

# CODE OF PRACTICE (CP)

## 5. Management roles and responsibilities – the Local Authority/Employer

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For further information, see the Outdoor Education Adviser Panel national guidance webpage via: [www.oeapng.info](http://www.oeapng.info)

- 5.1 In managing Health and Safety, the Local Authority/Employer has overall and ultimate responsibility.
- 5.2 The Local Authority/Employer has clear health and safety policies and procedures, and it has statutory responsibilities to ensure school/establishments comply with these.
- 5.3 The Local Authority/Employer must provide competent health and safety guidance to school/establishments, and ensure that school/establishments have staff trained in health and safety. The Local Authority/Employer must monitor health and safety robustly to make sure that required standards against delegated duties are achieved, and take action where necessary.
- 5.4 The Local Authority/Employer has responsibility to ensure the following is provided:
  - ✓ clearly stated guidance regarding the management and leadership of offsite visits;
  - ✓ a clear and appropriate system for the notification and approval of different types of visits;
  - ✓ access to named specialist staff for advice in respect of offsite visits;
  - ✓ dissemination of national guidance relating to Health and Safety and good practice during educational visits;
  - ✓ procedures to monitor and review safety during offsite visits;
  - ✓ appropriate training for staff (and managers/governors);
  - ✓ a register of approved leaders of adventure activities;
  - ✓ generic risk assessments;
  - ✓ appropriate insurance cover, and advice concerning insurance arrangements;
  - ✓ emergency procedures in place including 24 hour telephone access;
- 5.5 To fulfil its responsibilities the Local Authority/Employer will:
  - ✓ amend and update any significant changes to these guidelines in the light of changes in legislation or good practice;
  - ✓ review and amend these guidelines as required, with input from an Advisory Group;
  - ✓ work with Headteachers/Managers to assign a member of staff (for example, the Educational Visits Coordinator in each school) to oversee the planning and management of educational/offsite visits;
  - ✓ give advice and guidance to Visits Coordinators and others with responsibility for planning and leading visits;
  - ✓ arrange access to training for Visits Coordinators and others with responsibility for visits;
  - ✓ assist Visits Coordinators, and others with responsibility for visits, to enable specific training to be provided for staff leading or supervising educational/offsite visits;

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- ✓ help to ensure risk assessments are appropriately completed, current and in accordance with Local Authority/Employer guidance;
- ✓ check the planning and give approval to all residential/overseas/high risk visits;
- ✓ challenge, if necessary, the aims and objectives of a visit;
- ✓ monitor visits as a means of quality assurance, and provide relevant feedback to visit leaders and managers;
- ✓ intervene if the health, safety or welfare of young people is deemed to be at significant risk.