## POINTS TO CONSIDER

PEOPLE / ACTIVITY:

**Indusivity:** Should be inclusive. Identify those with specific needs so you can arrange support pre-trip - it may be too late once on site

Activity: Is a certain level of fitness or mobility

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	01248 382795	
<b>W</b>	Names of All Participants:	Trip Date:
ent the entities	values of All Participants.	Estimated Denarture & Return Time:
	1,	Trip Organiser's Name:
	2	
	3,	
altocklor	4	Email:
plicable:	71	Home Contact & No. if ap
	5	Destination:
	6,	
	in <del>dali sa medis</del> i (aliu utin)	7
	Provisional Itinerary:	
	Provisional functary.	8
		9
		10
	Transport Arrangements:	44
	Outside Hire Vehicle	11
	🗖 Own Vehicle	12
	Ernergency Procedures:	13
		14
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		157
	Pre-Trip Planning / Briefin	101
· 	Have participants been bri	eted on the followings
	□IMaterials / Equipment required	
	■ U. Welfare eg food, drink, clothing, rest facilities	10 .e:
	■ Conditions.adidestinationregemudaly, rocky	192
w-easContinua execteds	☐ Weather Forecast	2 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2

Example Risk Assessment: Can be added to amended as required

Risk Assessment (RA) Title
Remember to complete Footer details

Complete

Date RA Created and/or Reviewed

Complete

Version No

Complete

## Summary of Activity RA Covers

Complete FOR EXAMPLE: One day trip to a museum and if time permits, a 'High Ropes' Activity Centre. Sixty students and four members of staff will attend the trip. Liverpool can be easily travelled to / from in one day, transport is via coach, one minibus

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Example Risk Assessment: Can be added to amended as required

Ref What are the No Hazards?

Ref	What are the	Who/What	Existing		Further	Action	Action
No	Hazards?	is at Risk?	Controls		Controls	By	Complete
	resulting in injuries / fatality	Users, Pedestrians	Minibus driven by MIDAS trained staff. Minibus Safety Policy to be complied with		Provide directions and parking details to minibus driver and staff driving themselves		
			Vehicle hirers checked for Liability Insurance		Inform participants of details		
			No alcoholic drinks allowed on vehicles	d.	Contact Health and Safety to arrange S19		
			Passengers instructed to remain seated and wear seat belts (if available) whilst moving		Permit for display in the minibus		
			Vehicle aisles and exits to be kept clear				
			Staff driving own vehicle must follow Vehicle & Driver Policy Standard and have business use on vehicle insurance if claiming mileage				
6.	Emergencies -	Students,					
	dealing with ill health, injuries, accidents / incidents, person not making return	staff	As public venues, Museum and High Ropes Centre are required to have emergency arrangements eg First Aid, Fire in place Coaches carry First Aid Box as standard	b.	Complete Trip Registration Form Take copy of Form on Trip and leave a copy with appropriate person (eg Main Arts Security Lodge) in Bangor	Event Organiser	
	trip		Both venues in areas with easy access to emergency support / services	C.	Inform participants of emergency arrangements and contact details	Staff on Trip	
			Staff to ensure carry charged, mobile phones	d.	Use Form as Register to confirm people arrived for return trip		