

RUNNYMEDE PRE-SCHOOL

Health and safety procedures

1.4 Short trips, outings and excursions

Planning and preparation

- A minimum of two staff accompanies the children on outings. Children will have a minimum ratio of 1 – 4 , children with additional needs and are at risk of running will need a ratio of 1-1.
- Where possible children are specifically allocated to each member of staff and they are responsible for supervising their designated children for the duration of the excursion.
- Parents on outings are responsible for their own children only.
- We appoint a designated lead for the outing.
- The outing back pack is always taken with the designated lead, this contains:
 - a mobile phone belonging to the setting or the designated lead
 - a small first aid kit
 - a bottle of water
 - Emergency contact phone numbers
 - Children's allergy lists and medication if required with medication forms
 - Accident forms
 - Wet wipes
 - Tissues
 - Spare clothes
- Staff make sure they have water, plastic cups, 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
- Children wear badges or 'high viz' vests with the name and number of the setting.
- Staff have emergency contacts, medication and equipment needed for children.

Risk assessment

- Risk assessment is completed prior to the outing and signed off by the setting manager and all staff taking part. Existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.
- Parental consent is checked on the enrolment forms and the outings risk assessment as not all children have parent permission to leave the setting.

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. For example when we visit Oakdale residential care home. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment. (we are not currently visiting Oakdale)

Forest School sessions (not currently running)

- A separate risk assessment is conducted, and Forest School standard procedures are followed.
- The sessions always have a level 3 trained forest school leader.

Farm and zoo visits (parents/carer take their own children and have full responsibility)

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.

- The venue is contacted in advance of the visit to ensure no recent outbreaks of E.coli or other infections. If there has been an outbreak the visit will be reviewed and may be postponed.
- 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.
- Children are prevented from putting their faces against animals or hands in their own mouths.
- If animal droppings are touched, hands are washed and dried immediately.
- Shoes are cleaned and hands washed thoroughly as soon as possible on departure.
- 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

For example when we attend the local school nativity.

There is an identified lead person for the outing.

- The outing has an educational purpose and has been agreed with the setting manager.

- Risk assessments completed/updated and shared with every staff, student accompanying the children.
- Staff understand the potential risks when they are out with children and takes all reasonable measures to remove minimise risks.
- Bouncy castles and similar attractions are not accessed by children on an excursion.
- The designated lead practitioner 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

Daily Register and Outings Record (Early Years Alliance 2021)

Good Practice in Early Years Infection Control (Pre-school Learning Alliance 2009)

Not on my Watch! (Early Years Alliance 2018)

Preventing Accidents to Children on Farms (Health and Safety Executive 2013)