









POINTS TO CONSIDER

PEOPLE / ACTIVITY:

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

Is a certain level of fitness or mobility

**PRIFYSGO!**

**Trip Registration Form**

**Emergency Contact Number:**  
**01248 382795**

**Trip Details:**  
Trip Title: \_\_\_\_\_  
Trip Date: \_\_\_\_\_

**Names of All Participants:** \_\_\_\_\_  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_  
 6. \_\_\_\_\_

**Estimated Departure & Return Times:**  
 7. \_\_\_\_\_  
 8. \_\_\_\_\_  
 9. \_\_\_\_\_  
 10. \_\_\_\_\_

**Trip Organiser's Name:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Home Contact & No. if applicable:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Provisional Itinerary:**  
 11. \_\_\_\_\_  
 12. \_\_\_\_\_  
 13. \_\_\_\_\_  
 14. \_\_\_\_\_

**Transport Arrangements:**  
 Outside Hire Vehicle  
 Own Vehicle

**Emergency Procedures:**  
 15. \_\_\_\_\_  
 16. \_\_\_\_\_

**Pre-Trip Planning / Briefing:**  
 Have participants been briefed on the following:  
 Transport used / Drivers  
 Materials / Equipment required  
 Itinerary / Key points  
 Welfare eg food, drink, clothing, rest facilities  
 Conditions at destination eg muddy, rocky  
 Weather Forecast

19. \_\_\_\_\_

Continues overleaf

Example Risk Assessment: Can be added to amended as required

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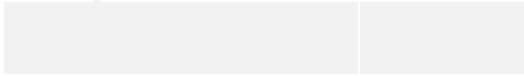
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One day trip to a museum and if time permits, a 'High Ropes' Activity Centre. Sixty students and four members of staff will attend the trip.  
Liverpool can be easily travelled to / from in one day, transport is via coach, one minibus

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Example Risk Assessment: Can be added to amended as required



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	resulting in injuries / fatality	Users, Pedestrians	<p>Minibus driven by MIDAS trained staff.                  Minibus Safety Policy to be complied with                  Vehicle hirers checked for Liability Insurance                  No alcoholic drinks allowed on vehicles                  Passengers instructed to remain seated and wear seat belts (if available) whilst moving                  Vehicle aisles and exits to be kept clear                  Staff driving own vehicle must follow Vehicle &amp; Driver Policy Standard and have business use on vehicle insurance if claiming mileage</p>	<p>b. Provide directions and parking details to minibus driver and staff driving themselves                  c. Inform participants of details                  d. Contact Health and Safety to arrange S19 Permit for display in the minibus</p>	
	– dealing with ill health, injuries, accidents / incidents, person not making return trip	Students, staff	<p>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                  Both venues in areas with easy access to emergency support / services                  Staff to ensure carry charged, mobile phones</p>	<p>a. Complete Trip Registration Form                  b. Take copy of Form on Trip and leave a copy with appropriate person (eg Main Arts Security Lodge) in Bangor                  c. Inform participants of emergency arrangements and contact details                  d. Use Form as Register to confirm people arrived for return trip</p>	<p>Event Organiser  Staff on Trip</p>