

## **Group Health & Safety Guide**

### **Essential Information**

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## **SAFEGUARDING AND HEALTH & SAFETY STATEMENT**

First Education & School Travel takes it's duty to protect Children, Young People and Vulnerable adults seriously. We recognise our responsibility to take all reasonable steps to ensure that any organisation, company or individual employed by us or delivering services on our behalf, has Safeguarding and Health & Safety policies, practices and procedures in place to ensure any young/vulnerable people are safe and secure whilst participating in an Educational/Group visit.

### **1. Safeguarding**

First Education & School Travel require all partner providers including residential providers, activity providers, coach operators and their drivers to adhere to appropriate Health & Safety management guidance and to the standards of the Criminal Records Bureau system for checking of all staff members that engage in regulated activity and/or could have access to young and/or vulnerable people.

First Education & School Travel require all partner providers to ensure that all staff undergo a Criminal Records Bureau and/or other related checks to ensure their suitability to work within this environment. First Education & School Travel issues each partner provider with an annual compliance form requiring them to provide written confirmation of their adherence to CRB, Health & Safety management, and to provide evidence for any relevant NGB/or AALS qualification, compliance and guidance.

### **2. Additional Health & Safety Management**

Where a third party provider delivers services on behalf of First Education & School Travel group leaders are encouraged to conduct a pre-trip planning visit to the appropriate centre/hostel whereupon they are provided with site specific information including:

- Risk assessments relevant to each visit including activities
- Fire safety arrangements
- Security arrangements and details of accommodation proposed for each groups occupancy
- Accessibility arrangements for individuals with disabilities
- Full contact details appropriate for each groups visit

### **3. Accident Management**

Where a third party provider delivers services on behalf of First Education & Travel each centre/hostel operates a clear incident reporting procedure for recording any adverse events that may happen during any group visit. In the event of any accident/incident a responsible member of staff will provide a report detailing any accident/incident to the group leader.

### **4. Group Ratios**

In line with best practice guidance, First Education & School Travel encourages all group leaders to follow HASPEV guidance/ Local Authority controls on the ratios of staff or accompanying adults to participants. All third party providers delivering services on behalf of First Education & School Travel are instructed to allocate separate rooms for children and adults located as close as possible to the group to provide effective supervision.

### **5. Food Safety Management**

Where a third party provider delivers services on our behalf which includes a catered service to a group, First Education & School Travel ensures that they follow food safety guidelines to ensure high standards of food hygiene and can demonstrate, through the keeping of records, that appropriate processes are in place and followed.

### **6. Accommodation Contracted by First Education & School Travel**

Any third party partner providing accommodation on behalf of First Education & School Travel will have been subject to detailed compliance checks. Each partner will have entered into a contract, which includes the professional delivery of an agreed set of minimum standards. These standards must be met as part of the wider working agreement. The formal agreement is signed confirming that the accommodation conforms to local and national fire regulations, safety & security and health & hygiene standards. In addition, each accommodation provider has provided evidence that they hold appropriate public liability insurance cover for the duration of the contract.

In addition third party providers undergo random compliance checks to ensure that standards are being met and maintained. Should any significant discrepancies be identified as part of this process, we will take measures to ensure that the third party provider takes all practicable steps to meet these required standards. Any provider failing to reach the agreed/required standards will be withdrawn from use by First Education & School Travel.

## 7. Transportation

### **First Education & School Travel will ensure that:**

Any third party operators used to deliver the transport elements on behalf of First Education & School travel will complete a Provider Compliance form in which they confirm that they comply with all applicable national, local, trade and other laws, regulations, rules and codes of practice.

### **Compliance**

**All third party operators contracted on behalf of First Education & School Travel must demonstrate that they meet the following criteria:**

- Each third party operator have a current and appropriate PSV Operator's Licence.
- Each third party operator must demonstrate that they are currently CHAS (Contractors Health & Safety Awareness Scheme) compliant.
- Each third party operator must demonstrate that they are assessed regularly (at least annually) by VOSA (Vehicle and Operator Services Agency).
- Each third party operator must demonstrate that they are a member of, and assessed regularly by, the Bus and Coach Council or similar national body that monitors and upholds standards, such as the FTA (Freight Transport Association) and/or RHA (Road Haulage Association) and/or Council for Passenger Carrying Vehicles(CPCV).
- Each third party operator must demonstrate that they have full insurance for all its drivers and vehicles, including adequate public liability insurance cover.
- Each third party operator must demonstrate that they have suitable and sufficient breakdown cover and/or other arrangements to ensure that a replacement vehicle can be guaranteed if required.
- Each third party operator must demonstrate that in the event of a vehicle accident or breakdown, all drivers are familiar with, and trained in, recommended emergency procedures.
- Each third party operator must demonstrate that they are not at present under investigation, pending possible disciplinary action by VOSA or possible prosecutions.
- Each third party operator must demonstrate that its coaches have a current MOT certificate

### ***Transportation continued***

- Each third party operator must demonstrate that its coaches are maintained and serviced regularly (and that records are available if requested for inspection).
- Each third party operator must demonstrate that seats are fitted with fully operational seat belts.
- Each third party operator must demonstrate that coaches are fitted with fire extinguishers and a fully maintained first aid kit.
- Each third party operator must demonstrate that emergency exits and door closures on coaches are checked daily and in good working order.

In the event that a Group uses Public Transport during their visit, the regulations concerning Public Transport are not determined by First Education & School Travel and are outside of our control.

## **8. Excursions and Visits**

Where excursions and visits are included within a residential visit itinerary, we will ensure that the group leader is provided, in advance, with all relevant information regarding risk assessments, travelling to/from excursion site, location etc.

## **9. Accidents and Accident Reporting**

We advise Group Leaders to report any safety related issues in the first instance to the centre manager/staff to enable them to follow their procedures. The Group Leader should then contact their School Visits Advisor and inform First Education & School Travel of the nature of any issue, we will then investigate any concerns and ensure that necessary action is taken immediately.

## **10. Pre-Visit Information and Preliminary Site Visits**

### **First Education & School Travel will ensure that:**

Pre-visit safety information is provided to all groups well in advance of their visit. All information is intended to assist group leaders in planning their visit and in meeting their statutory responsibilities.



***Pre-visit information continued***

**Preliminary Site Visits**

First Education & School Travel strongly recommend that all Group Leaders carry out a preliminary site visit to their chosen residential venue. To assist in this we offer a free overnight planning visit based at the chosen venue. This enables group leaders to meet with the centre staff, discuss their activity programme, carry out their risk assessments etc. This applies to group leaders who have a **confirmed** a booking with First Education & School Travel and paid a holding deposit.

## **11. Emergency Procedures**

**First Education & School Travel will ensure that:**

Group Leaders are in possession of a site-specific emergency contact number for the duration of their visit. This contact number will be in operation and accessible 24 hours a day.

Group Leaders will also be provided with the 24hour contact telephone number for their Education Visits Advisor at First Education & School Travel.

**For any further information, please call 0844 854 2561**

**Or contact:**

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