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| **Group Name:** |  |
| **Tour Operator Details:** **Company name, Company contact.** |  |
| **Departure Date and Time:** |  |
| **Return Date and Time:** |  |
| **Destination:** |  |
| **Trip name & Purpose of Trip:** |  |
| **Number of people: including trip organisers** |  |
| **Method of Transport:****Flight, train, coach ,car** |  |
| **Transport Details:****(times, reference no ,destination , etc)** |  |
| **Accommodation Details:****Contact details:** |  |
| **Details of Activities:** |  |
| **Equipment Required:** |  |
| **Trip Leader Name & Contact Details:** |  |
|  |  |
| **Health and Safety****Risk Assessment Form:** A risk assessment must be completed with all aspects covered for example, weather, under 18’s, beginners, socials, cooking etc and accompanied with the trips/clubs authorisation form.  All Groups to produce a general risk assessment for their activities at the start of term; this does not cover a one off trip/tour unless you were aware and planned ahead. A blank risk assessment form along with the Societies/Volunteers hazard check list can be found at subath.com health and safety page.For further information on responsibilities towards under 18 can be found on the subath.com health and safety page.Activity Leaders: Please also state their level of experience as either Experienced (E) /National Recognised (NR)1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Aid qualified: Y/N, Experience: E / NR2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Aid qualified: Y/N, Experience: E / NR 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Aid qualified: Y/N, Experience: E / NR**Please tick your check list before signing the disclamer**

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|  | YES | NO | NA |  |
| A separate risk assessment is required for this trip |  |  |  |  |
| All third-party providers details have been submitted to the SU |  |  |  |  |
| There is a nominated qualified First Aider present throughout the trip |  |  |  |  |
| A fully stocked first aid kit will be available during all activities |  |  |  |  |
| All members will receive a brief to ensure they know who their group leader is at any given time and how to contact him or her |  |  |  |  |
| An itinerary is required for this trip |  |  |  |  |

**In case of an Emergency**Trip Organisers should also ensure that:* every individual on the trip has personal insurance cover for both activities and travel
* Note to members - If they think they are covered by their parents’ insurance, they must check that it covers them when away by themselves and it does not exclude sporting activities if applicable.
* In the event of an emergency during a trip, contact the emergency services , then immediately contact University Security on 01225 385349, who will notify the appropriate parties

**Signed Trip leader / Organiser - Disclaimer** As a trip leader or organizer you have a duty of care towards your members:* have a legal obligation to take reasonable care to avoid causing harm. This applies in situations where someone can reasonably foresee that people’s actions may cause damage/harm to the person or property of others.
* ensure that everyone on the list below is aware of the following;
* First Aid facilities,
* responsibilities towards Under 18’s
* responsibilities towards him/herself and provide a safe environment for others
* You may be responsible in any incident occurs from a trip not being organised and advised in accordance with Students Union regulations.

Name…………………………………………………………………………..…………… Email/Username……………………………………………………………………………………................... Date……………… |

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| **Student Name** | **Username** | **Contact Number**  | **Any Medical/ Dietary Conditions**  | **Travel Insurance provider** |
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**This form must be sent to the relevant SU Staff in your Group Area before the trip can be authorised to go ahead.**