

Planning Visits

Education Reform Act 1998: Charges for School Activities, Circular 2/89. Available from DfEE Publications Centre, see end of Annex A for address details.

Educational Visits and Journeys - National Association of School Masters/Union of Women Teachers (NASUWT) 1994 £2.50. Available from NASUWT, see Annex B for address details.

The following publications are produced by the Health and Safety Commission (HSC)/Health and Safety Executive (HSE):

5 steps to risk assessment: A step by step guide to a safer and healthier workplace IND(G)163 Rev 1 1998
- free booklet or available in priced packs
ISBN 0 7176 0904 9

Managing Health and Safety: Five Steps to Success IND(G) 275 - free leaflet

A guide to risk assessment requirements: common provisions in health and safety law (1996) IND(G)218
- free leaflet or available in priced packs
ISBN 0 7176 1211 2

HSE priced and free publications are available from HSE Books, see end of Annex A for address details.

Health and Safety Guidance for School Governors and Members of School Boards - Education Service Advisory Committee 1998 (revised edition) £5.95
ISBN 0 717 612 988. Available from HSE Books, see end of Annex A.

Safety on School Trips: A Teachers and the Law Booklet - The Professional Association of Teachers (PAT) £3.50 plus p&p to non-members. Available from PAT, see Annex B for address details.

Safe Practice in Physical Education - The British Association of Advisers and Lecturers in Physical Education 1995 £20 plus £5.50 p&p ISBN 1 871228 09 3. Available from Dudley LEA Publications

(BAALPE), EDC Saltwells, Bowling Green Road, Netherton, Dudley, DY2 9LY Tel: 01384 813 707 Fax: 01384 813 801.

Safety on School Journeys - National Union of Teachers (NUT) and supported by The Royal Society for the Prevention of Accidents (RoSPA). Available free from the NUT Headquarters Health and Safety Unit, see Annex B for address details.

A Streetwise Guide to: Going Places and A Streetwise Guide to Having a Good time in your Free time - Metropolitan Police. Available from Directorate of Public Affairs, New Scotland Yard Tel: 0171 230 0766.

Guide to Health and Safety at School No5: Out and About - Schools Trips Part 1 - The Royal Society for the Prevention of Accidents (RoSPA). Available from RoSPA, see Annex B for address details.

School Travel Organisers Guide 1997/98 - Hobsons Publishing in association with the National Tourist Board of England, Northern Ireland, Scotland and Wales £7.95 ISBN 1 86017 449 3. Available from Hobsons Publishing, Bateman Street, Cambridge CB2 1LZ Tel: 01223 345551.

Taking Students Off-Site - Association of Teachers and Lecturers (ATL) 1997. Available from ATL, see Annex B for address details.

Together Safely: Developing a Whole School Approach to Health and Safety - The Royal Society for the Prevention of Accidents (RoSPA). Available from RoSPA, see Annex B for address details.

Wise Before the Event - Calouste Gulbenkian Foundation £5.00 ISBN 09 0331966 7. Available from Turn-a-round, Unit 3 Olympia Trading Estate, Cobury Road, London N22 6TZ Tel: 0181 829 3000.

Guidance on First Aid for Schools - A Good Practice Guide - DfEE. Available from DfEE Publications Centre, see end of Annex A for address details.

Preparing Pupils

*Circular 14/96 - Supporting Pupils with Medical Needs in School

*Supporting Pupils with Medical Needs - A Good Practice Guide

Available from DfEE publications centre, see end of Annex A for address details.

*DfEE joint publication with the Department for Health.

Planning Transport

Advice to Users and Operators of Minibuses and Coaches Carrying Children VSE 1/96 and VSE 2/96 - Department of the Environment, Transport and the Regions (DETR). Available free from DETR, the Vehicle Standards and Engineering Team, Zone 2/04, see Annex B for address details.

Taking a Minibus Abroad - DETR. Available from DETR, Road Haulage Division, Zone 2/11, see Annex B for full address details or Tel: 0171 676 2774.

The Use of Minibuses - National Association of School Masters/Union of Women Teachers

(NASUWT) 1994 £2.50. Available from NASUWT, see Annex B for address details.

The School Minibus and the Law - Association of Teachers and Lecturers (ATL). Available from ATL, see Annex B for address details.

Drivers Hours and Tachographs: Rules for Road Passenger Vehicles in the UK and Europe: PSV375 rev 8/97 - DETR Available free from DETR, Tel: 0171 676 2756 or 2756, see Annex B for address details.

Public Service Vehicles Conditions of Fitness, Equipment, Use and Certification - DETR £3.00 ISBN 0 11 016257 9. Available from The Stationery Office, see end of Annex A for address details.

School Minibuses: A Safety Guide - National Union of Teachers (NUT). Available free from the NUT Information Unit, see Annex B for address details.

Minibus Safety: A Code of Practice - The Royal Society for the Prevention of Accidents (RoSPA) £7.12 including VAT RSGEN 146. Available from RoSPA, see Annex B for address details.

Guide to Health and Safety at School No7: Out and About - Schools Trips Part 3 Transport and Travel - The Royal Society for the Prevention of Accidents (RoSPA). Available from RoSPA, see Annex B for address details.

Guide to Health and Safety at School No 3: Out and About - School Minibus Part 1 and Guide to Health and Safety at School No 4: Out and About - School Minibus Part 2 - The Royal Society for the Prevention of Accidents (RoSPA). Available from RoSPA, see Annex B for address details.

Health and Safety Fact Sheet on Off-Site Activities - Fred Sherwood/Further Education Development Agency (FEDA) ISBN 1 85338 458. Available free from the Publications Department, FEDA, Citadel Place, Tinworth Street, London SE11 5EH Tel: 01761 462 503.

Types of Visit

999 Coastguard Teacher s Guide: Safety and Fun at the Seaside - Maritime and Coastguard Agency (1 free pack per school). Available from the Maritime and Coastguard Agency, see Annex B for address

details.

The Award Handbook and Expedition Guide - The Duke of Edinburgh's Award. Available from The Award Scheme Ltd, Unit 18/19 Stewart Field, off Newhaven Road, Edinburgh EH6 5RQ Tel: 0131 553 5280.

Guide to Health and Safety at School No6: Out and About - Schools Trips Part 2 Adventures at Home and Away - The Royal Society for the Prevention of Accidents (RoSPA). Available from RoSPA, see Annex B for address details.

Guidance to the Licensing Authority on The Adventure Activities Licensing Regulations 1996 Health and Safety Commission £9.00 ISBN 0 7176 1160 4 L77. Available from HSE Books, see end of Annex A for address details.

Avoiding ill health at open farms: Advice to teachers AIS23 Supplement - Health and Safety Executive 1998. Available from HSE Books, see end of Annex A for address details.

Pupil Visits to Farms: Health Precautions - DfEE circular letter of 9 June 1997. Available from: Pupil Health and Safety Team, DfEE, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT Tel: 0171 925 6490.

Quality, Safety and Sustainability - Field Study Centres: A Code of Practice - National Association of Field Studies Officers (NAFSO). Available from NAFSO, see Annex B for address details.

Safe Supervision for Teaching and Coaching Swimming - Joint publication by the Amateur Swimming Association and other bodies £1.50. Available from The Institute of Sport and Recreation Management, Giffard House, 36-38 Sherrard Street, Melton Mowbray LE13 1XJ Tel: 01664 565 531.

Safety on British Beaches - Joint publication by The Royal Life Saving Society and The Royal Society for the Prevention of Accidents (RoSPA) £6.85. Available from RoSPA, see Annex B for address details.

Safety in Outdoor Activity Centres: Guidance, Circular 22/94. Available from DfEE Publications Centre, see end of Annex A for address details.

Safety in Swimming Pools - Joint publication by the Health and Safety Commission and English Sports Council (ESC) £5.50. Available from ESC Publications, PO Box 255, Wetherby, LS23 7LZ Tel: 0990 210 255 Fax: 0990 210 266.

Self Assessment and Guidance - Adventure Activities Licensing Authority (AALA) £25. Available from the AALA, see Annex B for address details.

Work Experience: A Guide for Schools - DfEE. Available from the DfEE Publications Centre, see end of Annex A for address details.

Managing Health and Safety on Work Experience: A Guide for Organisers. Available shortly. For further details contact the DfEE Work Experience Team Tel: 0114 259 4754 or 0114 259 4164.

Visits Abroad

Making the Most of Your Partner School Abroad - Central Bureau for Educational Visits and Exchanges 1991 £4.50 ISBN 0 900087 89 7. Available from the Central Bureau, see Annex B for address details or Tel: 0171 389 4880/0171 389 4886.

Home from Home - Central Bureau for Educational Visits and Exchanges 1998 £9.99 ISBN 1 898601 25 9. Details as above.

Health Advice to Travellers Anywhere in the World - The Department of Health 1998 T6. Available free from most Post Offices, travel agents and local libraries.

World Wise: Your Passport to Safer Travel - Mark Hodson and The Suzy Lamplugh Trust. Thomas Cook Publishing 1998 £6.99 ISBN 1 900 341 14. Available from The Suzy Lamplugh Trust, see Annex B for address details.

Emergency Procedures

The following publications are produced by the Health and Safety Commission (HSC)/Executive (HSE):

Everyone's guide to RIDDOR 95 (1996) - HSE31 - free leaflet or available in priced packs. ISBN 0 7176 1077 2

Reporting school accidents (1997) EDIS 1 - free information sheet

HSE priced and free publications are available from HSE Books, see end of Annex A for full address details.

Safety and Disaster Management in Schools and Colleges: A Training Manual - David G Kibble 1998 £19.99 ISBN 1 85346 535 6. Available from David Fulton Publishers Ltd, Ormond House, 26-27 Boswell Street, London WC1N 3JD.

Address details for listed Government
publications

Department for Education and Employment
Publications Centre
PO Box 5050
Sudbury
Suffolk
CO10 6ZQ
Tel: 0845 6022260
Fax: 0845 6033360
(See back cover for further details).

The Stationery Office
PO Box 276
London
SW8 5DT
Tel: 0171 873 9090
Fax: 0171 873 0011

HSE Books
PO Box 1999
Sudbury
Suffolk CO10 6FS
Tel: 01787 881165
Fax: 01787 313995.

HSE priced publications are also available from good
booksellers.