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| **Society:** |  |
| **Tour Operator Details: Company name, Company contact.** |  |
| **Departure Date and Time:** |  |
| **Return Date and Time:** |  |
| **Destination:** |  |
| **Purpose of Trip:** |  |
| **Number of people:** |  |
| **Method of Transport:** |  |
| **Transport Details:**  **(times, reference no etc)** |  |
| **Accommodation Details:** |  |
| **Details of Activities:** |  |
| **Equipment Required:** |  |
| **Trip Leader Name:** |  |
| **Trip Leader 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 activities/clubs 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 bathstudent.com health and safety page.  For further information on responsibilities towards under 18 can be found on the bathstudent.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 / NR  2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Aid qualified: Y/N, Experience: E / NR  3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Aid qualified: Y/N, Experience: E / NR  4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Aid qualified: Y/N, Experience: E / NR  Ratio of Beginners to Experienced\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed Trip leader / Organiser - Disclaimer  As a trip leader or organizer and as a committee member of your society you have a duty of care towards your members, in other words you 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.  As trip leader, through the duty of care you will also ensure that everyone on the list below is aware of the following; first Aid facilities, responsibilities towards Under 18’s and 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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| **Name** | **Username** | **Contact Number** | **Any Medical/ Dietary Conditions** | **Personal Insurance Cover for Activity**  **Yes/No** | **Next of Kin Name & Relationship** | **Next of kin Address & Contact number** |
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