

Health and Safety on Education Trips, Visits and Holiday Policy and Procedure	
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Compliance lead	Director of Organisational Development
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POLICY:

Ruskin Mill Trust (the Trust) recognises that taking students away for Education Trips, Visits and Holidays can be demanding and stressful though a rewarding experience for those involved, provided proper planning, preparation and arrangements are in place. The Students' safety and well-being is of paramount importance. For staff accompanying such events, it is "working life" and not "holiday" and this distinction must be recognised and adhered to at all times.

The following represents good practice and must be followed for all Education Trips, Visits and holidays (regardless of location, duration and size of group) to ensure safety, protection and professional accountability.

This policy and procedure applies to all Ruskin Mill Trust provisions, including subsidiary companies (Brantwood Specialist School, Clervaux Trust Limited, Sunfield Children's Home, Transform Residential Limited)

This policy will refer to Trips to mean Educational Trips, Visits and Holidays.

ROLES AND RESPONSIBILITIES:

Provision Leader / Registered Manager

The provision leader is responsible for ensuring all Trips comply with this policy and that they have given final approval for the Trip prior to it commencing. Where a Trip activity involves a student from the residential provisions the Registered Manager is required to countersign this approval.

The provision leader is also responsible to ensure that the Trip Leader and any accompanying staff and volunteers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

In the absence of the Provision Leader or Registered Manager final approval must be given by a more senior manager from within the Trust.

Trip Leader

The Trip Leader will have over-all charge of the Trip, and will be responsible for ensuring that there is effective supervision and appropriate levels of staffing. They will complete the risk assessment and ensure that all appropriate documentation is signed off by the

Provision Leader and if required Registered Manager prior to the trip taking place. They are responsible for ensuring relevant trip information is shared with parents/carers and consent is sought where necessary. They are responsible for all activities that take place on the trip and ensuring that assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

They should also ensure that details related to a trip and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies.

Staff attending the Trip

All staff who attend an Educational Trip, Visit or Holiday should ensure that they have read the individual student's risk assessment prior to take students off site. They should ensure that they are aware of their responsibilities and ask for clarification from the Trip Leader.

PROCEDURE

Stage 1 - Initial planning request

Planning should take place at an early stage to ensure that the trip is safe and that all considerations have been made. There should be a clear aim and learning outcomes for each Trip.

The member of staff wishing to plan and undertake a trip (prospective Trip Leader) will first seek permission from the Provision Leader to begin the planning process for the Trip. The Provision Leader will identify whether this trip is in line with the Trust's vision, values, purpose and method and therefore whether it can continue. They will also confirm who will be the Trip lead and what category of trip and planning is needed

Stage 2 - Category of Trip

All trips are categorised into three broad types:

- 1 Local low risk single day visits that are regular and routine
- 2 Day visits and programme that require enhanced planning
- 3 Higher risk visits which are further away that require detailed planning and leader competence.

Category 1:

These visits will be regular, routine day activities that are organised in and around the locality, usually on foot. Regularly repeated visits can be covered by a block annual consent subject to parents/carers being made aware of every visit, especially any involving a return time outside the normal day.

Visits and activities included in this category for this establishment are:

- On-site activities
- Transporting students between sites or other local venues
- Regular curriculum delivery at off-site venues
- Visits in and around your base setting on foot (churches, parks, urban centres)
- Sports fixtures (involving transport)

Where there are local activities that are a planned part of the curriculum/routine programme but are dependent upon the right conditions on the day, then the trip leader will sign out before departure leaving relevant information with the main site contact.

The provision off-site visits risk assessment (see Appendix 1) (that may also include road transport) covers general supervision of these visits. A review will be required rather than

completed a new document each time. Any additions can be documented using an Event Specific Note, which must be signed off by the Provision Leader.

Category 2:

These visits are single “one off” day visits or a programme of visits that take place off-site but further field than your base locality and with no element of adventurous activities. These opportunities will usually require transport and could also require some enhanced planning and risk assessment. Example visits are:

- Visits requiring use of transport (urban areas, theatres, social events, places of interest)
- Swimming (excluding open water)
- Fieldwork visits (not in open/remote country)
- Activities at Water Margins (coastal locations & inland waters)
- Farm visits
- Forest school programmes

Approval request for these activities must be submitted to the Provision leader for consideration and approval at least 2 weeks prior to departure. Visits should be covered by a specific parental consent.

For a programme of regular visits to similar destinations, one single visit form can be completed, with the relevant dates selected and can be covered by an annual blanket parental consent.

The provision local visits risk assessment (that also includes road transport) will cover general supervision of the visit. A review will be required rather than completed a new document each time. Any additions can be documented using an Event Specific Note which must be signed off by the Provision Leader.

If a visit is planned to a higher risk environment, the appropriate specific Risk assessment document should be reviewed, amended and completed for the trip and submitted to the Provision Leader for approval at least 2 weeks in advance of the planned trip.

Certain activities will require staff to hold specific qualifications or competencies before being able to deliver sessions and the trip leader should ensure that relevant staff on the trip who hold these responsibilities have up to date qualifications or competencies. Trip approval will not be given unless there is a sufficient number of suitably qualified staff to safely take part in the trip.

For this category of trips complete

- Application for Approval of an Educational Trip, Visit and Holiday (Appendix 2)
- Category 2 and 3 Trip Risk Assessment form (Appendix 3)
- Summary of Student and Adults attending Trip form (Appendix 4)
- Emergency Contact Information (Appendix 5)

Category 3:

Approval from the Provision Leader and notification to the Executive Team will be required for all overseas visits, residential visits of more than 2 nights and those which include adventurous activities, be it RMT or external provider led. The provision leader should submit their recommendation to the Executive Team at least 3 weeks in advance of the planned trip. Specific consent will be required for each visit.

A member of staff intending to lead an adventurous activity, must be specifically approved by the Provision Leader who will have ensured that they have the appropriate up to date qualifications and competencies to be the Trip Leader.

When external providers are used, it is a requirement for their safety management to have been verified by the Provision Leader and a copy of this must be submitted with the request for approval from the Executive Team.

For this category of trips complete

- Application for Approval of an Educational Trip, Visit and Holiday (Appendix 2)
- Category 2 and 3 Trip Risk Assessment form (Appendix 3)
- Summary of Student and Adults attending Trip form (Appendix 4)
- Emergency Contact Information (Appendix 5)

Stage 3 - Risk Management

The risk management of a trip is normally carried out by Trip Leader with support as required. Risks are expected to be reduced to an acceptable or tolerable level, but not necessarily eliminated.

Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is “acceptable”. The Health and Safety Executive endorse this approach through their “Principles of Sensible Risk Management” and advocate that it is important that students are exposed to well-managed risks so that they learn how to manage risk for themselves.

The Trip Leader should complete the risk assessment for the Trip and submit this with the approval form to the Provision Leader for consideration. Consideration should be given on the risk assessment to the following factors

- What are the learning outcomes that hope to be delivered through the trip
- Dates of the Trip
- Address with contact number, including out of hours
- Staff attending, including an identified Trip Leader, first aiders etc
- Sleeping facilities and arrangements
- Students going, including individual risk assessments
- Proposed activities, including risk assessments/licences of providers (if applicable)
- Cost
- Transport arrangements (named Drivers) and confirmation of eligibility to drive
- Confirmation of relevant insurance, advice can be sought from the Senior Finance Officer
- Check list for safeguards (adapted from DfES guidance)
- Health cover schedule including arrangements for medication which must be in line with the Trust Medicines Policy and Procedure
- Contingency plans and emergency procedure
- Parent and Social Worker permission/agreement
- Who is the ‘home’ contact that the Trip Leader will ‘check in’ with
- What form of communication is agreed between the trip leader and the base provision (daily check in)

Stage 4 - Planning considerations

Staffing

Staffing ratios should be as per the students funding, and where agreed, additional staff may be permitted to enable staff breaks and “downtime”

The appointed Trip Leader will be responsible for the staff and Student(s) for the duration of the holiday and ensure all necessary records are maintained.

At least one member of staff must be trained in First Aid. Medication administration and where applicable Midazolam/Epipen. Any medication administration must be in line with the Trust Medicines Policy and Procedure

Where possible, staff will have some “personal/off duty” time during the ‘holiday’ providing staffing ratios can be maintained.

Prior to the holiday, the Trip Leader will confirm with the Provision Leader what payment or TOIL will be made for the period of the Trip. This must be approved by the Director of Finance if additional costs are to be incurred.

Only staff employed by Ruskin Mill Trust or its subsidiaries will be able to participate as staff in trips. They must also have completed a probationary period, have undertaken all mandatory training and not be subject to any disciplinary or performance monitoring processes.

Consent

The Provision Leader must consent to the proposed trip, and parents or carers and Social Worker/s will need to be approached for written permission for the students to participate in the trip and where relevant, specialist activities must be highlighted and agreements made, i.e. climbing, canoeing, etc.,

All parents/Carers and Social Workers will be given a detailed itinerary at the time of consent being requested.

Medication

An approved First Aid kit will be available and taken by the group for use on the trip.

Required medication will be transported in a lockable container and be the responsibility of the Trip Leader.

A Medical Information Sheet will be taken for each student. The Trip Leader should ensure that they should obtain and add the name and number of a local G.P and nearest hospital in the event of an emergency.

Where relevant, advice will be sought where certain activities are being considered and there is a known medical condition.

All medication administration must be in line with the Trust Medicines policy and procedure

Administration and Recording

A daily log will be kept for each Student. A general log of events will also be kept and any significant events notified during daily check in with the ‘home’ provision.

Medication administration records will be used as above.

Daily briefings/group meetings should be held and a short record made to plan/evaluate the day.

Finance

Sufficient cash should be taken to cover needs of the journey. This should be kept in a lockable cash tin and the key to be kept with the trip leader.

Travellers Cheques should be taken for the bulk of the money required if travelling abroad.

Normal records of all financial transactions to be kept on petty cash vouchers and petty cash sheets and Student's pocket money accounts.

Where safety deposit boxes are available at a location, they should be used.

Where no safe deposit box is available, best security arrangements should be made (locked drawer, cupboard, room etc.)

The Trip Leader will sign for and daily sign off petty cash balance and receipts.

Questions regarding finance should be directed by the Trip Leader to the Provision Leader, who will seek guidance from the Director of Finance.

Communication

Each Trip Leader will take a mobile phone and keep it switched on, taking facilities to recharge via mains/car battery. In the case of areas with poor reception a satellite phone or alternative means should be implemented.

Daily arranged phone contact with the home provision will be made as by prior agreement.

Minibus/Cars

There must be a minimum of two drivers for any vehicle used.

No luggage is to be transported inside the vehicle near to passengers. Roof racks may need to be used if no separate boot space or luggage area can be set aside at rear.

No student under 13 to sit in the front seat. Booster seats to be used for students under 12.

All occupants must wear safety belts whilst the vehicle is in motion (unless an exemption certificate is available).

All drivers must take their driving licence with them on the Trip.

Where cars or mini buses, are used, appropriate safety checks etc., should be carried out prior to the journey. Vehicles should also be checked before the return journey - oil, water, tyres etc.

The Trip Leader should ensure that they have contingency details in the event of an accident and breakdown

Drivers must not use mobile phones whilst the engine is running, regardless of whether the vehicle is moving or not.

Drivers must not drive when tired. The route should be planned to allow for plenty of breaks.

Activities

All activities which involve Instructors not employed by an employee of Ruskin Mill Trust or its subsidiary companies must provide evidence of Instructors qualification prior to the trip (photocopy if possible).

Appropriate insurance cover must be confirmed in writing. Copy certificates may be required for some activities.

Contingencies

There must be recorded contingency plans in the event of a Student's behaviour requiring their return, e.g. a Student's illness, staff illness etc. This may require a system for staff to join the holiday, or collect a Student.

Behaviour - Students and Staff

A risk assessment of each Student should be undertaken prior to the holiday to inform the decision whether or not to include the student on that particular holiday.

Clear expectations of Student's conduct to be agreed prior to holiday and an agreed range of sanctions.

Staff must adhere to all of the Trust policies while on a trip. In particular, the Trust rules and the Student Protection Policies apply on a trip.

The Trip Leader is to take full responsibility for the proper leadership and management of the group. Behaviour management of the students will be of significant importance.

All staff must conduct themselves in a professional way at all times. Any under-performance or misconduct must be recorded and actions taken.

Any student or staff member whose behaviour or conduct breaches the expectations agreed may be sent back to the provision. In the case of staff issues, a full investigation will ensue.

Accidents/ incidents/ and notifiable events must be notified immediately to the 'Home' point of contact. Reports may be required and emailed to the Provision Leader/Registered Manager as required. Any Accident Books should also be completed. Any Restraints will be reported immediately

Return

There should be a full debrief on return from the Trip, and the Trip Leader should prepare an overview summary of the trip and hand over Daily Logs, general log and any Incident/Accident Forms to the Duty Manager. (May be done within a day or two of returning - providing good briefing has taken place with staff who are working)

IMPACT OF NON-COMPLIANCE FOR:

Staff	Disciplinary action and potential litigation
Students	Risk of harm
Legislation / organisation	Reputation damage

Appendix 1 - Trip Risk Assessment for category 1 trips

Trip Lead / Tutor:	Date of assessment (To be reviewed annually)	Duty Manager number:		
Details of activity / trip:				
Location and Duration:				
A dynamic risk assessment will be carried out immediately prior to this activity being undertaken				
Risks (list)	Likelihood of risk (1 very low to 5 very high)	Severity of risk (1 very low to 5 very high)	Persons at risk (e.g. students, staff, public)	Measures to manage risk

I have read and understood the RA1s (individual student risk assessments) for each student and have consulted relevant staff who support these students (including the Registered Manager if a residential student). Consent has also been provided for each student attending on this trip.

I will ensure that I have the Duty Manager's phone number available for the duration of this activity / trip (see top of this form) and let the Student Engagement Office and Reception know before leaving the site.

Trip Leader:

Signed:

Date:

Authorised by Provision Leader:

Name:

Signed:

Date:

The Trip Leader should retain this copy for the activity / trip and ensure a copy of left with the Student Engagement Office and Reception

This Trip Risk Assessment must be reviewed on an annual basis.

Appendix 2 - Application for Approval of an Educational Trip, Visit and Holiday

Provision:

Proposed Trip Leader:

The Trip Leader should complete this form as soon as possible once the trip preparation is underway. This form must be signed off by the Provision Leader and for Category 3 Trips by the Executive Team in advance of any Trip taking place. This form must therefore be with the Provision Leader 4 weeks in advance of the due date of the Trip. The Trip Leader should already have discussed the proposed Trip with the Provision Leader and regularly update them on progress of the preparations. The Trip Leader should also ensure that appropriate consent for each student is in place once the Provision Leader has given the initial go-ahead for the trip to take place.

Once approval has been given, one copy of this form should be retained by the Provision Lead and another with the Trip Leader. A further copy should be left with the 'home' provision contact.

1. Purpose of visit and specific educational objectives:	
2. Places to be visited:	
3. Dates and times:	
Date of Departure: Time:	Date of Return: Time:
4. Transport arrangements: Including the name of the transport company and vehicle registration numbers or details of vehicles and drivers. Details should also be provided regarding the length of the time for the journey, rest breaks etc.	
5. Organising company: Include licence reference numbers if the body is registered with the Adventure Activities Licensing Authority.	
6. Proposed cost and financial arrangements:	

7. Insurance arrangement for all members of the proposed party, including voluntary helpers

Insurance company:

Policy number:

Address:

8. Accommodation to be used: (Name, address, telephone number, emergency contact number)

9. Details of the programme of activities:

10. Details of any hazardous activities and the associated planning, organisation and staffing

11. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the trip:

12. Names, relevant qualifications and specific responsibilities of other adults accompanying the trip:

13. Name, address and contact number of the 'home' contact person from the provision who holds all information about the trip or journey in case of an emergency:

14. Existing knowledge of places to be visited and whether an exploratory visit is intended:

15. Size and composition of the group:

Age range:

Number of males:

Number of females:

Adult to student ration:

Leader / participant ratio:

16. Information on consent: Information on whether the Trip Leader has received all consent forms, duly completed and signed. Please attach copies of the information sheets sent to parents, the parental consent form and the risk assessment

17. Names of students and any specific education or medical needs:

Signature from Trip Leader

I confirm that all of the above information is correct, I have conducted a full risk assessment and reviewed each students individual risk assessment and consulted relevant staff who support these students (including the Registered Manager if a residential student). Consent has also been provided for each student attending on this trip. I understand that I take full responsibility for the Trip

Signed:

Date:

Trip Leader full name:

To be completed by the Provision Leader

To the Trip Leader

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing for this trip. Approval is given.

- a) Please ensure that all relevant information, including a final list of trip members, details of parental consent, a detailed itinerary and a full risk assessment including medical considerations is with me at least seven days before the trip is due to take place.
- b) Your report and evaluation of the trip including details of any incidents should be with me as soon as possible on your return from the trip and no later than 2 working days after the trip has ended.

Signed:

Date:

Provision Leader name:

Appendix 3 - Category 2 and 3 Trip Risk Assessment - to be considered with the Application for Approval of an Educational Trip, Visit of Holiday form

Trip Lead / Tutor:	Date of assessment	Contact details of 'Home' provision contact:
Details of activity / trip:		
Location and Duration:		

Risks (list)	Likelihood of risk (1 very low to 5 very high)	Severity of risk (1 very low to 5 very high)	Severity of risk following control measures being in place (Likelihood x Severity)	Persons at risk (e.g. students, staff, public)	Measures to manage risk
Identify specific risks associated with individual students; Attach RA1 for individual students Are there any specific risks not identified on RA1 related to planned activity					Identify any specific control measures for individual students not on RA1

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The following Risks are generic risks associated with the trip, visit or activity;

Risks (list)	Likelihood of risk (1 very low - 5 very high)	Severity of risk (1 very low - 5 very high)	Severity of risk following control measures being in place Likelihood X Severity =	Persons at risk (eg students, staff, public)	Measures to manage risk Please indicate by ticking the box where measures have been implemented
<p>Appropriate and effective Travel arrangements; Student to travel in staff member's car. Use of public transport minibus</p>				Students/staff/public	<ul style="list-style-type: none"> <input type="checkbox"/> Member of Staff has ___ years Driving Experience and a clean licence. Is insured for Class 1 Business use with more than __ years with no accidents and is authorised by the provision to drive students. <input type="checkbox"/> Associated risks of public transport have been reviewed and identified, routes have been planned, adequate support is provided and business risk assessments requested where necessary in the case of external travel provision
<p>Individual Accidents and injuries; Accidents/injuries.</p>				Students / Staff	<ul style="list-style-type: none"> <input type="checkbox"/> Trip leaders will have read and will follow Trust Health & Safety Policy and Guidelines <input type="checkbox"/> All staff will be appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities <input type="checkbox"/> All leaders will meet prior to departure to discuss and share risk assessments and implement management plans <input type="checkbox"/> All leaders will be made aware of their roles and responsibilities prior to departure

<ul style="list-style-type: none"> • Slips trips and falls. • Possibility of a fall into water. • Traffic on public highway 					<ul style="list-style-type: none"> ❑ Leaders will brief students regarding hazards and involve them in the risk assessment and management process ❑ Tutor awareness of students walking ability. ❑ Tutor aware of the basics of aquatic life preservation and is able to assist the student. ❑ Tutor is aware of internal and external emergency contact protocols and in constant contact with provision via mobile phone. ❑ Group under supervision at all times when crossing roads. Vulnerable student's 1:1 support.
<p>Exposure to adverse effects of weather Extreme temperature;</p> <p>Cold /heat exposure (over exposure to sun etc.)</p> <p>Slips and falls from Ice and Snow</p>				Student/Staff	<ul style="list-style-type: none"> ❑ Staff will consider possible weather conditions, plan appropriate programmes, and ensure that young people are aware of appropriate clothing and equipment required (inc. hat, suncream etc.) ❑ Specialist personal protective clothing and equipment will be made available to group members if appropriate ❑ Staff will plan and make provision for young people who may not bring suitable kit, including arranging check-up before departure and/or bringing spares ❑ Staff will obtain daily weather forecast and adjust plans accordingly.
<p>Student lost or separated from group</p> <p>Trauma / upset / accident and injuries</p>				Student	<ul style="list-style-type: none"> ❑ Trip leader will ensure that supervising staff are competent and understand their roles ❑ Staffing ratios will be appropriate and sufficient ❑ Leaders will use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, etc.) ❑ Staff will ensure that students are fully aware of itinerary and supervision/meeting arrangements ❑ Students will be briefed as what to do if separated from group ❑ Leaders will conduct regular head counts, particularly at arrival/departure points, and

					when separating and reforming groups
Medical Emergencies Inadequate procedures and planning; <ul style="list-style-type: none"> • delayed help/support • deterioration of medical condition • complications 				Student/staff	<ul style="list-style-type: none"> ❑ The provision has an emergency plan for dealing with an incident on an educational visit ❑ At least one leader will carry a mobile phone (with ready charged battery and call credits if “pay as you go”) ❑ Staff will carry sufficient cash or cards for pay-phones (mobiles do not work in some areas due to weak signal) ❑ Leaders will have immediate access to a copy of all emergency contact numbers ❑ Leaders will have instructions regarding what to do in an emergency ❑ Leaders will have an appropriate level of first aid training for the planned activities. ❑ A complete first aid kit (and travel sickness equipment) will be checked and taken with the group ❑ The first aid kit will be easily accessed by all leaders ❑ Emergency contact number/s will be held by Trip leaders ❑ Leaders will brief students regarding emergency procedures ❑ Leaders will prepare a contingency plan in the event of an accident or breakdown (inc. safety of group, and planned means of onward travel or return home)

<p><i>Misbehaviour/misconduct</i></p> <ul style="list-style-type: none"> • accidents/injuries 				<p>Students/staff/ public</p>	<ul style="list-style-type: none"> ❑ Staffing supervision will be sufficient and appropriate to manage the group safely ❑ Students will be briefed regarding conduct/behaviour required ❑ Advice will be taken from ELCs and other staff if there are concerns over behaviour ❑ Individual risk assessments will be reviewed and used to identify risks and appropriate controls
<p>Periods of remote supervision accident / injury separation from group abduction/ attack by stranger Obtaining illegal substances /alcohol</p>				<p>Students</p>	<ul style="list-style-type: none"> ❑ Group members will be assessed as sensible and competent ❑ Individuals for whom indirect supervision is not considered suitable will be more directly supervised. Possible 1:1 supervision. ❑ Group members will be briefed regarding conduct/behaviour required ❑ Group members will be briefed regarding response if approached inappropriately by a stranger ❑ Students will be briefed what to do and how to contact staff if required in an emergency ❑ Students will be briefed regarding procedure if lost/separated ❑ All leaders and students will be briefed clearly regarding rendezvous times and places ❑ Staff will understand that they are still responsible and be fully briefed with respect to supervisory responsibilities.

Risk calculator

	Likelihood/Frequency →				
Severity ↓	Improbable 1	Probable 2	Occasional occurrence 3	Frequent occurrence 4	Common occurrence 5
Fatal 5	5	10	15	20	25
Extreme 4 Major/severe injury	4	8	12	16	20
Significant 3 Reportable injury	3	6	9	12	15
Moderate 2 Minor injury	2	4	6	8	10
Minimal 1 Trivial injury	1	2	3	4	5

For grading risk, the scores obtained from the risk matrix are assigned

Grades as follows: 1-3 Low risk 4-6 Moderate risk 8-12 High risk

The Trip Leader should retain this copy and make a copy for the provision as outlined in the policy

Appendix 4 - Summary of Students and Adults attending Trip

Surname	Forename	Date of Birth	Address	Next of kin	Contact phone number	Relevant Medical Information

Appendix 5 - Emergency Contact Information

This must be completed by the Trip Leader before the commencement of the Trip. A copy must be taken by the Trip Leader, with the Provision Leader and the designated 'home' provision contact

Provision

Name of Trip Leader:

Home Phone No:

Trip departure date:

Return information: Date:

Time:

Location:

Group: Total Number:

Adults:

Group Members:

Do you have an emergency contact list for everyone in the Group? YES/NO

(If no, obtain one. If yes, attach it to this sheet.)

Emergency contact information:

a. During working hours:

Provision Lead:

Tel:

Deputy/other:

Tel:

b. Out of working hours:

Provision Lead:

Tel:

Deputy/other:

Tel:

c. Travel Company:

Name/Address:

Tel:

Fax:

Company Travel Rep:

Name:

Tel:

Fax:

Insurance/Emergency Assistance:

Tel:

Fax:

Hotel:

Address:

Tel:

Fax:

Contact name:

d. Other Emergency number: