

HEMLINGTON HALL ACADEMY



EDUCATIONAL VISITS POLICY

CONTEXT

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant aspect of the programme at Hemlington Hall. They are an opportunity to extend the learning of our children including an enrichment of their understanding of themselves, others and the world around them. Visits can be a catalyst for improved personal performance, promote a lifelong interest and in some cases lead to professional fulfilment. They are to be encouraged.

STATEMENT

Hemlington Hall Academy recognises its 'Duty of Care' and statutory responsibilities for the Health, Safety and Welfare of participants, staff, any voluntary assistants, providers and members of the public in connection with educational visits for which it is accountable. (reference: DfES/0803/2001, Health and Safety: Responsibilities and Powers)

In order to achieve and maintain the highest possible standards in this regard, Hemlington Hall has adopted the following guidelines issued by the DfE:

Health and Safety of Pupils on Educational Visits	DfES/HSPV2, Sept 1998
Standards for LEAs in Overseeing Educational Visits	DfES/0564/2002, July 2002
Standards for Adventure	DfES/0565/2002, July 2002
A Handbook for Group Leaders	DfES/0566/2002, July 2002
Group Safety at Water Margins	DfES/CCPR/2002, Dec 2002

These guidelines will form the basis of excellent practice in the management and conduct of the school's educational visits. From time to time they will be supplemented by complementary guidelines, instructions and procedures issued by the L.A, or by Hemlington Hall with the approval of the L.A. Together they will be known as 'Safety Guidelines for Educational Visits and Adventure Activities'. Hemlington Hall Academy visits are covered under the Zurich Insurance Policy. We follow advice and guidance to ensure all visits are covered within this policy, and advise our insurers of any visits which may be considered 'more risky' or unusual in advance. All documentation and record keeping for school visits are available for the insurers for review and monitoring at any time.

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PURPOSE

- To ensure that appropriate measures are in place to enable every pupil to have the opportunity to benefit from educational visits;
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of all pupils taking part;
- To enable Hemlington Hall to identify appropriate functions, responsibilities, training, support and monitoring for governors and all committees, staff, any volunteer assistants, pupils and providers involved in educational visits;
- To enable compliance with LA 'Safety Guidelines for Educational Visits and Adventure Activities' which incorporate guidelines published by the DfE in 1998 entitled 'Health and Safety of Pupils on Educational Visits' (APPENDIX 2) together with Supplements 1-3 published in July 2002 and Group Safety at Water Margins;
- To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources.

KEY PRINCIPLES

STAFF

- All educational visits at Hemlington Hall will be linked to learning objectives and planned sufficiently well in advance in accordance with good practice and effective planning procedures;
- The EVC of Hemlington Hall will be responsible for the approval of all visits but may delegate the approval of local routine and low risk visits (Category A) to an appropriate member of staff, as the Group Leader
- The EVC in consultation with the Head of Hemlington Hall will approve all higher risk visits including adventure activities and residential experience (Categories B and C). The most demanding of visits (Category C) will be submitted to AVEC Health & Safety Department for endorsement.
- SBM Miss Karen McGill is the named Educational Visits Coordinator for HHA
- Mr Dave Elliott is the named Governor for Educational Visits

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- The Group Leader will complete Visit Plan Checklist Brief and pass this information for approval to proceed. A visit should not be planned without initial approval
 - Once the initial Brief has been approved, the Group Leader will complete the Visit Plan Checklist (APPENDIX 1) and attach all associated Risk Assessments as far in advance as possible
 - The Group Leader should conduct a visit to the planned venue whenever possible, or have visited the site / venue previously
 - Working with the EVC as necessary, the Group Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Group Leader will assume full responsibility during the visit, including ongoing risk assessment, in accordance with 'Safety Guidelines for Educational Visits and Adventure Activities' and in particular 'DfES: A Handbook for Group Leaders' and 'DfE/CCPR: Group Safety at Water Margins'; Where necessary as requested in RA a First Aider will accompany the trip whenever possible
 - Group Leader will present the paperwork for approval to the EVC / Head Teacher. A visit will not go ahead until full documentation is presented, including staffing, and confirmation approved in writing on visit plan checklist.
 - Office staff will keep a copy of the approved visit and associated documents in the central Educational Visits File.
 - The EVC will support the Governors and Head of Hemlington Hall with approval, decisions and the management of educational visits in accordance with Health and Safety of pupils on Educational visits
 - Should any unforeseen incident / accident occur during the trip- including travelling to venue- the school will be informed immediately by phone, the incident will be monitored and noted at the time. A 'Record of incident / accident' proformas will be used to record details of incident / accident on return to school and shared with Head, EVC and Parent as appropriate
 - The Group Leader will ensure Best Value principles are used when purchasing goods and services that appropriate checks are made, that insurance and financial procedures have been followed.
 - Where appropriate, letters sent home to Parents / Carers regarding an arranged Educational Visit could include a statement linked to the conditions surrounding the behavior of children prior to the visit in order to be certain all aspects of Health & Safety are considered and managed effectively.

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SUPERVISION OF PUPILS

The Group Leader will take full responsibility for staffing PRIOR to the visit and the supervision of children during a school visit. To maximise safeguarding, whenever possible, those accompanying children on out of school visits will have had a Disclosure Barring & Vetting (or DBS) check. The pupil:adult ratio will be appropriate to the age of the children, the type of visit undertaken and consider Health and Safety aspects.

As far as possible, children will be supervised in as small a group as possible. Our school recommendation is 1:5 on an outdoor visit and 1:9 on an indoor visit, such as cinema or museum. Staffing should take account of, and include in the ratio, professionals available at the site.

In the first instance, Teachers and Support Staff will be the supervising adults along with any specialist staff at the venue (e.g. Curators, librarians). If additional adults are required, other school staff will be asked to take part. These may include Lunchtime Supervisors and Governors. In some situations, Parents may be asked to attend, however, this would usually only be in an emergency situation in the event of short-staffing (for example, illness), and the Parent would then be appropriately briefed and supported throughout the visit by the Group Leader.

In Early Years, due to the age and needs of the children, a suitable adult would usually be required to accompany their own child on a visit. Staff will need to know in advance of the visit if it is not possible for a parent / carer to accompany their child. In this event, school staff will endeavour to supervise that child, with the permission from parents.

In the event of local (walking distance) / family visits, e.g. church, library, parents / carers may be invited to walk with their child's class to assist staff with safety / supervisory issues. However, parents would be supervised in a larger group with several staff members at all times.

PARENTS/GUARDIANS

- Hemlington Hall documentation will provide information about policy and procedures relating to the safe management of educational visits;
- Parents or guardians will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details;

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- Whenever appropriate for high risk, residential visits at least one briefing meeting with parents/guardians will be arranged.
 - Expectations with regard to behaviour and codes of conduct will be explained to parents and guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.
 - For local visits, within walking distance, the loco-parentis form will act as sufficient consent. However, Parents will be informed of ANY visit in advance and given the opportunity to ask questions and / or withdraw their child providing there is an appropriate reason.
 - If a child is not behaving appropriately in school, concerns may be raised as to the suitability of the visit in terms of the health, safety and well-being of the other children and staff. In this event, the class teacher will consult with the head Teacher for advice, and the Parent / Carer will be invited to discuss the matter and reach a suitable agreement as to the way forward. This may be, for example, a Behaviour Plan / reward chart leading up to the visit, alternative travel arrangements and / or a Parent / additional suitable adult accompanying the child on the visit. If a parent accompanies their child on any school visit, they will take full responsibility for their child throughout the day.

PUPILS

- Wherever possible pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.
- The Group Leader will discuss any potential Health / Safety concerns or risks with the EVC prior to the visit. This will include the conduct of individuals attending the visit. Appropriate measures will be put in place to avoid any potential risk or injury to any child or member of staff during the visit. This may include, for example, asking a parent to accompany their own child if the child has displayed concerning behaviours over a period of time leading up to the visit. This will be in consultation with a senior member of staff.
- Whilst every effort will be made to ensure all children can access their school visits, the Head Teacher will reserve the right to consider the health, safety and well-being of **all** attending the visit and may decide, in certain unavoidable circumstances, that a child may not take part in a school visit. This decision will

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not be taken lightly and will be discussed with Parents / Carers prior to the visit by the class teacher and / or the Head Teacher.

Appendices 1 and 2 outline Middlesbrough's Policies adopted by the school on Health and Safety near water and Emergency Procedures during school visits. These Appendices form part of the Educational Visits Policy and will be vehemently adhered to.

LINKS WITH OTHER POLICIES

Although this policy focuses on the management of Health, Safety and Welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy should therefore be linked to complementary policies concerned with such issues as Equality of Opportunity, Special Educational Needs, Behaviour, Bullying & Discipline, Inclusion and Staff Development.

MONITORING & ASSURANCE VISITS

These procedures will clearly form part of the wider Lingfield Education Trust Health & Safety Policy to which Hemlington Hall Academy must adhere.

DfE RPA Insurers may monitor our Educational Visits procedures at any time to ensure we comply with the terms of the policy held.

Hemlington Hall may seek external assurance / moderation visits from experts annually to ensure that, as an Academy, we are meeting all statutory requirements and are compliant with all Health & Safety regulations.

Authors: K.Edmenson in consultation with AVEC HR / Health & Safety
Ratifying Body: HHA Local Governing Body
Date: 25th January 2018
Next Review Date: 25th January 2020

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APPENDIX 1: HEMLINGTON HALL ACADEMY VISIT PLAN CHECK LIST



Visit to		Pupils Involved / Year Group	
Date of Visit		Set off time Return time	

Brief Description of Visit:

EVC Authorisation to proceed: YES / NO

Date:

EVC Name:

Signature:

GROUP LEADER/S	Y	N	N/A	DETAILS
Preliminary consent obtained from EVC Miss K.McGill.				
A preliminary or previous visit has been made				
Written consent and indemnity forms have been obtained from parents/carers for each pupil taking part				
Any allergies or more serious conditions given on indemnity forms have been followed up with a phone call/letter to parents for further clarification				
A Deputy Group Leader has been nominated, who would be able to continue with the trip if the leader has to withdraw at any point before or during the visit				Deputy:
Final consent given by the EVC (in consultation with the head teacher if CAT. A/B)				
INFORMATION	Y	Y	NA	DETAILS

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Information letter sent to parents (with travel arrangements, itinerary, emergency contacts, safety points, general info)				Date letter sent:
Essential information passed on to the EVC: copy of visit plan (where applicable), staffing, travel requests, risk assessments and attachments, register of attendees, copy of indemnity forms				
A briefing has been held for staff and other accompanying adults, to include: travel schedule/itinerary; expectations and responsibilities; code of conduct for pupils' needs; discussion of risk assessments and control measures; procedures for dealing with a major incident				Date of meeting:
The kitchen has been informed of any meal arrangements required / needing to be cancelled in school				
The Lunchtime Coordinator, Mrs Padgett, is aware of any impact on staffing in school				
HEALTH AND SAFETY	Y	N	NA	DETAILS
An in-date Risk Assessment has been carried out for the visit, and authorised by the EVC				
An in-date copy of the Risk Assessment from the venue or provider has been obtained and reviewed (office staff to arrange)				
An accompanying member of staff, and /or person at the venue, is qualified in first aid and paediatric First Aid for pupils aged 5 and under				First aider(s):
Insurance arrangements have been made for residential/adventurous activities				Insurer: RPA Policy:
Accommodation has been arranged for Residential visits				Accommodation name:
First aid kits have been organised and checked prior to departure				Signed:
EMERGENCY PROCEDURE	Y	N	NA	DETAILS
Care Plans checked and all medical conditions provided for				
Fire procedures and evacuation procedures have been obtained from the				E.g. Briefing on arrival

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venue and communicated to all parties concerned				
A fully charged mobile telephone will be taken by the Group Leader				
Arrangements made for unforeseeable expenses				E.g. Petty cash / School Credit Card taken for unforeseeable expenses?

This form has been reviewed by:

Name:

Signed:

Position:

Date:

The EVC has been presented with this pack of documents for approval and has checked and approved the visit.

EVC Name:

EVC Signature:

Date:

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APPENDIX 1

SAFETY GUIDELINES for EDUCATIONAL VISITS and ADVENTURE ACTIVITIES

CATEGORIES OF VISIT

CATEGORY C **Visits where endorsement must be obtained from the LA (employer)**

Types of visit that fall into Category C:

- in or near water

This type of visit falls into Category C in accordance with the guidelines issued by the DfES:

Standards for Adventure DfES/0565/2002, July 2002

All water can be identified as presenting a significant potential hazard. The evidence lies in the analysis of incidents which have taken place during education visits over the past few years which have resulted in death or serious injury. It is worth noting that these incidents have more often been associated with activities taking place on water margins or in shallow water rather than when taking part in water based outdoor and adventurous sporting pursuits.

The natural features of Middlesbrough and surrounding area enable ready access to many areas of water, both on the coast and inland. These can provide excellent opportunities for valuable learning experiences and enjoyable activities and furthermore play a part in the everyday life of many people in the area.

It would be detrimental to place unnecessary obstructions in the way of taking advantage of these opportunities providing that effective safety standards are maintained.

Endorsement:

Question: Are all sites where there is water to be viewed as Category C ?

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Answer: No – open beaches without cliffs or restricted exits, ponds with low hazard gently sloping banks and narrow streams with low flow rates which lie in the Borough and near locality (e.g. Tees Valley) are to be considered as Category B.

This means that visits to sites which comply with this description can be given approval by the EVC / Headteacher without endorsement by the Health & Safety Department, AVEC

Reference must be made in the Risk Assessment and planning to appropriate information contained in the booklet Group Safety at Water Margins : DfES/CCPR/2002, Dec. 2002, and must contain specific reference to tide, wind, rain and flow rate which will dictate whether the event takes place, Plan B is applied or the event is cancelled.

Action:

Applications are to be processed as Category B for decision by the EVC / Headteacher

Guidance to be sought from Health & Safety Department, AVEC when in any doubt about the venue or influencing factors such as tide, wind, rain and flow rate.

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Authors: Middlesbrough Borough Council
Adopted by: HHA Local Governing Body
Date: 25th January 2018
Next Review Date: 25th January 2020

APPENDIX 3

PARENT/GUARDIAN CONSENT FOR AN EDUCATIONAL VISIT

School/Service

.....

To be distributed with information giving full details of the visit.

1. School/Service:

.....

2. Details of visit to:

.....

From: Date Time To: Date
Time

I agree to

3. Name of Participant:

.....

4. Home Address:

.....

.....**Post Code:**

taking part in this visit and have read the information sheet provided. I agree to him/her participating in the activities described and acknowledge the need for him/her to behave responsibly.

5. Medical information about your child:

a. Any conditions requiring medical treatment, including medication?

YES/NO

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If YES, please give brief details:

.....

.....

.....

b. Please outline

- any special dietary requirements of your child

.....

.....

the type of pain/flu relief medication your child may be given if necessary:

.....

For residential visits and exchanges only:

c. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES/NO

If YES, please give brief details:

.....

.....

d. Is your son/daughter allergic to any medication?

YES/NO

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If YES, please specify:

.....

e. When did your son/daughter last have a tetanus injection?

.....

I will inform the Group Leader/Head Teacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the visit.

6. Declaration:

(Note: Details of the visit insurance cover provided are available on request from the school/service)

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

(A Parent/Guardian wishing to vary the terms of this 'declaration' must state their specific requirements for the attention of staff and medical authorities, preferably also including the reason)

.....

.....

Signed:Date:

Full name (capitals):

.....

Home Emergency Contact:

Work:Home:

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Home address:

.....

.....Post Code:

Alternative emergency contact:

Name:Telephone number:

Address:

.....

.....Post Code:

Name of family doctor:Telephone number:

Address:

.....

.....Post Code:

Photographs: Please tick this box if you do not wish any photographs including your son/daughter to be used for display purposes outside the school/service.

☐

**COPIES OF THIS FORM MUST BE TAKEN BY THE GROUP LEADER AND
RETAINED BY THE SCHOOL/SERVICE CONTACT**

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APPENDIX 4

PARENT/GUARDIAN CONSENT REGULAR OUT OF SCHOOL/ESTABLISHMENT VISITS OR ACTIVITIES

School/Service:

.....

Period of Consent:

.....

I agree to **(Name of Participant):**.....
taking part in recognised activities off the school/service site in the Borough or
neighbouring area. These may include for example, local environmental studies,
surveys, swimming, joint sporting activities and cultural visits.

I understand that:

- I will be informed of the dates of these visits prior to them taking place;
- (schools) such activities will not often extend beyond the school day, but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return;
- (non school services) such activities will not often extend beyond the normal programme , but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return;
- my specific permission will be sought for any educational visits or activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards;
- all reasonable care will be taken of my child in respect of the visit or activity;
- my child will be under an obligation to obey all directions given, observe all rules and regulations governing the visit or activity and conform to normal codes of behaviour and discipline;

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- any medical condition or special needs will be notified to the school/service now and as and when they arise;
 - all participants are covered by the Council/Voluntary Aided School third party public liability insurance in respect of any claim arising from an accident attributable to the negligence of the Council/Voluntary Aided School. These arrangements do not provide personal accident cover.
 - personal accident cover is provided by the School Journey Policy arranged through the Local Authority/School. I will ask for further details if I require them.

Signature of Parent/Guardian: **Date:**

Full name

(capitals):.....

Home Address:

.....

..... **Post Code:**

Normal emergency contact numbers: Home

Work Mobile

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APPENDIX 5

PARENT/GUARDIAN CONSENT

SUPPLEMENTARY

CONSENT AND INFORMATION FOR SWIMMING ACTIVITIES OR WATER ACTIVITIES

WHERE BEING ABLE TO SWIM AND HAVE WATER CONFIDENCE IS
ESSENTIAL

**Consent does not remove the need for group leaders to ascertain for
themselves the level
of the pupil's swimming ability.**

School/Establishment:

.....

(Name of

Participant:).....

SWIMMING ABILITY

- Is your child able to swim 50 metres?

YES/NO

- Is your child water confident in a pool?

YES/NO

- Is your child confident in the sea or in open inland water?

YES/NO

- Is your child safety conscious in water?

YES/NO

1. I would liketo take part in the specified visit
and having read
the information provided agree to him/her taking part in the activities described.

2. I confirm that my child is in good health and I consider him/her fit to participate.

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Signed: **Date:**

Full name (capitals):

.....

This form must supplement a specific parental consent form which provides medical information and provides emergency contact details.

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APPENDIX 6

Hemlington Hall Academy Visits and Journeys Emergency Procedures

Definition of an emergency

- an accident leading to serious injury or fatality of pupil/s or party member/s
- serious illness or injury requiring the call out of medical assistance/emergency services
- hospitalisation of a member of the party
- incident leading to serious disruption of the visit or journey
- circumstances where any party member might be at serious risk of harm e.g. child protection, missing person
- incidents where there is the involvement of the police
- loss of transportation or service necessary for the safe conduct of the visit/journey
- National disaster or security/civil threat

In the event of an emergency situation:

- The Designated Party Leader must instigate any necessary checks and confirmations relevant to the emergency before contacting the appropriate member of the SLT.
- The appropriate member of the SLT will liaise with a senior member of the Local Authority.
- The appropriate member of the SLT will liaise with the Designated Party Leader throughout the duration of the emergency/incident.
- DO NOT ALLOW THE USE OF NON-DESIGNATED MOBILE PHONES BY PARTY MEMBERS unless requested by Party Leader
- ALL MEDIA QUERIES MUST BE DIRECTED TO THE LOCAL AUTHORITY PRESS OFFICE.

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- At no point should the media be provided with details relating to emergencies or other incidents by the Designated Party Leader, any party members or the SLT.

Emergency Contact Information:

School: Hemlington Hall Academy

SLT Mobile Contact Numbers: Mrs K.Edmenson 01642 / 591171 or 07415 799166

EVC Mobile Contact Number: Miss K.McGill 01642 / 591171 or 07951 293750

Chair of Governors / Educational Visits Health & Safety Governor

Mr Dave Elliott: 01642 598132 / 07836 367843

Lingfield Education Trust Emergency Contact Number: CEO: 07838 847853

Emergency Services Numbers: 999 or 112

Immediate Actions in the event of an Emergency

For use by the DESIGNATED GROUP LEADER and other staff as delegated.

THESE GUIDELINES **MUST** BE CARRIED AT ALL TIMES.

If the visit is RESIDENTIAL, consent/medical forms **MUST** be carried for all members of the party.

Response Phase 1

- Ensure all staff and participants are safe from further danger
- Contact the appropriate emergency services for help and assistance
- **ENSURE ALL NON-DESIGNATED MOBILE PHONES ARE SWITCHED OFF**
- Ensure the necessary steps are initiated to provide rescue, medical care and hospitalisation
- Contact the Head Teacher and / or EVC by the DESIGNATED MOBILE PHONE

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- In the event that the Head / EVC cannot be contacted then the Trust must be contacted directly via the EMERGENCY NUMBER
 - DO NOT ALLOW participants to use mobile phones until determined reasonable to do so by the Head / EVC in consultation with Lingfield Education Trust

Response Phase 2

- Liaise with the Head / EVC via the designated mobile phone for further guidance and advice.
- Ensure you provide phone number/s upon which you can be contacted.

Response Phase 3

- Do not speak to the media – refer all queries to the Local Authority Press Office.
- Keep a written record of everything that happens and time log of events
- **DO NOT ENTER INTO DISCUSSIONS OF LIABILITY OF ANY SORT.**
- **DO NOT CONTACT PARENTS/CARERS** – this will be undertaken only after consultation with the Head / EVC in consultation with the Trust.
- Do not allow access to information about the group or the situation except by authorised persons i.e. senior members of the Trust or an identified member of the Trust Health & Safety Department or Press Office

Procedure following the death or serious injury/illness of a member of the party:

- Contact the Head / EVC using the emergency contact information – they will contact the Trust
- Take appropriate action to ensure the ongoing safety of the party – follow guidance and support of SLT member and/or Local Authority contact.
- **DO NOT ALLOW THE USE OF NON-DESIGNATED MOBILE PHONES BY PARTY MEMBERS** unless requested by Party Leader

Procedure following the disappearance of a member of the party, or failure to appear at an agreed time.

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- Check relevant information from members of the party
 - Where was the person last seen?
 - Was anything said that would link to their disappearance?
 - Keep remainder of party together.
 - Ensure members of the party DO NOT USE THEIR MOBILE PHONES unless requested by a GroupLeader
 - Allocate appropriate necessary roles and responsibilities to accompanying adults
 - Inform organization / venue management where this is appropriate
 - Check toilets, food outlets
 - Check at any nearby first aid post/missing person station/significant landmark.
 - Return to site of last sighting
 - Telephone local police where there is concern over a missing person and inform local emergency services
 - Inform school; Head / EVC of the situation

Procedure following coach/minibus breakdown/accident

- **Breakdown of hired coach**
 - Leave situation to be managed by driver in the first instance.
 - Take appropriate action to ensure safety and well-being of party members according to circumstances; road conditions, age/ability of pupils, day/night, weather conditions.
 - Inform Head / EVC via emergency contact information.
 - Liaise with Head / EVC for support and guidance.
- **Breakdown of self-driven minibus**
 - Take appropriate action to ensure safety and well-being of party members according to circumstances; road conditions, age/ability of pupils, day/night, weather conditions.
 - Inform Head / EVC via emergency contact information.
 - Liaise with Head / EVC member for support and guidance.

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Guidance regarding recording of relevant information:

- **Information for initial press statement:**
 - What has happened?
 - Where has incident occurred?
 - When incident occurred.
 - Who is/has been affected
 - What LA is doing to alleviate the effects of the situation.
- **Emergency Operations Log: to be recorded**
 - Date
 - Time
 - Contact
 - Ongoing details related to actions/communications about the accident or incident.

Authors: K.Edmenson in consultation with AVEC HR / Health & Safety
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