

Risk Assessment Checklist for all Educational Visits

This form is to be completed by the member of staff organising a visit or trip and must be submitted to the HoC responsible for the Centre. Organisers should be fully aware of the College Code of Practice 'Safe Practice on Educational Visits'.

Submission of this form must be made within the following deadlines:

1. For a visit of less than one day's duration and involving no adventurous activities
Submit at least one week prior to visit
2. For a trip lasting more than one day and/or involving an adventurous activity
Submit at least one month prior to visit

Name of Organiser	Jo Wickham	Number of students taking part	30
Number of staff to assist:	6	Are students making their own way to destination	No
Name of Staff to Assist: (please list and indicate if they have specialist knowledge, skills and qualifications i.e. First Aid etc.	Jo Wickham		
	Jack Davies		
	John Sutcliffe		
	Phil Hall		
	Carol Buller		
	Duffy Tomei		

Start Date and time of Visit/Trip	Friday 18th March 2005	End Date and time of Visit/Trip	Friday 25th March 2005
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Emergency Contact Number of Destination	College mobile Tel:(from UK) 00 30 2752 059207 or 059902 Fax: 059707 or 059968	Mobile telephone number of Organiser	
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Emergency Contact Numbers for Home

Address of Destination (i.e. Airport, Port etc.	Athens Airport Resort: Tolon	Accommodation Address i.e. Museum, Hotel etc	Family Georgidakis Hotel Minoa 56 Aktis Street Tolon 21056 Greece
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Transport:	Coach from college to Heathrow Airport. Plane to Athens, Greece. Coach to the hotel – coach for trips while in resort
<ul style="list-style-type: none"> • Student making own way to destination • Coach Company • Self drive vehicles • Privately owned vehicles • Ferry • Plane 	

Adventurous Activity On a separate sheet of paper, a full report of the Adventurous Activity must be recorded detailing, venue, provider, Health and Safety Policy of Provider etc. etc.

If you want more detailed assistance in organising a trip with/or without adventurous activities, please telephone The Education and Skills Council on 080 100 50 60 and quote HSPV2 for a booklet entitled 'Health and Safety of Pupils on Educational Visits'. This booklet is free.

ALL VISITS		N/A	Yes	No
1	Has the visit been approved by the HoC responsible for Centre?		+	
2	Have all the financial regulations been adhered to?		+	
3	Has party leader been identified?		+	
4.	Are staffing levels adequate?		+	
5.	Is a preliminary visit necessary?			+
6.	Has a preliminary visit been carried out?	+		
7.	Have the following personnel been fully briefed? Staff Parents Students			+ Letter to be sent after appro val
8.	Do any of the students have special needs?			+
9.	Have the implications of the special needs been identified?	+		
10.	Have arrangements been introduced to cater for the special needs?	+		
11.	Has a detailed programme for the visit been established?		+	
12.	Have adequate first aid/medical requirements been arranged?		+	
13.	Are all personnel aware of the appropriate clothing and equipment required for the visit?		+	
14.	Have procedures been sent up for responding to emergency situations.		+	
15.	Do party leaders have copies of all relevant documentation?		+	
16.	Have possible safety hazards been identified?		+	
17.	Will the visit include the operation of a minibus?			+
18.	Have the requirements detailed in the Code of Practice for the operation of small buses (mini buses) been complied with?	+		
19.	Are all staff ware of the supervision requirements for the visit?		+	
20.	Is there a system in place to ensure that safety matters are identified and discussed on arrival?		+	
21.	Will a fire drill be necessary during the visit?			+
22.	Are staff aware that a fire drill will need to be carried out on arrival?	+		
23.	Has a class register been produced?			+

				Students TBC
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OVERSEAS VISITS

		N/A	YES	NO
24.	Has the visit been approved by the Principal?			
25.	Have the requirements detailed in Section 10 of the Educational Visits Policy been complied with?		+	

ADVENTUROUS ACTIVITIES

26.	Is it possible that the visit will include adventurous activities?			+
27.	Has the visit been approved by the Principal?			
28.	Have the requirements in Section 9 of the Educational Visits Policy been complied with?		+	
29.	Does the visit include adventurous activities provided by a commercial or independent organisation?	+		
30.	If the adventurous activity is provided by a commercial or independent organisation are they 'approved' for the activity?	+		
31.	Have you obtained Insurance Certificates from commercial or independent provider that indicates cover for activity.	+		

I confirm that I consider the arrangements to be in accordance with EFC's Code of Practice on Educational Visits and that the emergency contact(s) have been provided with all relevant details.

SIGNED		Date:	
	<i>Member of Staff Organising</i>		
SIGNED		Date:	
	<i>Head of Centre (if appropriate)</i>		
SIGNED		Date:	
	<i>Principal – (if appropriate)</i>		