

## OUTINGS GENERAL PROCEDURE AND RISK ASSESSMENT

LIKELIHOOD 3      IMPACT 10    EXISTING CONTROLS 2    PRODUCT 60

Outings should be seen as an opportunity for babies and children to experience a different environment. Before planning an outing, ensure you have parental permission for the child to leave the nursery premises and that the place you are visiting is suitable for the age of the child.

1. Inform the nursery manager or the office of your intention to leave the nursery.
2. Ratio 1:2 walking 1:3 if 2 in pushchair and 1 walking.
3. No less than two staff should take children out. One of whom must be a first aider.
4. Record in the OUTINGS BOOK,  
Names of staff.  
Names of children.  
Destination.  
Time of leaving  
Expected time of return.
5. Items to take.  
Copy of generic risk assessment or complete new one for trip.  
Mobile telephone with school telephone number.  
A watch  
Correct clothing for weather conditions  
Spare pants etc.  
Nappies and wipes  
Tissues  
Sun cream when appropriate  
First aid kit  
Drinks, when appropriate and depending on length of outing
4. Babies should be securely strapped into the pushchair before being taken out.  
Older children must wear wrist straps or reins until the destination is reached.
5. In the event of not being able to return within 15 minutes of the expected time of return, telephone the school.
6. In the event of unforeseen circumstances telephone the school.