

# Off-Site Safety Management Course

## ● Frequently asked questions

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### 1. Who is this course aimed at?

- a. The Off-Site Safety Management course (OSSM) is of relevance to anyone responsible for the safe management of groups undertaking a wide variety of visits in their local area, on a residential stay, or travelling abroad. Those who attend courses included teachers and youth workers, Educational Visit Co-ordinators (EVCs), Field Centre staff and expedition and tour leaders who are responsible for activities including geography fieldwork, adventurous outdoor activities and cultural visits.

### 2. Who administers the OSSM course?

- a. The OSSM course was originally set up under the auspices of OCR, but was transferred to the Royal Geographical Society with IBG (RGS-IBG) in 2008.

### 3. We are a centre who used to run the OSSM course under OCR, can we continue to run it?

- a. Yes, the RGS-IBG is keen to see the course continue to be delivered across the country. All you need to do is ensure your trainer(s) fulfil the minimum competency requirements and register their details with the Society. There is no requirement to register the Centre itself.

### 4. As OCR are no longer involved, does the OSSM course result in a formal qualification?

- a. Currently there is no formal qualification available. This is an attendance course and a certificate will be issued to all attendees by the RGS-IBG.

### 5. Do we need to register delegates with the RGS-IBG?

- a. To ensure delegates are kept up to date with any future changes in the course and issued with an attendance certificate we ask that you register delegates with us. There is a fee of £5 per delegate to cover costs.

### 6. We are keen to run the OSSM course, how can we go about doing this?

- a. If you do not have your own trainers, then the RGS-IBG can either provide you with a trainer or introduce you to a registered trainer who you can contract to deliver the course.

### 7. I would like to become an OSSM trainer, what is required to do this?

- a. If you have not run the OSSM course before you will first need to check that you fulfil the minimum competency requirements for a trainer, and then attend an OSSM course as a delegate – preferably at the RGS-IBG in London and then go on to do the half-day Training the Trainer course, before you can be registering as an OSSM trainer with the RGS-IBG.

*For further information please contact Geography Outdoors at the RGS-IBG.*

### 8. I have been teaching the OSSM course under OCR, can I continue to teach it through the RGS-IBG?

- a. We are keen that current trainers should continue to teach the OSSM course, however, you are now required to register with us and, if you have not already done so, complete a half day Training the trainer course.

*For further information please contact Geography Outdoors at the RGS-IBG.*



**9. Is the OSSM course the same as the EVC course?**

- a. No. The one-day EVC course is designed specifically for those who hold the position of EVC with a school. The two-day OSSM course has a much wider remit (see Q1 above). Many EVCs chose to attend an OSSM course after doing their initial EVC training.

**10. What will I achieve by attending an OSSM course?**

- a. The OSSM course will give anyone, be they a novice or an experienced practitioner, the opportunity to learn and discuss the key elements of an effective safety management system before, during and after a visit, whatever the age of the participants or the context in which the visit takes place. Many find it useful for benchmarking their own safety management practices alongside others from the same or different institutions. It is not a qualification to lead, but all attendees, including those already in a leadership role, will finish the course with a greater awareness of issues involved in planning and running off-site visits safely and effectively.

*Please see Course Curriculum for further details.*

**11. What is the relationship between the OSSM course and the new British Standard BS 8848 for the provision of educational visits, fieldwork, expeditions and adventurous activities overseas?**

- a. The new British Standard provides a benchmark for the safety management procedures that should be place by organisers of variety of overseas experiences ([www.rgs.org/bsi](http://www.rgs.org/bsi)). BS 8848 was originally based on the OSSM curriculum, and as such the OSSM course will be relevant to the staff, particularly operations staff, of any organisation who wishes to implement good safely management procedures and/or claim compliance with BS 8848.

For further information contact:

OSSM course administrator

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