01 Health and safety procedures

**01.6 Short trips, outings and excursions**

**Planning and preparation**

* Outings have a purpose with specific learning and development outcomes
* Parents are informed of an outing and staff check that consent forms on children’s registration were signed .When we go on trips parents attend with their children to meet the ratio.
* Children are specifically allocated to each parent if another parent cannot go on the trip or with a member of staff.
* Parents on outings are responsible for their own children only.
* A mobile phone belonging to the setting, and small first aid kit is taken out.
* 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
* Staff have emergency contacts, medication and equipment needed for children.

**Risk assessment**

* Risk assessment if required, is completed prior to the outing and signed off by the setting manager and all staff taking part. Any existing risk assessments are reviewed/amended as required.
* Children with specific needs have a separate risk assessment if necessary.

**Transport**

Parents take their own children in their own vehicles .

**Where transport is provided by the setti**

* Drivers using their own transport should have adequate insurance cover.

**Farm and zoo visits**

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**

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 if required, are completed/updated and shared with every staff, student/volunteer accompanying the children.
* Staff understand the potential risks when they are out with children and takes all reasonable measures to remove minimise risks

**Further guidance**

[Daily Register and Outings Record](https://portal.eyalliance.org.uk/Shop) (Alliance Publication)

[Good Practice in Early Years Infection Control](https://portal.eyalliance.org.uk/Shop) (Alliance Publication)

[Introducing Forest School in the Early Years](https://portal.eyalliance.org.uk/Shop) (Alliance Publication)

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[Preventing Accidents to Children on Farms](https://www.hse.gov.uk/pubns/indg472.htm) (Health and Safety Executive 2013)