

## USING STANDARD OPERATING PROCEDURES TEMPLATES

The following Standard Operating Procedures (SOPs) are designed to make the risk assessment process more straightforward. The generic document below has been pre-populated with typical hazards and their associated control measures which would apply to visits and off-site activities.

The Headteacher/Manager, Educational Visits Coordinator and Designated Safeguarding Lead should review the sections in grey including the Standard Operating Procedures (third column) and amend them accordingly. Specifically:

- Delete anything that does not apply / add anything local that is not listed / amend each bullet point so that it reflects precise local arrangements and expectations.
- Where desired, and to avoid unnecessary inclusion of irrelevant information, separate SOPs documents can be created for different categories of visits i.e. day visits using minibuses, day visits using coach travel, sports fixtures etc.
- The Headteacher/Manager and Designated Safeguarding Lead should sign and date the final establishment specific SOPs documents at the end of the document.

The final setting specific SOPs document/s will then list the control measures which should be applied by staff to all visits of this kind. The SOPs documents form part of the setting's Outdoor Education, Visits and Off-Site Activities Policy document and copies of the establishment specific SOPs should be uploaded to the 'Establishment Documents' in the resources section of Evolve. Staff should be briefed in the content and purpose of these SOPs.

Upon commencing the planning of a visit, the Visit Leader should take the most appropriate establishment specific SOPs and review the sections in white, starting with the name and date of the specific visit concerned. The Visit Leader should then judge if the Standard Operating Procedures (third column) adequately control the risks and, where necessary, add any additional control measures in the enhanced risk assessment section (fourth column). For example, this could be medical issues relating to an individual or a concern about the behaviour of a specific class, group or individual. Some priority areas have been pre-populated in red to prompt considerations.

For further advice and support contact the Devon Health & Safety Service on 01392 382027.



**East Worlington Primary School**

## LOCAL WALKS/LOCAL VISITS USING TRANSPORT

<b>Name of Visit Leader:</b> Suzie Pinn			<b>Date of risk assessment:</b> 8.09.2025 <b>Revised</b> 21.01.2026
<b>Proposed visit / activity:</b> Local Walks to include but not an exhaustive list: East Worlington Village, West Worlington Village, Campie's house and grounds, the church, the parish hall, the war memorial, the forest school area (offsite), the local woods, fields and public footpaths, visits to other local schools.			<b>Date/s of visit/activity:</b> Ongoing throughout the year
<b>Identify the hazard</b>	<b>Identify who might be harmed</b>	<b>Standard Operating Procedures</b> <i>Where relevant, these control measures will apply to all visits / activities of this kind.</i>	<b>Enhanced Risk Assessment</b> <i>The Visit Leader should consider if the SOPs are adequate for the proposed visit / activity. Any additional control measures necessary should be recorded below.</i>
Management Arrangements			
		<b>Visit Leader should NOT amend this column</b>	<b>Visit Leader should add additional controls in this column</b>
Management arrangements for all visits	Pupils	<ul style="list-style-type: none"> <li>All activities are undertaken in accordance with general requirements of the <i>Outdoor Education, Visits and Off-Site</i></li> </ul>	Adult: Pupil ratios- Nursery 1:2 Reception 1:4

<p>Injuries or incident arising from lack of staff competence / inadequate supervision</p>		<p><i>Activities Health and Safety Policy 2024.</i></p> <ul style="list-style-type: none"> <li>• Planning Checklist has been used to check that all reasonable steps have been taken to manage the risks.</li> <li>• Visit Leader identified above has assessed if these Standard Operating Procedures are adequate for the activity/visit.</li> <li>• Visit Leader is competent for the scope of the specific visit undertaken. Where visits require the Visit Leader to have additional specific competencies, this is detailed in the enhanced risk assessment column.</li> <li>• Where children of supervising staff participate in the visit, these will be the same age and ability as the remainder of the group and hence can participate as equals.</li> <li>• Where visits require a higher level of supervision, this will be detailed in the enhanced risk assessment column.</li> <li>• Where visits involve any degree of 'remote supervision', this will be detailed in the enhanced risk assessment column.</li> <li>• Group control measures used to supervise pupils will be recorded in enhanced risk assessment column.</li> <li>• Parental consent is obtained in line with policy.</li> <li>• Arrangements overseen by Educational Visits Coordinator Suzie Pinn who attended training 16.12.2026</li> <li>• All visit approved by the Headteacher</li> <li>• Arrangements for Category B and C Visits endorsed by the Adviser for Outdoor Education.</li> </ul>	<p>Years One to Three 1:6 Years Four to Six 1:15</p> <p>'There must almost always be a minimum of 2 adults present with the group to handle emergencies' – should this not be possible e.g. when using the parish hall or church then the supervising adult will have a walkie- talkie to communicate with the school site.</p> <p>'Head teacher discretion or Senior Teacher on site: For very local neighbourhood walks or movements between school sites head teachers have the authority to adjust these ratios based on specific risk assessments' (OEVOSA – 2024)</p> <p>External providers will be expected to follow the same procedures and will be supported with supervision for local walks by a member of school staff.</p> <p>From the school to the parish hall, Campie's house/garden and church:</p> <p>Staff completing the session register will communicate pupil numbers with the staff member/s (if different staff are taking the children).</p>
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			<p>Children will be counted on and off site</p> <p>Children will enter the parish hall via the kitchen door and the church via the main door and Campie’s property via the private access from the church yard</p> <p>All staff using the church or hall will inform another member of staff of their location and the number of children accompanying them, any changes will be communicated to this member of staff.</p> <p>When leaving the site for all other walks: children will wear high-vis vests. Children will be counted on and off site and a register taken</p>
<p>Emergency arrangements</p> <p>Incidents of injuries being exacerbated by absence of First Aid and emergency arrangements</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> <li>• At least one member of staff is a competent First Aider</li> <li>• Sufficient staffing to allow for dealing with emergencies</li> <li>• Consent process includes specific medical/medicinal information. Any specific medical needs are considered and recorded in the enhanced risk assessment column.</li> <li>• First Aid kit and mobile phone carried. Emergency procedure card carried with First Aid kit.</li> <li>• Visit Leader has staff/pupil list plus parent/guardian contact details with them.</li> <li>• Emergency contact available to assist both in and out of school hours and will include two out of hours emergency contact numbers for designated SLT.</li> <li>• Visit timetable, location and staff/pupil list known to this emergency contact(s).</li> </ul>	<p>Prescribed medicines will be taken by first aider or group leader to be administered as per the completed medications form or individual health care plan.</p> <p>Adults accompanying the group will either have parental contact details with them or be able to access these directly from school via walkie-talkies or mobile phones.</p> <p>Children without parental permission will not be taken off site</p>

		<ul style="list-style-type: none"> <li>• Visit Leader has staff/pupil list plus parent/guardian contact details with them.</li> <li>• Pupils briefed in what to do should they become separated from the group.</li> </ul>	
Using external providers  incompetent external providers / failure to coordinate supervision with external provider	Pupils	<ul style="list-style-type: none"> <li>• The Visit Leader will ensure that the proposed locations for the visit are suitable for the activity and manageable for the group. Wherever practicable, this will be achieved by undertaking a preliminary visit to the location. Where this is not possible, the method of assessing locations/venues will be detailed in the enhanced risk assessment column.</li> <li>• Where an external provider controls or determines activities, including accommodation, the SOE5 form has been used to vet this provider unless this provider has the LoTC accreditation.</li> <li>• SOE5 or LoTC accreditation to verify that DBS checks undertaken for all external coaching or centre staff who have regular contact with children.</li> <li>• SOE5 or LoTC accreditation to verify that £5million public liability in place and that coaching staff are suitably qualified.</li> <li>• Staff, including volunteers, have been briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared.</li> <li>• External providers briefed in roles and responsibilities and handover procedures. Emergency contact information shared.</li> <li>• Pupils briefed about appropriate conduct and specific risks about which they should be aware.</li> </ul>	
Weather  Cold, wet, sun exposure.	Staff and pupils	<ul style="list-style-type: none"> <li>• Spare clothing for pupils who may not come prepared with suitable clothing</li> <li>• Weather forecast checked ahead of visit and programme adjusted accordingly. Any specific controls for extreme</li> </ul>	School will notify parents before a local walk, if the weather forecast requires sun-cream or wellies for example.

		<p>weather will be considered and recorded in the enhanced risk assessment column.</p> <ul style="list-style-type: none"> <li>• Ongoing dynamic risk assessment will be undertaken to review arrangements in light of weather changes during the visit.</li> <li>• Where over-exposure to the sun is possible, sun block carried (at least SPF 30). Access to drinking water ensured for all group. Loose fitting clothing with head covering will be worn. Suitable breaks out of the sun ensured in the timetable for the day.</li> </ul>	<p>By using the footpath and side entrance to the Parish Hall, children do not have to walk on the main road.</p> <p>For other walks, children will walk in single file keeping close to the safest side of the road (as advised by the lead adult)</p>
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### Travel Arrangements

<p>Travel by coach</p> <p>Road traffic collisions / injuries sustained by failure to wear a seatbelt / pupil left behind</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> <li>• Staff briefed on roles and responsibilities during journey and any stops made.</li> <li>• Pupils briefed in expectations.</li> <li>• Head counts when getting on and off coach plus before departure from any stop or location.</li> <li>• One staff member embarks first, with other staff ensuring order outside the coach; reverse process for disembarkation.</li> <li>• Suitable embarkation points are used such as coach park or area with wide pavement.</li> <li>• Visit Leader will determine staff seating arrangement to best manage supervision. Double decker buses will have staff on each deck. Staff/pupil supervision ratio will disregard driver.</li> <li>• Departure and return times made known to pupils, staff and parents.</li> <li>• Visit Leader to liaise with driver to plan rest stops/breaks.</li> <li>• Arrangements for travel sickness in place.</li> <li>• Contingency plans in place in the event of lateness or incident.</li> <li>• Communications with transport provider available in case visit needs to be curtailed early.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Mobile phone communication available.</li> <li>• Coach is hired from reputable company.</li> <li>• Coaches have seat belts - pupils instructed to wear seatbelts and staff check to make sure that they do so.</li> </ul>	
<p>Travel by minibus</p> <p>Road traffic collisions / lack of driver competence / injuries sustained by failure to wear seatbelt / driver fatigue</p>	<p>Staff and pupils / members of the public</p>	<ul style="list-style-type: none"> <li>• Minibus driver(s) are competent to drive and have the correct licence for the minibus being used and has passed DCC test or appropriate training.</li> <li>• Minibus is maintained in accordance with manufacturer's requirements and checked prior to each journey: lights/horn/seatbelts/windscreen/tyres/spare tyre/jack/fuel etc.</li> <li>• First aid kit and fire extinguisher carried.</li> <li>• Pupils instructed to wear seatbelts and staff check to make sure that they do so.</li> <li>• Vehicle loading is within maximum permitted as described by manufacture and aisles are not blocked.</li> <li>• Towing only undertaken when side emergency exit is available and D1 exemption not being used.</li> <li>• Head counts when getting on and off minibus plus before departure from any stop or location.</li> <li>• Suitable embarkation points from nearside door are used such as car or coach park or area with wide pavement.</li> <li>• Staff/pupil supervision ratio will disregard driver unless recorded in enhanced risk assessment column.</li> <li>• Sufficient stops planned for longer journeys to avoid driving when tired (max 4.5 hours with 45-minute break or 3 x 15-minute breaks. Maximum of 9 hours in one day)</li> <li>• Arrangements for travel sickness in place.</li> <li>• Luggage stored without obstructing aisles.</li> <li>• All exits unlocked when carrying passengers.</li> </ul>	<p>Verified each year by estates manager</p>


<p>Travel by car / use of private vehicles</p> <p>Road traffic collisions / injuries sustained by failure to wear seatbelt / safeguarding concerns</p>	<p>Staff and pupils / members of the public</p>	<ul style="list-style-type: none"> <li>• Driver ensures that pupils wear seatbelts.</li> <li>• Pupils briefed about behavioural expectations and not distracting the driver</li> <li>• Departure and return times made known to pupils, staff and parents</li> <li>• Route planned and agreed with all parties. Expected travel times known to all parties.</li> <li>• Drivers will not diverge without good reason and without communicating change</li> <li>• Contingency plans in place in the event of lateness or incident including allowing extra time for delays</li> <li>• Where multiple vehicles used, a lead vehicle will be identified, and vehicles will not overtake.</li> <li>• Each car to carry: emergency contact details, charged mobile phone, sick bag. First Aid kit to be available in any convoy.</li> <li>• Driver confirms that they are insured for work related journeys via self-declaration.</li> <li>• Self-declaration obtained that vehicle is taxed and MOT is valid.</li> <li>• Standard letter and self-declaration have been sent out and returned for volunteer drivers.</li> <li>• Volunteer drivers considered for the suitability by Visit Leader and Headteacher.</li> <li>• Child protection issues are addressed by not having any pupil alone with driver other than their own child. If this is unavoidable, then the child must not ride in the front of the car.</li> <li>• DBS checks undertaken for those who drive pupils.</li> <li>• DBS checks undertaken for those who regularly transport children. (DCC/Torbay requires that DBS checks undertaken for all drivers).</li> </ul>	<p>Trust staff are insured by the trust to transport children</p> <p>Children will never travel alone with a staff member except in an emergency when a dynamic risk assessment has been undertaken by the Head of School or Senior Teacher in Charge.</p>
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<p>Service stations and other breaks in journey</p> <p>Injury through poor behaviour / pupils being separated or left behind / vehicle pedestrian conflict in car/lorry park</p>	<p>Pupils – especially young pupils</p>	<ul style="list-style-type: none"> <li>• Brief pupils re: purpose and timings of stop.</li> <li>• Staff briefed on roles and responsibilities during stop.</li> <li>• Clear expectations for behaviour established.</li> <li>• Pupils briefed on how and where to contact staff – establish permanent meeting point in service area and ensure that it is manned until final departure.</li> <li>• Brief pupils to remain in pairs or small groups.</li> <li>• Remind pupils about moving traffic and other hazards and establish no go areas. These to be established via dynamic risk assessment by staff at the service area.</li> <li>• Careful headcount before departure.</li> </ul>	
<p>Road vehicle breakdown or road traffic collision</p> <p>Secondary collision from passing vehicles / vehicle/pedestrian contact</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> <li>• <i>Coach:</i></li> <li>• Liaise with coach driver on safest place for group; either to stay on the coach or evacuate to an area behind barriers and away from road. On motorway, the only reason for not evacuating the coach would be that the area beyond the crash barrier created a greater danger.</li> <li>• Visit Leader has over-riding decision until arrival of emergency services when instruction will be taken from them.</li> <li>• <i>Minibus:</i></li> <li>• Visit Leader to judge safest place for group; either to stay on the minibus or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger.</li> <li>• Visit Leader to take instruction from emergency services upon their arrival.</li> <li>• <i>Car:</i></li> </ul>	

		<ul style="list-style-type: none"> <li>• Driver to judge safest place for group; either to stay in the vehicle or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger.</li> <li>• Driver to take instruction from emergency services upon their arrival.</li> <li>• If travelling in convoy, the Visit Leader to be notified at earliest opportunity.</li> <li>• Contact the emergency contact at the school base with details of what has happened and what your plan is. Arrange regular updates. School to contact parents/guardians to inform them of incident and of changes in expected timetable.</li> <li>• Make a careful check of all individuals in party. If you suspect that there may be shock or delayed shock seek the advice of emergency services present and if desirable take pupils to hospital for check-up.</li> <li>• Ensure that a competent member of staff accompanies any injured pupils to hospital.</li> <li>• Ascertain extent of injuries and of release times for the uninjured/lightly injured.</li> <li>• Ensure regular updates fed back to school and hence parents/guardians.</li> </ul>	
<p>Travel on foot</p> <p>Vehicle pedestrian conflict / pupils separated and lost in crowds</p>	<p>Staff supervising at front and rear / pupils – especially young pupils / staff leading on road walking routes</p>	<ul style="list-style-type: none"> <li>• Pupils briefed on which side of the road to walk on.</li> <li>• Brief pupils on hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other pedestrians.</li> <li>• Staff briefed on roles and responsibilities for walking route.</li> <li>• Means of communication between staff arranged and understood.</li> <li>• Emergency plan is in place for eventuality of separation of child from group.</li> </ul>	<p>Dynamic risk assessment can be made by the Head teacher or Senior Teacher in charge when using the hall or church to make suitable adjustments to the staff pupil ratios when traveling to and from these premises</p>

		<ul style="list-style-type: none"> <li>• Coach/minibus disembarkation point chosen to avoid busy traffic routes.</li> <li>• Route planned to avoid fast roads, blind spots and other hazards. Pavements used wherever possible.</li> <li>• Designated crossing points used wherever possible.</li> <li>• When walking on road, group will walk facing traffic or on most appropriate side depending on conditions.</li> <li>• Pupils walk in controlled groups with staff member at front of group with another at the rear who is looking out for stragglers. Other staff evenly spread throughout the group.</li> <li>• Ongoing dynamic assessment by Visit Leader and/or staff at front of group controls varied accordingly.</li> <li>• Means of identification used to identify members of group quickly in crowded environment.</li> <li>• Regular headcounts taken.</li> <li>• When walking in dark or semi-darkness, leaders at front and staff member at rear have torches. High visibility clothing is worn.</li> </ul>	
<p>Use of public transport, including trains and underground</p> <p>Injury through poor behaviour / pupils being separated or left behind / pupils lost in crowded environments</p>	<p>Pupils – especially young pupils</p>	<ul style="list-style-type: none"> <li>• Route planned to identify potential for problems and to account for delays.</li> <li>• Timetables considered ahead of time to ensure particular trains/connections will not be missed. Contingency plan for alternatives if train /connections missed.</li> <li>• Brief pupils in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other public transport users and to be aware of dangers.</li> <li>• Staff briefed on roles and responsibilities for travel route.</li> <li>• Means of communication between staff in place.</li> <li>• Party to move through crowded areas with adult in lead and adult at back of the group.</li> <li>• Meeting points established and staffed throughout time in station concourse and pupils briefed accordingly.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Brief pupils to remain in groups of at least 3.</li> <li>• Means of identification used to identify members of group quickly in crowded environment i.e. high vis vests, coloured caps etc.</li> <li>• Regular headcounts taken.</li> <li>• Large groups divided into small groups with adequate staffing for ease of management.</li> <li>• Emergency plan is in place for eventuality of separation of child from group.</li> </ul>	
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<b>Name of Principal/Headteacher/Manager: Suzie Pinn</b>	<b>Sign:</b> 	<b>Date: 28.01.2026</b>
<b>Name of Designated Safeguarding Lead: Sarah Healey</b>	<b>Sign:</b> <i>S. Healey</i>	<b>Date: 28.01.2026</b>