

## Yorkshire & North Derbyshire Region

# Staying safe on school trips

**THE BUSIEST** time of year for school trips is fast approaching.

The Government says it wants to "rip up the health and safety red tape surrounding school trips". GMB is concerned about what this could mean for staff and pupil safety.

But the Government's new "simplified" advice isn't ready yet. So for the time being, schools will carry on using Department for Education guidance first published in 1998. Here are some of its key points. If you need more information, there is a weblink at the bottom or ask your local GMB rep for help accessing it.

### Department for Education,

### "Health and safety of pupils on educational visits: A good practice guide" (1998)

The law requires **employers** to ASSESS the risks of activities, INTRODUCE measures to control those risks, and TELL their employees what these measures are.

**Employees** must TAKE reasonable care, CO-OPERATE with their employers over safety matters, CARRY OUT activities in accordance with training and instructions, and INFORM the employer of any serious risks.

**Head teachers** should ENSURE, among other things, that:

- the risk assessment has been completed
- appropriate safety measures are in place
- training needs have been assessed by a competent person
- there is adequate and relevant insurance cover
- the ratio of supervisors to pupils is appropriate

The **appropriate ratio** of supervisors to pupils will depend on a number of factors, including the nature of the activities, pupils with special educational or medical needs, and the experience of adults in off-site supervision. **Group leaders** should ASSESS the risks and consider an appropriate safe supervision level for their particular group. There should be enough supervisors to cope effectively with an emergency.

A formal **risk assessment** should have the aim of preventing the risks or reducing them. Pupils must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.

Your school and local authority may have their own guidance documents. You can also currently find lots more detail and advice about specific activities at:

<http://www.education.gov.uk/schools/adminandfinance/healthandsafety/responsibilities/a0013767/health-and-safety-on-educational-visits>.

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- 5** Hand the form to your GMB representative, or post it – you don't need a stamp – to GMB, FREEPOST, GMB Yorkshire & North Derbyshire Region, Grove Hall, 60 College Grove Road, Wakefield WF1 3RN

**FOR UNION USE ONLY** Section    Branch No    Membership No        Date of joining

## GMB YORKSHIRE & NORTH DERBYSHIRE REGION membership application form

### 1 TELL US ABOUT YOU

Surname  First name  Title  Mrs/Miss/Ms/Mr Date of birth

Home address  Home Tel  Email

Postcode  Mobile  I agree to abide by GMB rules Signature

Date    We ask for your ethnic origins as part of our equal opportunities policy of improving services to all members  
Bangladeshi  / Black African  / Black Caribbean  / Black British  / Chinese  / Indian  / Pakistani  / White  / Other

### 2 TELL US ABOUT YOUR JOB

Employer  Your job

Address where you work  Postcode

How many hours a week do you work?  Pay No

Work Tel  Pay Date

### 3 CHOOSE EITHER AUTHORISATION OF DEDUCTION OF YOUR TRADE UNION CONTRIBUTIONS FROM YOUR PAY

*Section 68, Trade Union and Labour Relations (Consolidated) Act 1992 as amended*

I authorise my employer to deduct from my pay each week/month the sum of £  or other amounts as may be fixed by the GMB from time to time.

Please start the deductions immediately and pay the amounts to the GMB.

I note that this agreement may be cancelled by one month's notice in writing.

I give permission to my employer to notify the GMB of any future change of address.

Signed  Date

Cash

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To the Manager of  Bank/Building Society

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Name(s) of account holder(s)

Bank/Building Society Account Number

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**Instructions to your Bank or Building Society.**  
Please pay GMB Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with GMB and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

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