

## **HEALTH AND SAFETY GUIDANCE: SUPERVISION OUTWITH EDUCATIONAL ESTABLISHMENTS**

### **1. Introduction**

1.1 The following resolution was approved by the 2005 Annual General Meeting:

“That this AGM instructs Council to draw up comprehensive advice for teachers/lecturers on all activities involving the supervision of pupils/students outwith educational establishments.”

### **2. Advice**

2.1 In January 2005 comprehensive advice and guidance produced by the Scottish Executive, ‘Health and Safety on Educational Excursions: A Good Practice Guide’, was brought to the attention of all members and a copy of the guidance documents were sent to all Local Association Secretaries and Branch Secretaries.

2.2 Appended is advice which reflects EIS policy on supervision outwith educational establishments and the contractual requirements for teachers employed by local authorities and lecturers employed by colleges and universities.

2.3 Local Association Secretaries should encourage local authorities and Branch Secretaries should encourage colleges to review their existing policies on excursions and visits and ensure that current policy reflects the Scottish Executive’s guidance.

### **3. Recommendations**

3.1 The guidance (as appended) should be issued in leaflet form in the EIS Bulletin. Safety Representatives should also receive this advice as an addition to the EIS Health and Safety Handbook.

3.2 Local Association Secretaries/Branch Secretaries should take forward the issue of review of existing policies as advised in 2.3 above.

## **HEALTH AND SAFETY: ADVICE ON EXCURSIONS AND VISITS**

Teachers and lecturers are not contractually required to organise or participate in excursions or visits outwith school/college premises. However, many teachers/lecturers willingly undertake such activities when there is educational value in doing so.

The requirements under health and safety law (the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 (as amended) and all other relevant statutory provisions) apply wherever and whenever a teacher/lecturer is at work. Councils/colleges are required to ensure the health and safety of their employees and pupils/students and teachers/lecturers are required to take reasonable care of their own health and safety and the health and safety of their pupils/students.

Teachers/lecturers who take on responsibility for supervising or organising visits should ensure that they:

- (1) Comply with the council/college procedures and policies; such policies should include rules for levels of supervision and risk assessments.
- (2) If in doubt seek advice from head teacher/line manager/employer's advisers.
- (3) Raise any health and safety concern prior to the visit taking place.

It is the employer's responsibility to ensure that suitable and sufficient risk assessments have been carried out by competent person(s) for all work activities including visits or excursions. In December 2004 the Scottish Executive published detailed and comprehensive guidance: 'Health and Safety of Educational Excursions: A Good Practice Guide' which is available at [www.scotland.gov.uk](http://www.scotland.gov.uk). This guidance provides standards for Local Authorities, Adventure Activities and a Handbook for Group Leaders. The Health and Safety Executive's website is also a useful source for advice and information; [www.hse.gov.uk/services/education](http://www.hse.gov.uk/services/education).

If an EIS member has concerns about a health and safety issue related to a visit he/she should try to resolve this with his/her head teacher/line manager. If the concerns are not addressed he/she should cease to volunteer for the trip or activity. In such circumstances it is recommended that advice and support is sought from the Local Association Secretary/Branch Secretary.