

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

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

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

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

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

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

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

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Ratios:

Tiers 1 trips are the local ones and usually very regular to and from La Retraite, Agnes Riley, St Thomas's, Balham Library, Grafton Tennis, Swimming pools:

- KS2 = 1:12
- KS1 = 1:8
- Rec = 1:6

Tier 2 trips go further afield, usually involve school minibus, public transport or hired coach, are occasional even though we may do them annually.

- KS2 = 1:10
- Rec & KS1 = 1:6
- Pre- Rec = 1:4
- 3 to 4s = 1:4
- 2 to 3 = 1:3
- u2 = 1:3