

Outdoor risk assessment

This sheet should be completed by the practitioner proposing to use the space and approved by the Headteacher/Manager, and the Governing Body where appropriate.

School/setting:	Class/Group:	No of pupils:
Place to be visited:	Date(s) and time(s) of visit:	
Purpose of visit:		
Details of preparatory work:	Details of follow-up work:	
Travel arrangements:		
Departure time:	Return arrival time:	
Meal arrangements:		
Name and status of all adults (eg teacher; voluntary helper):		
First Aider:		
Details of hazards/risks:		
Overall cost of visit:		
Suggested contribution if school day:	Estimated cost to school:	
Signature of visit leader:	Date:	
Authorisation by (signature):	Date:	
Notes/reminders:		