

## R: Safety and suitability of premises, environment and equipment - Outings

### What do I need to know?

- [Statutory framework for the early years foundation stage](#): page 37, paragraph 3.66-3.67

<b>Safety and suitability of premises, environment and equipment - Outings</b> <b>(page 45 of audit)</b>	<b>Things to consider and discuss:</b>
<p>Do you <b>ensure</b> you keep children safe while on outings?</p>	<ul style="list-style-type: none"> <li>• How do you obtain parent and/or carer consent to take their child away from the premises for regular and for one-off outings, both near and far?</li> <li>• What are the risks when taking children on outings? How do you eliminate or minimise these risks?</li> <li>• How do you ensure that health and safety practice continues to meet the necessary standards while on outings e.g. handwashing?</li> <li>• How do you ensure staff meet the medical and physical needs of the children on outings, e.g. taking medication with them for asthma, accessibility of the environment?</li> <li>• How do you ensure food being taken or purchased on the outing is suitable for children with allergies?</li> <li>• What is your insurance cover for outings? Are there restrictions or conditions to meet?</li> <li>• What safety measures do you have in place to ensure children remain usually within sight and hearing of staff and always within sight or hearing on outings/trips?</li> <li>• Do you have a missing child policy and procedures? How do you ensure that staff know what to do and can implement this when away from your premises?</li> <li>• Do you have portable first aid kits for outings? How do you ensure all staff take a portable first aid kit with them when not on-site?</li> <li>• How do you ensure all staff know where/who will keep the first kit on outings? How do you ensure the first aid kit is easily accessible?</li> <li>• What procedures are in place to ensure first aid kits are regularly checked for contents prior to going on the outings? How do you know what should be in your first aid kit to meet Health and Safety Regulations?</li> </ul>

<p>Do you <b>ensure</b> you assess the risks or hazards which may arise for the children and do you <b>ensure</b> you identify the steps to be taken to remove, minimise and manage those risks and hazards?</p> <p>Do you <b>ensure</b> the assessments include consideration of adult to child ratios?</p> <p>Are you aware risk assessments do not necessarily need to be in writing (this is for you to judge)?</p>	<ul style="list-style-type: none"> <li>• How do you ensure there is always a member of staff on outings with a current paediatric first aid (PFA) certificate? What will you do if this member of staff is ill/absent etc?</li> <li>• How do you ensure that staff take the essential equipment to keep children safe while on outings? What equipment do you consider to be essential ? e.g. emergency contact lists, operational phone, first aid kit, medication, change of clothes, etc.</li> <li>• How do you ensure you meet your Data Protection Act 2018 responsibilities when on outings?</li> <li>• How do you risk assess any outing, routine, or new environment?</li> <li>• How do you ensure that staff know how to risk assess unfamiliar environments?</li> <li>• How do you share risk assessments with all staff and any volunteers/helpers?</li> <li>• How do you ensure risks or hazards which may arise are for the children are identified prior to outings?</li> <li>• How do you ensure risks and hazards identified are removed, minimised and managed prior to or during outings?</li> <li>• How do you ensure staff check the route before taking children on an outing and consider any alternatives should this route become unavailable or unsafe?</li> <li>• When on outings do you have an evacuation or lockdown procedure? How do you ensure that it has been checked when using unfamiliar premises and all staff know how to implement it?</li> <li>• Do you have a checklist for staff to use for routine checks regarding outings?</li> <li>• How would you ensure any volunteers are suitable to accompany children? How do you ensure they understand the relevant information and what they need to do in an emergency situation?</li> <li>• How do you ensure you have considered your staff:child ratios for outings? What additional factors which may influence this e.g. type of venue, age and needs of children attending?</li> <li>• What details do you record for the trip e.g. which children are with which staff, which children are in which vehicle etc?</li> </ul>
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Do you **ensure** vehicles in which children are being transported, and the driver of those vehicles, are adequately insured?

- How do you ensure the vehicle/s have a valid MOT and current insurance cover?
- Are suitable, age appropriate, car restraints are in place and fitted correctly? How do you know? How often are these pieces of equipment checked?
- Are you up to date with the latest legislation about car seats?
- How to do you ensure staff are suitable to drive vehicles in which children are being transported?

## Useful links and further help:

[HSE: Information about health and safety at work](#)

[ROSPA](#)

[The Five Step Guide to Risk Assessment – RoSPA Workplace Safety Blog](#)

[Child Accident Prevention Trust](#)

[Report a serious childcare incident](#)

[Fire safety in the workplace](#)

[Fire safety risk assessment: 5-step checklist](#)

[Working together to safeguard children](#)

[Keeping children safe in education](#)

[Child car seats: the law](#)

[Choosing a baby car seat](#)

[Derbyshire SchoolsNet - Early Years Quality Team](#)

[Derbyshire Early Years Service - Eventbrite](#)

Email: [CS.EYS@derbyshire.gov.uk](mailto:CS.EYS@derbyshire.gov.uk)