time.
- j) Weather conditions.
- k) Cultural considerations.

2) Parental consent if student under 16 years of age (Appendix 3).

3) Relevant medical information for group members (Appendix 2).

4) Emergency contact details to be held by Trip Leader and Curriculum Area Lead (Appendix 2).

5) Written authorisation of Curriculum Area Lead or Authorised Person (Appendix 5).

8.5 Category 5: Local Short Duration Trips

The following documentation is required:

Risk assessment (Appendix 1).

1) Elements to be considered as part of the risk assessment process:

Please refer to <http://www.gov.scot/Publications/2004/12/20444/48943> for more detailed information.

- a) Nature of activity (supervised/unsupervised).
- b) Transport considerations.
- c) Age, maturity and ability of students.
- d) Size of group including staff/student ratio.
- e) First aid.
- f) Communication and contact arrangements (College mobiles available through switchboard on request by College lecturer).
- g) Responsibilities during free time.
- h) Weather conditions.
- i) Cultural considerations.

2) Parental consent if student under 16 years of age (Appendix 3).

3) Relevant medical information for group members (Appendix 2).

4) Emergency contact details to be held by Trip Leader and Curriculum Area Lead (Appendix 2).

5) Written authorisation of Curriculum Area Lead or Authorised Person (Appendix 5).

Appendix 1: Risk Assessment Form

Date of Assessment: _____

Review Due: _____

Assessor (Name and Position): _____

Approved by: _____

Area/Unit/Department: _____

Location: _____

Reference Number: _____

Task: _____

Risk Rating = Likelihood X Severity Scale 1-5 Please see Information Sheet for guidance.

Work activity	Identify who is at risk	Identify hazard	Applied control measures	Risk rating			Evaluate and list any further control measures necessary to minimise risk to lowest level (if applicable)	New risk rating		
				L	S	RR		L	S	RR

Key: E = Employee

S/O = Students/Others

P = Public

C = Contractors

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Severity of Harm	5	5	10	15	20	25	15 - 25	Danger - Task/activity should not proceed. Further control measures are to be put in place to reduce risk. When in place the level of risk should be re-assessed for adequacy before the work recommences.
	4	4	8	12	16	20		
	3	3	6	9	12	15	7 - 14	Significant Risk is attached to this task/activity. Look critically at ways of reducing the level of risk to a more tolerable level by improving existing control measures or by introducing new controls.
	2	2	4	6	8	10		
	1	1	2	3	4	5	1 - 6	Tolerable Risk - Consider if risk is "as low as reasonably practicable", if not try to reduce risk further by improving control measures. Keep under review and continue with task/activity, but with caution.
		1	2	3	4	5		
		1	2	3	4	5		

Likelihood of Harm Occurring from the Task or Activity

Likelihood

- 1 = Extremely unlikely to occur at an.
- 2 = A rare combination of factors would be required for an.
- 3 = Could happen, but considered unlikely under normal circumstance.
- 4 = Not certain, but an additional factor may result in an incident.
- 5 = Almost inevitable that an incident will result - Highly likely to occur.

Severity

- 1 = Negligible injury or no injury.
- 2 = Minor injury incident to occur requiring First Aid.
- 3 = Lost time injury.
- 4 = Single serious injury or single death.
- 5 = Multiple.

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Appendix 2: Emergency Contact/Medication List (To be held by Curriculum Area Lead and Trip Leader.)

Course: _____

Trip Leader: _____

Destination: _____

Dates: _____

Student/ Staff Name	Date of Birth	Contact Name/ Relationship	Daytime Number	Evening Number	Medication	Self Admin	Additional Information

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Appendix 3: Parental/Carer Consent Form (External Visit)

Name: _____ is requested to take part in the following College activity

Destination: _____

Reason for Visit: _____

Visit Date: _____ Visit Start Time: _____ Visit Return Time: _____

The activity may require your child/ward to: (please ✓ appropriate box (s))

Participate with a mixed age group of children.

Participate with mixed groups of adults and children.

Participate with mixed groups of students and children.

Be photographed or filmed.

If you agree to your child/ward taking part in this visit, please complete the bottom of this form and sign and return it to me at the address given below:

Name: _____ Department: _____

West Highland College UHI

✕ -----

I agree to my child/ward: _____ Date of Birth: _____

taking part in the visit to: _____ on: _____

Please state if your child/ward has a disability or condition that might be affected by this activity

Please indicate if he/she has any cultural needs (dress, dietary, toilet arrangements etc)

Please indicate any medical treatment and this needs to be administered

In emergency you should contact: Name: _____

Relationship: _____ Telephone (Day): _____

Mobile: _____

Parent/Carer Signature: _____

Name: _____

Date: _____

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Appendix 5: West Highland College UHI Excursion Approval Form

(To be held by Curriculum Area Lead and Trip Leader)

Course Name:		Proposed Excursion to:	
Purpose of Visit and Objectives:			
Date of Departure:		Time:	
Date of Return:		Time:	
Existing Knowledge of Place to be Visited or Exploratory Visit Intended (Disabled Access?):			
Category of Excursion (1-5): Refer to Excursion Procedure.			
For Category 1 Detail the Hazardous Activity and Associated Licensed Organisation:			
Mode of Travel:		Special Requirements (Food/Drink, Equipment, Medical):	
Number of Students:		Male:	Female:
Number of Staff:		Male:	Female:
Number of Students Under 16:			
Name of Trip Leader:			
Mobile Telephone Number :			
Documentation Attached: Risk Assessments/Emergency Contacts/Consent Forms			
Signed:		Designation:	
Name:		Date:	
To be completed by Curriculum Area Lead or Authorised Signatory			
I am satisfied that all arrangements comply with college requirements for Health and Safety and give consent for this excursion.			
Signed:		Designation:	
Name:		Date:	

Please ensure the Travel Arrangements Form is completed - Appendix 4.