



Local Visits Policy for Bristol School of Acting

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below. This policy is reviewed annually and was last reviewed on 18/10/25.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module
- do not require parental consent.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

1. Introduction: Bristol School of Acting recognises the value of local visits in enriching the educational experience of our students. These visits provide practical insights into the industry, cultural enrichment, and networking opportunities. However, to ensure the safety and well-being of our students, staff, and the public, it is imperative to establish guidelines and procedures for conducting local visits within the Bristol area.

2. Significant Issues/Hazards:

Transportation: Risks associated with travel including road accidents, public transportation incidents, and pedestrian safety. *although the main method of getting to the local area venues is by foot (as detailed within this policy), some students may choose to take the bus or drive.

Location Specific Hazards: Each visit location may present unique hazards such as uneven terrain, crowded spaces, or structural concerns. Significant road traffic. Other people/ members of the public

Weather Conditions: Adverse weather conditions such as rain, snow, or extreme temperatures may pose risks during outdoor visits.

Supervision: Insufficient supervision leading to accidents, injuries, or students wandering off.

3. Managing Risk:

Risk Assessment: Before conducting any local visit, a thorough risk assessment will be carried out to identify potential hazards and implement appropriate control measures. During visits, it is essential to conduct ongoing risk assessments to address emerging hazards and ensure the safety of all students. This process, known as dynamic risk assessment, involves



continuously evaluating and responding to risks as they arise throughout the duration of the visit.

Emergency Procedures: Clear emergency procedures will be established and communicated to all staff and students prior to the visit. Staff will record all local area trips onto evolve and have verbal sign off before going. Staff on the local are visit have contact numbers for certain staff members at BSA should there be any emergencies/ concerns and staff having mobile phone

First Aid Provision: Trained staff members will accompany students on all visits, equipped with first aid kits and trained to administer first aid if necessary.

Transportation Safety: Only licensed and insured transportation providers will be used for travel. Seat belts must be worn at all times during transit.

4. Student Safety:

Supervision Ratio: A suitable staff-to-student ratio will be maintained throughout the visit to ensure adequate supervision and support.

Buddy System: Students will be encouraged to travel in pairs or small groups, adhering to the buddy system to enhance safety and accountability.

Student Conduct: Students are expected to adhere to the school's code of conduct and behave responsibly throughout the visit.

Communication Protocol: Clear communication channels will be established between staff and students to address any concerns or emergencies promptly.

5. Safeguarding:

DBS Checks: All staff members accompanying students on local visits will have undergone appropriate Disclosure and Barring Service (DBS) checks.

Awareness Training: Staff members will receive training on safeguarding procedures and be vigilant for signs of potential safeguarding concerns.

Reporting Procedures: Any safeguarding concerns or incidents observed during the visit will be reported to designated safeguarding officers immediately upon return to the school premises.



6. Health and Safety:

Pre-Visit Briefing: A pre-visit briefing will be conducted to familiarise students with health and safety guidelines, emergency procedures, and expected behaviour.

Hygiene Measures: Students will be reminded to maintain good hygiene practices, especially in communal areas or when handling equipment during the visit.

Medical Conditions: Students with known medical conditions or allergies will be required to disclose this information prior to the visit to ensure appropriate accommodations and responses are in place.

7. Review and Evaluation:

Post-Visit Evaluation: Following each local visit, a post-visit evaluation will be conducted to assess the effectiveness of risk management strategies and identify areas for improvement.

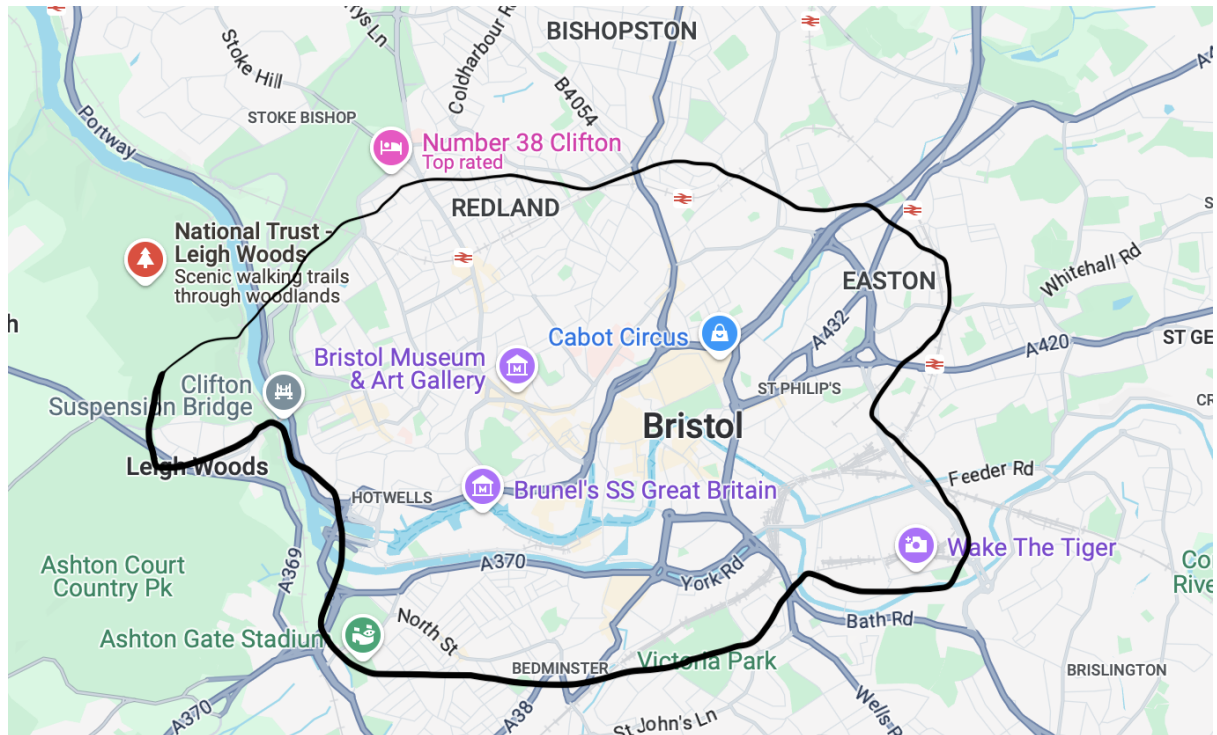
Feedback Mechanism: Students and staff will be encouraged to provide feedback on their experiences during the visit, including any safety concerns or suggestions for future visits. c.

Policy Review: This policy will be reviewed annually to ensure it remains up-to-date and reflective of best practices in safety and risk management.

8. Conclusion:

Bristol School of Acting is committed to providing enriching and safe educational experiences for our students through local visits. By adhering to this policy and maintaining vigilance in managing risks, we aim to ensure the well-being and security of all participants involved in these activities.

9. Local Area Visit Boundary :



The boundaries of the Local Learning Area are shown on the above map

This area includes, but is not limited to, the following frequently used venues: e.g.

The Bristol Old Vic
The Tobacco Factory
Ashton Court
Trinity Centre
Bristol Museum & Art Gallery
Bristol Theatre Archive
Bristol Old Vic Theatre School
Hamilton House
Castle Park
Cabot Tower/Brandon Hill
The Arnolfini
M shed
The Bristol Improv Theatre
The Wickam Theatre
Theatre 1532
Bristol Hippodrome
Bristol Beacon
Spike Island
The Water shed



Any visits with BSA outside of this local area boundary will be classified as a 'trip'. This will be planned and risk assessed appropriately.

Any visit that could carry an 'increased risk' for harm within the local area boundary will also be classified as a 'trip' and will be risk assessed appropriately.