

Field Trip Policy

Designation number	LC025	Title	Field Trip Policy
Current Version number	January 2023 v2	Review date	January 2024
Published on website	Yes	Related policies and/or procedures	General Health and Safety Policy
Relation to QAA requirements (parts of code covered)			
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.

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

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 foab3(ng)f2 0 1 3gyniormsnsfieusld trip.