



European School LLC

შპს ევროპული სკოლა

# School Outside Activities Policy



Review Frequency: Annual

The policy was written by: Legal Division, December 2023

Last reviewed by: HSE Division/Legal Division

Last review date: December 2024

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# School Outside Activities Policy

## **Purpose**

This policy establishes mandatory guidelines to ensure the safety, educational value, and proper management of all school-organized outside activities, including excursions, sports events, cultural visits, and other extracurricular activities.

## **Planning and Approval**

Strictly adhere to the following steps to ensure thorough preparation and approval:

### **1. Align with educational goals:**

- Design all outside activities to support the school's educational objectives.
- Include clear learning outcomes and structured plans in all proposals.

### **2. Risk Assessment**

- Conduct a risk assessment before any activity.
- Identify potential hazards and establish mitigation strategies.
- Develop emergency response protocols and ensure readiness.

### **3. Parental Consent**

- Provide parents or guardians with detailed information about the activity, including its purpose, itinerary, costs, and safety measures.
- Obtain written consent from parents or guardians prior to the activity.

### **4. Budget Transparency**

- Clearly outline all anticipated costs.
- Ensure that any contributions are voluntary unless otherwise stated.

## Works Cited:

Law of Georgia on Traffic, Document issuer: Parliament of Georgia, Source and date of publishing: Website, 03/01/2014 <https://www.matsne.gov.ge/en/document/view/2169396?publication=15>

Order No. 16 of the Chairman of the State Department of Tourism and Resorts of Georgia, dated July 28, 1999) On the Rules of Designing, Implementing, and Accounting of Excursions <https://www.matsne.gov.ge/ka/document/view/49396?publication=0>

Order No. 719 of the Minister of Education, Science, Culture, and Sports of Georgia, dated May 31, 2019, on Approving the Rules for Implementing Excursions for Students of General Educational Institutions <https://mes.gov.ge/uploads/files/719.pdf>

## How to Prevent Hazards

To effectively mitigate risks associated with outdoor activities, detailed strategies must be implemented for each identified hazard. Below is a comprehensive guide:

### *1. Hazards Related to Students*

#### **Health Issues:**

- Collect detailed health information, including allergies, chronic conditions, and medication needs, before the activity.
- Ensure the availability of first aid kits and trained personnel who can handle medical emergencies.
- Communicate with parents to confirm students' health status and provide necessary permissions for emergency treatments.

#### **Behavioral Problems:**

- Clearly explain behavioral expectations to students before the activity begins.
- Assign supervisors to small groups to monitor and guide student behavior.
- Use a buddy system to ensure students stay together and do not wander away.

#### **Violation of Safety Rules:**

- Conduct a safety briefing at the beginning of the activity, emphasizing rules specific to the location and planned activities.
- Monitor students constantly to ensure they follow safety guidelines.
- Provide direct supervision during high-risk activities such as climbing or swimming.

### *2. Hazards Related to Transportation*

#### **Vehicle Issues:**

- Conduct a thorough inspection of vehicles before departure, focusing on brakes, tires, seat belts, and emergency exits.
- Use only regularly maintained transport providers.

**Driver Problems:**

- Verify the qualifications and experience of drivers.
- Avoid scheduling long journeys without adequate breaks for drivers to prevent fatigue.

**Transportation Process Risks:**

- Ensure students are seated properly with seat belts fastened during the journey.
- Assign a staff member to supervise behavior and ensure order within the vehicle.
- Plan routes to avoid dangerous roads and high-traffic areas, ensuring ample stops for rest if needed.

***3. Hazards Related to Locations*****1. Local Environment:**

- Conduct a pre-visit to assess terrain conditions and identify any potential hazards like cliffs, unstable ground, or water bodies.
- Avoid areas with restricted access or high-risk natural elements unless properly secured and supervised.

***4. Other Factors*****Communication Issues:**

- Ensure all staff have mobile phones with adequate battery life and backup chargers.
- Share emergency contact numbers and establish a clear communication chain before the activity.

<b>Company:</b>	European School	<b>Date:</b>		<b>N</b>	
		<b>Date of revision:</b>			
<b>Location:</b>		<b>Risk assessment team (name/surname/position)</b>			
<b>Type of risk assessment:</b>	School Outside Events	<b>Name / Surname</b>	<b>Position</b>	<b>Signature</b>	
<b>Job Description:</b>					
<b>Other documents related to risk assessment:</b>			<b>The risk assessment document has been verified</b>		
1. Labor safety policy. 2. Emergency response plan. 3. Health protection and labor safety procedure. 4. Labor safety legislation and regulations in Georgia.			<b>Position :</b>		
			<b>Name / Surname:</b>		
			<b>Signature :</b>		



### Risk assessment matrix

Severity of consequence (S)	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

probability (P)

20-25 Stop work immediately and take action
15-16 Take immediate action and stop work if necessary
8-12 Take appropriate measures over a period of time
3-6 Monitor and plan events
1-2 No action is required

## Risk classification

Classification of probability				
1	2	3	4	5
<b>practically impossible</b>	<b>Unlikely</b>	<b>More or less probable</b>	<b>probable</b>	<b>Quite probable</b>
1 in 1.000.000 chance	1 in 100,000 chance	1 in 10,000 chance	1 in 1000 chance	1 in 100 chance

Classification of the severity of the result				
1	2	3	4	5
<b>Unmarked</b>	<b>minor damage</b>	<b>Average</b>	<b>Serious</b>	<b>Catastrophic</b>
Without damage	Minor injury first aid detection	Up to 3 days of missed work time	More than 7 days of missed work time	Fatal accident

# Control Hierarchy

