**Planning Checklist**

**(to be submitted with Template Form 1)**

This is a generic Visit Plan and provides suggestions for what should be included in a Visit Plan.

* The purpose of a Visit Plan is to record any decisions and training that have been carried out
* It should give sufficient information for the Head of Establishment to approve the visit

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| **Items to be planned** | **Typical examples of detail to be**  **provided** | **Confirmed,**  **signed and dated** |
| External provider (if applicable) | Check provider is on approved list  Discuss programme to be supplied |  |
| Staff visit to venue | Preparatory visit to site  Carry out assessment of hazards at site |  |
| Risk Assessment  completed | See generic and specific Risk Assessments  Review Risk Assessment after visit if necessary |  |
| Managing the activity | Supervision arrangements |  |
| Equipment required | Group personal clothing  List equipment to be taken by leader |  |
| Getting to the venue | How travel by vehicle will be managed  How travel on foot will be managed |  |
| Medical needs | Gather medical details of participants  Carry medicines as necessary |  |
| Emergency procedures | Leave list of participants left at establishment  Arrange contact person at base to be available |  |
| Staff/participant ratios | Check ratios is Excursions Policy  Establish any factors affecting the ratio |  |
| Information to parents/consent | Provide information in induction  Give verbal reminder to group before visit |  |
| Weather | Obtain forecast  Change plan if necessary |  |
| Add further items as required | List details for specific activity |  |

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| Signed |  |
| Date |  |