Gobowen Primary School Visit Planning Checklist

Check to undertake	Comments
Where are you going on your visit?	
When are you going on your visit?	
What is the purpose of the visit or trip?	
How many children are you taking?	
What is their age range?	
How many adults are you taking based on age related ratios and individual special needs?	
Have you produced them a pack for the visit?	
Who is the leader?	
Who is the first aider?	
Who is responsible for medication incl. inhalers?	
Have you made a preliminary visit?	
Have you completed and attached a risk assessment?	
Have you passed the risk assessment to the EVC at least 5 days in advance of the visit?	
Have you had the visit signed off?	
What are the emergency procedures if anything goes wrong?	