

Checklist - choice of venues

General information

School/Group

Details of Visit/Activity

Dates (DD/MM/YYYY)

From:

To:

Group Leader/Contact

When considering a potential trip or venue you need to bear in mind

What are the potential hazards?

Who might be affected by them?

What safety measures need to be in place to reduce risk to an acceptable level?

Can the group leader put the necessary safety measures in place?

What steps will be taken in an emergency?

Assessing a venue

Have you been to the venue before? Yes / No

If not, can this be arranged? Yes / No

If it can't, have you been careful to ensure that you have enough information from reliable sources to ensure that you are not unwittingly putting the party at risk? Yes / No

- by letter to the venue in question
- by contacting other schools who have recently visited the same venue
- getting additional information from local organisations such as tourist boards
- Internet blogs, review and comparison sites

If you are using an outdoor activity centre have you checked whether it has a current licence to operate from the Health and Safety Executive? Yes / No

Are you familiar with the specific guidelines governing types of venue/location? Yes / No

If using a travel company is it bonded through ATOL, ABTA or a similar body? Yes / No

How will the climate affect party members?

How qualified are the staff who are involved?

How safe and appropriate is any equipment that will be used?

Will the programme achieve what you want it to achieve, appropriately and safely? Yes / No

Have the buildings the appropriate precautions against, and in the event of, fire? Yes / No

Are there effective emergency procedures? Yes / No

Can disabled pupils gain access/participate? Yes / No

Are any motor or other vehicles safe, and appropriately insured and maintained? Yes / No

Do you have any worries that pupils will be put at risk? Yes / No

If you do have concerns, it is important to remove that concern before you are committed.

If in doubt, ask. If you feel inadequately qualified to consider some of these points then seek specialist advice.