

Health and Safety Form

To be filled in prior to visit and given to Peta.

Type of Visit

When leave, return, dates and times

Location – routes to be used and mode of transport (checked and safe)

Staff in attendance and qualifications/experience if applicable

Group ratios, age, comment on competence and complete list of names, contact numbers of students, health requirements

Special Education Needs – how are they to be accommodated on trip – staffing, special equipment etc

Equipment list, clothing, first aid etc

Conditions and weather (if applicable)

Emergency procedures (doctors, hospitals, children getting lost etc)

Arrangements for early return – contact names

First Aid

What sort may be needed – ordinary/advanced

Is it available?

Have you minimum first aid provision (see First Aid Policy)

Accident Forms, have you got them?

E111's and passports checked