



## Out of College Activities and Residential Policy

ELT manager	Director of Finance and Resources
Responsible officer	Estates and Facilities Manager (EFM) (Health & Safety)
Date first approved by BoM	December 2010
Date review approved by BoM	27 March 2020
Next Review Date	April 2022
Equality impact assessment	Completed
Further information (where relevant)	

Reviewer	Date	Review Action/Impact	BoM
EFM	15/02/2017	Responsibilities updated to reflect staff restructure	4 April 2017
EFM	04/02/2020	Minor changes to reflect staff responsibilities and addition of journey time to Appendix 4	

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## 1. Purpose

- 1.1. West Highland College UHI is committed to the continuous development of all students and recognises that taking part in educational excursions and residential stays may help to develop their investigative and team building skills, encourage greater independence and prepare students for the external workplace.
- 1.2. The Board, Management and staff are committed to give due care and consideration within their sphere of operation in their work practices and procedures to their duty of care under the Health and Safety at Work Act 1974.
- 1.3. The following procedures and guidance are designed to ensure that a suitable and sufficient assessment of the risks is carried out so that everyone involved can have a safe and enjoyable experience.

## 2. Scope

- 2.1. Students as part of their learning taking part in an excursion or an activity as agreed by West Highland College UHI and staff as part of their research, teaching or a business activity.
- 2.2. The Scottish Government has issued the following document, Health and Safety on Educational Excursions: A Good Practice Guide. This can be accessed <http://www.gov.scot/Publications/2004/12/20444/48943>  
This provides practical information which can be used to assist with the risk assessment process and it is recommended that all staff are made familiar with its contents.

## 3. Definitions

- 3.1. **An excursion is defined as any off-campus activity**, carried out by students or staff for the purposes of teaching and/or research. This can range from visits to places within the local area (shops, cinemas, historical sites etc), taking part in adventure activities, overnight stays or travelling abroad. As these activities can be diverse they have been divided into 5 categories listed 1-5 to assist with the assessment process 1 being the highest risk category. All excursions must be authorised and signed off by the appropriate person.

**Category 1:** Excursions involving hazardous activities examples: white water rafting, kayaking, rock climbing, abseiling, off-road cycling etc.

**Category 2:** Excursions to a foreign country.

**Category 3:** Overnight stays.

**Category 4:** Day long trips.

**Category 5:** Local short duration.

## 4. Responsibilities

- 4.1. The College's Health and Safety Policy details the general responsibilities of employees and line management and in particular line management's responsibility to ensure that risk assessments are in place.
- 4.2. The **Curriculum Area Lead** shall have overall responsibility to ensure that a trip leader is appointed. They shall assist that member of staff to make a suitable and sufficient assessment of the risks to the health and safety of the students and staff by providing, practical guidance, assistance and training. However, if further assistance and advice is required please contact the Health and Safety Manager.
- 4.3. The **Curriculum Area Lead** shall only approve excursions/residential when they are satisfied that all the documentation has been completed satisfactorily.
- 4.4. Depending on the category of trip it may be necessary to have approval from the **Executive Leadership Team**. Documentation for excursions that involve hazardous activities or travel to a foreign country shall be copied to the Health and Safety Unit.

## 5. Review

- 5.1. This policy will be reviewed on a biennial basis.

## 6. Related Documents, Policies and Procedures

- 6.1 Health and Safety Policy
- 6.2 Equality and Diversity Policy
- 6.3 Risk Management Policy
- 6.4 Positive Behaviour Management Policy and Disciplinary Procedures
- 6.5 Safeguarding Policy
- 6.6 UHI Fieldwork Policy and Supporting Guidance (Draft)
- 6.7 Universities and Colleges Employers Association on Health and Safety in Fieldwork