

Preparation for the guided field trip

The field trip can be undertaken either guided by the Action Crew, or on your own. See page 29 for how to do the field trip self-guided. For the guided field trip read this page.

The Action Crew will:

- Supply the transport for the field trip (at no charge to the school).
- Organise and guide the field trip (there will be 2 Action Crew members).
- Provide an itinerary of the day and emergency contact details.
- Provide the school with a HIMS (Hazard Identification Management System) for the trip.
- Ensure that hazards have been minimised and identified to the teacher on the day.
- Ensure the toilet facilities are adequate, and that there is a sheltered area for the students in the case of bad weather.

The school is responsible for:

- The health and safety of the students on the field trip. You must let us know of any medical conditions that might affect a student during the field trip.
- Organising sufficient adults to provide a ratio of 1 adult to 8 students. The Action Crew are not included in this ratio.
- Ensuring that the behaviour of students is managed on the day.
- Ensuring that students bring adequate clothing (raincoats, sun hats, warm clothes, sturdy shoes).
- Ensuring that students bring water and lunch.

