

**The White House Preparatory School and Woodentops  
Kindergarten  
Trip Management and Risk Assessment**

<b>Trip Outline</b>		
<b>Purpose of visit:</b>		
<b>Place(s) to be visited:</b>		
<b>Activities</b> (nb label each RA if risk assessment required)		
<b>Date and times:</b>	<b>From / Departure:</b>	<b>To / Return:</b>
<b>Proposed numbers:</b>	<b>Total pupils:</b>	<b>Total adults:</b>
<b>Party Leader:</b>		
<b>Who made the venue booking and when:</b> (Should be the Party Leader)		
<b>Transport Required:</b>		
<b>Transport contact details:</b>		
<b>Emergency contact details (school &amp; trip mobile):</b>		
<b>Food &amp; Drink requirements</b> e.g. packed lunches, water etc		
<b>Weather considerations:</b> e.g. clothing, suncream, hats etc		
<b>Supervising Adults</b> Identify First Aiders by "FA"		
<b>Cover Requirements for every member of staff on the trip</b>		
<b>Date Cover Supervisor informed:</b>		

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<b>Venue/Location Details and RAs</b>			
<b>Venue name and address</b>			
<b>Pre-Visit conducted by:</b>	<b>Name:</b>		<b>Date:</b>
<b>Staff on trip who have visited previously:</b>			
<b>Relevant RA notes from previous experience or pre visit</b>	<b>Notes:</b>	<b>Additional measures to be applied:</b>	
<b>Venue RAs List:</b>		<b>Additional measures to be applied:</b>	

<b>Journey Details and RAs</b>			
<b>Method of Transport</b>			
<b>Route to be taken</b>			
<b>Journey time outward</b>	<b>ETD:</b>	<b>ETA:</b>	
<b>Journey time return</b>	<b>ETD:</b>	<b>ETA:</b>	
<b>Staff who have travelled the route</b>	<b>Name:</b>	<b>Notes:</b>	<b>Measures:</b>
<b>Journey RAs List:</b>		<b>Additional measures to be applied:</b>	

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<b>Pupil/Staff Considerations</b> e.g. medical, dietary, behavioural, educational NB attach medical/dietary list for the participants			
<b>Pupil/Adult</b>	<b>Nature of the Issue</b>	<b>Provision e.g. medication, monitoring</b>	<b>Nominated staff with responsibility</b>

Additional Risk Assessments/Documents to be attached/taken:

- Missing Child Procedures
- Medical/Dietary lists of participants
- General/All trips RA
- Trip First Aid Kit
- Trips and Visits School mobile

<b>Trip sign off</b>			
Assessment completed by:		Date:	
RA reviewed by:		Date:	
Additional notes:			
Headteacher/Principal Approval		Date:	
Additional notes:			