

**Spiral Sussex**

**Outings & Day Trips  
Policy**

**January 2019**

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**Policy**

This policy and procedure has been approved by the Executive Committee of Spiral Sussex which are responsible for its review.

The original signed copy of this policy and procedure is kept at Spiral Sussex's office.

Signed: Mark Shanahan Date: 8<sup>th</sup> January 2019

Name: Mr Mark Shanahan

Chair of Trustees

Signed: Marc Blackwell Date: 8<sup>th</sup> January 2019

Name: Mr Marc Blackwell

Trustee

Record of adoption and review of this policy and procedure:-

- Adopted:
- To be reviewed: (+1 years from the adopted date)

# **Spiral Sussex**

## **Outings & Day Trips**

### **Policy**

#### **Introduction**

When considering working with a clients outside of a Spiral Managed venue it is vital to examine all of the risks involved and to plan the activity with both clients and staff safety as paramount. If in conducting the risk assessments there is a doubt concerning the safe conduct of the trip then it should not take place until the issues have been resolved.

#### **1. Definitions**

Outings and Day trips are any form of external working with Spiral participants. This should also be used in conjunction with “Spiral Events” and “Spiral Holidays” policies.

#### **Policy**

Safe working procedures are essential for working externally and do not differ in this regard to concern shown for other Spiral Sussex activities.

A number of risk assessment will be completed specific to the trip jointly by the group leader and a senior manager.

It is the responsibility of the Chief Executive to ensure that external workers are suitable to work remotely with clients and that their working circumstances conform to health and safety requirements. They may seek guidance from an occupational health professional to ensure this.

Any identified risks must be communicated to the party leader, and a copy of the risk assessment provided, showing the identified hazards and control measures, is also given to them. This remains the responsibility of the Chief Executive.

A system for emergencies must be established for the group. All external groups must be provided with a Spiral Sussex mobile phone, Walkie-talkie radios, and basic first aid kit.

## Procedure

The group leader must assess the reason for the trip and examine all of the risks involved. They should take a holistic approach to ensure that the all aspects of the trip are examined and planned in detail. The following should be considered before carrying out risk assessments on each aspect of the journey. If the answer to any of these is “**No**” then the trip should not take place.

- Detail the reason for the trip. (is it necessary?).
- Check if the trip is suitable for all of the clients involved
- Check if the transport is appropriate for the clients needs
- Assess if the staff to client ratios are adequate
- Ensure the staff ratios allow for appropriate action if a client should suddenly need extra support. (Individual client needs assessments)
- Are all the staff sufficiently trained and aware of potential risks for external working with clients.

## Aspects for risk assessment:

- Purpose & Suitability:-
  - Is the trip suitable for each of the clients?
  - Is the trip necessary?
  - What is the expected outcome of the trip?
- Transport:-
  - Vehicle accessibility. (adapted access points, tail-lift)
  - Is the transport accessible to all of the clients and staff?
  - What client equipment is needed including wheelchairs, walkers, oxygen tanks and is there safe storage?
  - Identification of safe parking areas at destinations for loading and unloading of passengers.
  - Does the driver have to stay near to the group with the vehicle?
  - Emergency back-up vehicle and staff availability

- Breakdown and insurance details
- Staffing Levels  
Assessment of individual client support needs, including staffing levels, and potential effects of each client upon others in the group, and to the public.  
Physical One to one support needs of clients
- Health, behaviour and medical needs of clients  
Transportation of Medication  
First Aid  
Incontinence materials  
Medication and health support needs during the trip
- Planning of route and itinerary  
Length and time of trip  
Comfort Stops  
Risk assessment for each comfort stop  
Food and drink (checking for allergy needs)  
Disabled Toilet Facilities
- Emergency contingencies  
Emergency pack including contacts of carers and local emergency service points, (Police, hospitals, GPs, Breakdown) photocards, Client ID cards, maps, toilet stops, Disabled toilet key.  
Staffing levels assessed to cope with an emergency eg; Missing person, client health issue.
- Destination(s)  
Destination/venue details and working plans of action
- Communication equipment – walkie-talkie radios, mobile phones.

**If a trip involves several stages, ie: changes in transport, changes in destinations. Each stage will require its own set of risk assessments.**

### **Staff responsibilities**

It is the responsibility of all staff to take due care of themselves and others whilst at work, including reading and ensuring that they have understood this document and associated policies, particularly the Risk Assessment Policy and Procedure.

Any changes to a staff member's practice that may require a review of associated risk assessments must be informed to their line manager.

Staff are responsible for ensuring that all accidents and incidents which they are aware of, including those which occur while lone working, are reported to the Chief Executive using the appropriate incident/accident report form. A central log of all accidents and incidents is kept at Spiral Sussex's offices.