



TRIP

Documentation to be completed for all off site visits

1. **T**-Trip notification form
2. **R**-Risk assessment documents (a & b)
3. **I**-Individual responsibilities
4. **P**-Post event evaluation

1. Trip Notification Form

DATE AND TIME OF TRIP	Departure Date: Time Return Date: Time
DESTINATION	
ITINERARY Give full proposed itinerary (Use additional sheet as required)	
GROUP LEADER (GL)	
GROUP LEADER (GL) Emergency mobile contact number	
DEPUTY GROUP LEADER (DGL)	
DESIGNATED FIRST AIDER(S)	
OTHER STAFF (Including staff employed by any company being used for tuition purposes)	
STAFF WHO DO NOT HOLD TEACHING QUALIFICATIONS	
TRAVEL ARRANGEMENTS	
INSURANCE DETAILS	
NUMBER OF STUDENTS INVOLVED (If known at this point)	
COST	
DETAILS OF ANY COMPANY BEING EMPLOYED	
HIGH RISK ACTIVITIES BEING PLANNED (e.g. skiing, absailing, sailing, mountaineering)	
NAMES OF APPROPRIATELY QUALIFIED STAFF FOR HIGH RISK ACTIVITIES	

COPY OF PROPOSED LETTER TO PARENTS TO BE ATTACHED

Group Leader signed.....Date.....
 Permission granted - Deputy Principal Date.....
 Principal Date.....

2. Risk Assessment

a) Trip Register and Nurse information/assessment

This completed form should be given to the college nurse for medical comments and then to the DP normally 2-4 weeks before the trip or 1 term (if abroad or involving an overnight stay). Add rows as required.

Please print all details in **BLOCK CAPITALS**

DATE OF TRIP

DEPARTURE TIME RETURN TIME.....

STUDENTS INVOLVED

Student Name	Comments from Nurse	Stud mob number	Parents Tel No

Sheet seen by College Nurse..... (Signature of nurse)

Date

NB: A copy of this form must be in the possession of each member of staff associated with the trip

b) Risk Assessment Form

You must complete a copy of this form and forward it to the College Health and Safety Manager before your trip. In all cases you must consider the age, ability and aptitude of staff and students with specific reference to the activities and assessed risks of the trip. The risk assessment must cover generic hazards (Sect 1), activity specific (Sect 2) and on- going (Sect 3)

Potential Hazard	Who may be harmed	Control measures	Further action	Review
Sect 1				
Illness or injury	Students Staff	<ul style="list-style-type: none"> • GL to ensure that the following control measure actions have been completed: • The college nurse has been contacted for medical information on participants and has provided Information about pre-existing conditions • That CCSS Emergency Contact Information is available • That Local Contact Information is available <ul style="list-style-type: none"> ○ Planning includes finding out how to contact local emergency services • That back up cover is available (especially if you cannot rely on the availability of local and responsible help on the spot) • That there is a named trained First Aider amongst the adults taking the trip. 		Post Event
Transport	Students Staff Public	<p>Before using the minibus the GL should check with the Hire company that:</p> <ul style="list-style-type: none"> • A risk assessment is supplied with the hired transport • A safety checklist is supplied • Emergency contact details are on the bus • There is sufficient fuel at the start of the journey • If there is doubt about any of the above, you should not commence the journey 		Post Event

Transport	Students Staff Public	<p>In the event of a minibus breakdown the GL must:</p> <ul style="list-style-type: none"> • Phone the hire company for assistance • Contact the CCSS Emergency Contact detailing the circumstances • Advise the CCSS Emergency Contact of the revised estimated time of arrival (e.t.a.) • Consider an overnight stop if the fault is not repaired by 9pm 		
Group stranded Group member lost	Staff Students	<p>The GL must:</p> <ul style="list-style-type: none"> • Ensure that you have the mobile telephone numbers of the students and the CCSS emergency contacts • Notify the CCSS emergency contact of the trips start time and estimated time of arrival back at college (on the visits form) • Access available road atlas or location/site maps • Ensure your students have been briefed and given written information about procedures • Establish and provide Local Contact Information (including local police and emergency services) 		Post Event
Bad behaviour	Students Staff	<p>Prior to the trip you, as the GL, need to:</p> <ul style="list-style-type: none"> • Undertake a behavioural check of the students • Explain to the students what is expected of them in terms of general behaviour, attendance, meeting points, timings etc. • Issue specific rules on alcohol and drugs • Remind the students of their own duty to act responsibly and not to endanger themselves or others (to include wearing seatbelts on all journeys) • Assess the required staff /student ratio to ensure adequate supervision. 		Post Event

Bad behaviour Cont.	Students Staff	<ul style="list-style-type: none"> • Check staff experience, health and ability to complete the trip • Ensure that First Aid cover is available • Head counts should be taken regularly 		
Downtime supervision	Students Staff	<ul style="list-style-type: none"> • GL to ensure that: • All staff and students understand the standards of behaviour that apply at all times • That handover activities are properly supervised with a named supervisor. • That all supervisors understand the responsibilities of their supervisory roles. • Downtime in the mornings or evenings is used to brief the students on the planned activities, meeting times, mealtimes etc. for the day ahead. • Downtime after activities is used for individual reflections on personal learning outcomes. 		Post Event
Venue/ Accommodation incident	Students Staff	<p>Planning to reduce risk</p> <ul style="list-style-type: none"> • Overnight accommodation must be visited beforehand for risk assessment procedures. <p>On arrival at the venue or accommodation the GL must ensure that:</p> <ul style="list-style-type: none"> • Group members are aware of the Fire Exits and sites Fire Safety Procedures • Group members are aware of the behaviour expectations and non-smoking policy <p>In the advent of emergency evacuation, the GL must ensure that:</p> <ul style="list-style-type: none"> • All group members are accounted for • Group members stay together until told otherwise by the GL 		Post Event

Venue/ Accommodation incident Cont.	Students Staff	<p>In the event of food poisoning the GL must also phone the CCSS Emergency Contact detailing:</p> <ul style="list-style-type: none"> • The nature of the incident • Date and time • Location • Names of group members affected • Details of treatment • Actions taken • Actions to be taken (by whom) 		
Theft or loss	Students Staff Public	<ul style="list-style-type: none"> • GL must ensure that students are briefed on: <ul style="list-style-type: none"> • Personal safety • The dangers of displaying valuable items in public (cameras, mobiles, money, gold etc.) • Keeping their personal belongings with them (i.e. not to leave bags, coats etc. unattended) • In cases of theft or loss • GL must ensure that the group/individual are/is in possession of all the necessary documentation (including Incident Number issued by local police) 		Post Event
Safeguarding disclosure	Students Staff	<ol style="list-style-type: none"> 1. Refer any concerns about child abuse or neglect to the DSO immediately (but see point two, below). If outside of college hours, the case must still be referred immediately. It is they who carry out any detailed investigation. In the absence of the DSO, refer cases to the Principal or the DP 2. All referrals should be to the DSO except those against a member of staff. In this event, referral should be to the Principal. If absent and not in contact, the matter should be 		Post Event

		reported to the DP who will also inform the Chair of Trustees.		
Emergency contact		<p>First Contacts: Deputy Principal: Daytime Tel: 01223 716890 Mobile: 07932 728510 Senior Boarding Managers Mobile: 07824 829018</p> <p>Local emergency services: In Britain: Emergency Services: Police, Ambulance, Fire and Rescue Tel: 999</p> <p>NHS Direct Tel: 111</p> <p>In Europe: For emergency services contact anywhere in the European Community Tel: 112</p>		
Sect 2		Use this section for activity/trip specific hazards.		
Potential Hazard	Who may be harmed	Control measures	Further action	Review

Sect 3		Use this section to assess any hazards identified whilst on the trip. Included control measures and actions taken.		
Potential Hazard	Who may be harmed	Control measures	Further action	Review

Please add rows if required

Risk assessment completed by:

Reviewed by:

Signed off by:

3. Individual Responsibilities Check List

The list below summarises who is responsible for aspects of CCSS which are relevant to trip planning. You will need information from some of these staff.

Activity	Responsibility	Emergency Contact Number	GL Check
Medical information Send your list of participants to the College Nurse	College Nurse	01223 519145 07810 318461	
Student Behaviour check Check welfare / behaviour issues	Deputy Principal	01223 716890 07932 728510	
Senior Boarding Managers If your students are likely to be very late back or if they will need to stay in CCSS accommodation outside normal term time, either just before the trip leaves, or after you return.	Senior Boarding Managers	07824829155	
Transport Arrangements Planes, Trains, Minibus Hire Logbook / mechanical check, how to drive it, contact arrangements, hire agreement, Highway Code	Group Leader		
Staff/student ratios (Typically 1:15 for local day trips 1:10 for overnight trips)	Deputy Principal	07932 728510	
Emergency issues and information Emergency Service Contacts, Emergency Contact Procedure, Designated First Aider	Health and Safety	01223 517547 07765845030	
Trip insurance matters	Director of Finance	01223 707929	
Parental Permissions, Key Equipment check, Student Equipment check, Location Maps Weather check, Risk Assessment	Group Leader	07932 728510	
CCSS Internal Contacts	Deputy Principal	07932 728510	
Parents' Contact Details Very useful to have, though in case of serious problems you are expected to make contact with parents indirectly, via the Crisis Management procedure (see Off-Site Activities and Trips File)	College Office	01223 716890	
Media contact Do NOT talk to the media yourself – see Crisis Management Procedures.	Principal	01223 707941	

4. Post Event Evaluation Form

It helps us a great deal in getting procedure right if we receive feedback on trips, even if that feedback is simply to say that everything went smoothly. **Please complete a copy of this form and send it to DP.**

ACTIVITY OR LOCATION: DATE: GROUP LEADER: SIGNED:
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Observations on travel arrangements (including mode of transport, accommodation and trip suitability etc)
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Re-assessment of Risks, controls, future recommendations and any procedural enhancements. On-going risk assessments made (provide details)
