

## Field Trip Policy

<b>Designation number</b>	LC025	<b>Title</b>	Field Trip Policy
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<b>Published on website</b>	Yes	<b>Related policies and/or procedures</b>	General Health and Safety Policy
<b>Relation to QAA requirements (parts of code covered)</b>			
Informed by UK Quality Code – Core Practices for Standards and Quality			

### 1.0 Field Trip Policy

Field Trips are an important component of the experiential learning advocated in the college's academic plan. In order to promote the success and safety of all involved in field trips, the College has established this Field Trip Policy.

#### 1.1 Purpose

To establish a policy and related procedures for field trips that involve staff, students, and/or other persons.

#### 1.2 Definition of Field Trip

A Field Trip is defined as; any practical work carried out by staff or students of the college for the purpose of teaching and/or research in places which are not under the control of the college, but where the college is responsible for the safety of its staff and/or students and others exposed to their activities. The term field trip does not include either work experience or work placements.

#### 1.3 Insurance

It is essential that all members of staff and students involved in the fieldwork have appropriate insurance arrangements. The College can help to provide additional cover where this is required. Senior Management of the college have the duty to ensure that appropriate insurance cover for all parties and all eventualities has been arranged prior to commencement of any trip.

## **1.4 Legal Requirements**

In accordance with the Health and Safety at Work Act 1974 Sections 2&3 the college must exercise a duty of care to employees and to those they supervise. Under the Management of Health and Safety at Work Regulation 1992 Section 3 a suitable and sufficient Risk Assessment must be undertaken of the risk to health and safety of employees and to the health and safety of persons not in the college's employment who may be affected by their actions or omissions.

## **1.5 Risk Assessments**

During the planning stages of any field trip a thorough risk assessment must be carried out. The purpose of this is to identify the significant foreseeable hazard that may be associated with a trip so that the actual risk from these can then be minimized. The Field Trip form is filled out for this purpose.

The complexity of the assessment should reflect the level of risk. For routine trips which are undertaken locally, standard (generic) risk assessments may be made and recorded for each type of trip and each department. More distant visits or those which contain higher elements of risk must be assessed individually and details of the plans and risk assessments recorded in the form.

Many factors require to be considered when carrying out such risk assessments and include: the nature of the tasks, the location and environment in which they are to be carried out, the experience and training of participants, the nature of any substances which may be used or encountered, the level of supervision which will be provided and the duration of the exercise.

In addition a contingency plan should be prepared to cover any reasonably foreseeable emergencies. The Programme Leader and Module Tutor are responsible for planning the fieldwork, making appropriate risk assessments and ensuring that any training or equipment that is required by staff or students is provided. Following the risk assessment it may become clear that further competent staff may be required so that the field activity can be undertaken safely.

## **1.6 Supervision**

Members of staff who organize fieldtrips are responsible to the Programme Leader for ensuring that adequate safety arrangements exist and are followed by participants. It may be appropriate for organizers to appoint leaders who will act on their behalf in the field. It should be made clear to all parties at the outset who is in charge of the group in any given circumstance.

## **1.7 Health and First Aid**

Staff in charge of fieldtrips expeditions and outdoor activities must give careful consideration to the health of participants. Participants are asked to make a declaration that they do not knowingly have a condition that could compromise their health and safety during the particular activities likely to take place during the trip.

Staff and students must not knowingly undertake activities that due to physical or psychological problems may put themselves or others at risk. Depending on the risk assessment the number of qualified first aiders on the trip will need to be established. As a guide at least one member of staff attending an out of town field trip must as a minimum standard hold an HSE approved first aid at work certification. Where possible other staff or students should have an elementary knowledge of first aid e.g. Appointed Persons as defined by the First Aid at Work Regulations.

## **1.8 General Guidelines**

Staff must give prior notice to students that their class includes Field Trips. Field trips form part of the academic curriculum as such, all relevant college policies, apply to trip participants.

Field trips begin and end on campus. Students who join or leave the field trip at any other point do so at their own risk. Regional campus field trips may begin and end in designated commuter areas.

Field trips are either voluntary or mandatory. Voluntary field trips follow the same guidelines as those that are mandatory for the course.

Staff will ensure that the visiting organization is informed well in advance of the day of the event. This would enable better coordination between the visiting organization and the college by maximizing opportunities during the visits, such as being able to allocate a study room or organize a tour. The staff will carry out suitable risk assessments prior to the visit and document it for future reference.

Staff has the responsibility to enforce compliance with college's policies and the Student Code by all persons participating in the field trip as would be expected in the traditional classroom setting.

Students with disabilities must always be permitted to participate in field trips, and trips should be arranged in ways that reasonably accommodate them. Full consideration should be given by investigating the accessibility of the destination as well as transportation resources. Physical requirements should be clearly delineated and students should be afforded the opportunity to complete an alternate activity in the event that participation with reasonable accommodations is not feasible. Staff members are encouraged to consult with students regarding accessibility concerns and may contact Student Support for assistance.

All participants are individually responsible for their personal conduct while on the field trip. The college has no obligation to protect them from the legal consequences of violations of law for which they may be responsible.

No alcoholic beverages or controlled substances shall be transported or consumed in any vehicle (private, rented, or leased) at ANY TIME or used or consumed during the course of the field trip.

No narcotics, illegal drugs, or other controlled substances may be in the possession of, or used by, any person engaged in the field trip.

Programme Leader and Staff must review and ensure compliance (including execution of any necessary forms while planning, preparing for, and executing a Field Trip.