

Schedule/Itinerary and Risk Assessment (Form 2)

Form 2 Template

Type of Event/Activity/Educational Visit:

Planned Date(s):

Location:

Form completed by:

Planning

A clear record of planning illustrates a thoughtful, methodical and professional approach. Please record all relevant meetings and planning activities. Example below.

Date and time	Planning activity	Notes
September 2018	Preliminary meeting with Ashbourne staff to confirm curriculum needs	Agreed to go to Lake District again. No need for pre-visit as all locations familiar to staff. Will check with venues if any changes since last visit.
December 2018	Review meeting with Ashbourne staff	No changes to venue arrangements. Site RAs reviewed with hostel and education providers at activity locations. Travel to be booked, parents contacted. Meeting with students needed in January.
	Meeting with DoS	Confirmed permission for trip to take place
January 2019	Preliminary meeting with students	Went through summary of arrangements, including initial H&S briefing. Students attending were:

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February 2019	Second meeting with students	<p>Reviewed curricular requirements Reviewed draft itinerary with students and explained behaviour guidelines appropriate to various activities during the week. Highlighted areas of particular risk and control measures. Checked parental forms had all been received and returned. One still awaited and chased via student.</p>
	Meeting with DoS	Review of preparations to date

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Detailed information about participants

Proper planning of any activity in an educational context requires consideration of the '**age, ability and aptitudes**' of those taking part. In this respect, no planning or risk assessment process can be 'generic', as every group of participants will be unique and must therefore be considered each time an activity is undertaken, even if that activity is familiar to the organiser and participants.

Many routine events do not need details of individuals, but 'school trips', and sports fixtures, for example, do. Check gender balance of staff in relation to the group, and the ratio of staff to students. Whilst risk-based assessment underpins the determination of staffing ratios, the rule of thumb, taken originally from DfES, is 1:20 unless it is a residential or more complex visit.

Staff name		Role	Telephone contact details	
Student name (girls)	Age	Any specific educational or medical needs	Telephone contact details	Parental contact telephone number
Student name (boys)	Age	Any specific educational or medical needs	Telephone contact details	Parental contact telephone number

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Detailed Schedule/Itinerary

See draft register for times when formal or informal roll calls will be taken to check welfare. Example below.

Date and time	Activity at event	Potential hazards & those affected	Mitigation (remember ' <i>supervision, protection or training</i> ' or all three)	Residual risk
		All hazards affect all students on trip		
Day 0 1100	Arrive Ashbourne pre-departure	Late arrival, delay to all Very late arrival needs to come independent of group	Clear instruction issued to all. Admin staff chase any who miss first registration that day.	Low Low
	Emergency procedures		Explain travel emergency procedures	
1215	Departure and travel	Standard London travel	Students all familiar with this. *Registers en route.	Low
1315	Train to Keswick	No seats Train cancelled	All pre-booked. There are two later trains that will get us there that night. *Registers en route.	Low Low

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1830	Arrival Keswick	No transfer minibus	Confirm by phone en route with YH	Low
1930	Arrival YHA	Unfamiliar building and location	Meeting will be held on arrival to review YHA H&S and any emergency procedures with group and any other reminders about behaviour or updates to advice about locality, weather etc.	Low
2230	Bedtime	Students not settling to rooms and sleep	Staff patrol until all quiet. *Notes on register as needed.	Low
Day 1 0715	Wake and breakfast	Student unwell/oversleeping	Staff 'wake up round' for welfare check *Notes on register as needed (for further register points see register).	Low
0830	Depart for coast	Hostel minibus	Visual check by Ashbourne staff Usual approach to maintenance of good behaviour, inc pre-departure briefing.	
0900-1700	Coastal research work	Water hazards Cliffs	Students have been briefed at Ashbourne and will be under supervision of Centre staff (who are recognised as leading the day) all day, with Ashbourne staff also in attendance. Centre staff RA already seen and approved in December.	
Etc...				

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Final version submitted date:

Signed:
Group Leader

Confirmation of approval

Signed:
Director of Studies