

TRIP POLICY

PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

CHRIS MASON (HEALTH & SAFETY OFFICER)

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LAST REVIEW DATE

February 2025

NEXT REVIEW

February 2026

Trip Policy

The **Health and Safety at Work Act 1974 (HSWA)** and the **Management of Health and Safety at Work Regulations (MHSW)** state in broad terms that an employer has a duty of care towards employees for all the activities they carry out in connection with their duties. This extends to all travelling abroad activities. Ultimately, the 'duty of care' responsibility resides with the Trip Leader. As a responsible employer and learning institution, Albemarle College will strive at all times to minimise and manage these risks, to ensure that no member of staff or student is exposed to unacceptable risks and to take all reasonable steps to ensure the health, safety and security of staff and students while on college business or study trips.

Individual students and members of staff are also responsible for their own safety and that of anyone who may be affected by their conduct. This policy sets out procedures for undertaking work and travelling abroad. Trips to conferences and meetings within the UK are generally safe and the risk assessment notification process will not need to include more than notification of the travel arrangements and completion of a simple risk assessment. Documents connected with this Policy are attached: see Appendices A, B and C). Travellers overseas should take with them **contact numbers** for Insurers, along with details of the appropriate in-country High Consulate/ Commission or Embassy. They should also ensure that their next of kin details are up to date and held within the College.

THIS POLICY DOCUMENT HAS BEEN REVIEWED AND PREPARED IN CONJUNCTION WITH THE HSE DOCUMENT TITLED "SCHOOL TRIPS AND OUTDOOR LEARNING ACTIVITIES" WHICH CAN BE FOUND AT WWW.HSE.GOV.UK/SERVICES/EDUCATION/SCHOOL-TRIPS.PDF.

Responsibilities

The Principals ensure that no travelling abroad activities take place unless an appropriate risk assessment has been carried out. They ensure that appropriate risk assessments are carried out for all trips by staff and students and contact details are available for all those travelling abroad. The significant findings of the assessment, together with the appropriate measures to reduce risks and hazards to health are recorded and communicated to the persons who will be involved in those activities.

Risk Assessments are carried out for all activities abroad. Assessment is tailored to the expected dangers and hazards during activities abroad. For activities with greater risks including those activities taking place in particular locations, a detailed risk assessment that meets the specific safety requirements of the activity is produced.

The production of the risk assessment involves both the relevant people and any persons who are to be practically involved in the activities abroad so that information and training can be adequately discussed.

The Principals reserve the right to exclude/remove any student from a College trip or activity. Generally, but not exclusively, the following are typical reasons for this exclusion:

- Poor attendance at College
- Record of inappropriate behaviour or serious misconduct
- Ongoing health conditions

For students already on a trip, no refund will be given and additional expenses may be incurred.

Whilst on the trip, if the Principals or Trip Leader deem it unsafe or unsuitable for a student to remain on the trip, the parent/guardian may be asked to collect their child from the trip. The parent/guardian must support the College's decision and execute collection within 24 hours of the request being made.

APPENDIX A

Overseas Travel by Students

APPLICATION FOR APPROVAL OF TRAVEL (STUDENTS)

Students travelling overseas are required to obtain approval for travel prior to their journey from parent or guardian

Students must sign the form and return to the College Administrator (LF)

By filling in this form, I declare that:

1. I have completed a suitable and sufficient **risk assessment**.
2. I have **either**, sought and received appropriate health advice in relation to this overseas visit (including notification of allergies and/ or medications).
3. I am physically fit to travel and have no medical condition that may be exacerbated or may endanger me by travelling to the proposed area(s).
4. I have taken out adequate travel insurance for this trip.

Signature: _____ **(traveller)** **Date:** _____

Name: _____ **(traveller)**

Parent/Guardian must sign to indicate approval for this trip

Signature: _____ **Date:** _____

Name: _____ **(Parent / Guardian)**

APPENDIX B

Hazard Checklist

A checklist of additional hazards when travelling overseas is below.

Appropriately signed copies of the written risk assessment should be deposited with the Health and Safety Officer (CM).

The written risk assessment must be signed by the supervisor of the trip and by those persons who will be involved in the activities abroad. If the supervisor is also going to be the main person conducting the research then an appropriate line manager should sign the assessment. Once completed, the written risk assessment should be passed to the Principal for approval and signing.

Hazard	Associated problems pertinent to overseas working	✓	Comment
Climatic extremes	Dry / desert (high humidity, hypothermia), monsoon / storms, oxygen deficiency / rarefied air, sunburn / skin cancer, tidal and other water considerations, unusual winds (e.g. tornado, hurricane)		
Contact with animals (wild or domestic)	Allergies, asthma (bites and other physical contact, dermatitis, rabies, stings)		
Contact with insects	Bites / stings (Lyme's disease, malaria, yellow fever, other)		

Contact with reptiles (poisoning, snakes, scorpions etc remoteness, shock)	Availability of antidotes / medical back-up		
Contaminated food	Allergies (food poisoning, Hepatitis A)		
Contaminated water	Diarrhoea, legionella, leptospirosis		
Contaminated (drinking) water	Cholera, polio, typhoid, other		
Electricity	Compatibility of equipment and supply, safety standards (higher / lower / different)		
Emergencies (including fire)	Arrangements and procedures (first aid provision, "help" numbers / contacts, response expected)		
Environment (local)	Culture (customs, dress, religion)		
Excavations / confined spaces / tunnelling	Permits to work (risk appreciation, safe systems)		

Hazardous substances / chemicals	Antidote availability (COSH, spillage arrangements, transport requirements)		
Legal differences	Local codes / guidance (local standards, local statute, staff informed and trained)		
Natural phenomenon	Avalanche, earthquake, volcano, other		
Needles (contaminated) / C sexual contact	HIV, Hepatitis B, Hepatitis C		
Stress	Accommodation problems, civil unrest, crime, vandalism and violence, extremes of heat/cold, fatigue, language/communication problems, lack of support (especially family/peers), loads / expectations excessive, loneliness/ remoteness, sickness, unfriendly environment		
Transportation	Competent driver(s), hazardous terrain, properly maintained vehicles, suitable transport		

APPENDIX C

[TRIP DETAILS] [DATE] [Department]

Student information and parental consent form

CONFIDENTIAL – PLEASE RETURN WITH NO LATER THAN [DATE]

Name of Student:
Please give details of any medical conditions that the College and the accompanying staff for this trip should be aware of (eg allergies, ongoing conditions, mental health issues):
Emergency contact number and name of person: Alternative emergency contact number and name:
Please give details of any special dietary requirements:
Any further information which needs to be communicated:

By completing this form, I declare that I have considered:

- I have sought and received appropriate health advice in relation to this overseas visit;
- That the student is physically and mentally fit to travel and has no medical conditions which may be exacerbated or may endanger them or others by travelling for the proposed purpose;
- I have read and understood the college's Trip Policy document found on the Albemarle College website;
- That adequate insurance has been taken out for this trip;
- And that I have considered and assessed each foreseeable risk which is individually applicable to my son/daughter.

All the information given above is correct and I give permission for my son/daughter to attend the [TRIP DETAILS] at [VENUE/DATE]

Signed: _____ (Parent/Guardian) Signed: _____
(Student)

Name: _____ (Parent/Guardian) Name: _____
(Student)

Date: _____ Date: _____