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| Group Travel Planning Form |

This form should be completed in addition to the risk assessment by the group leader for overseas field trips involving groups of 5 or more individuals. It should be submitted along with the risk assessment form when seeking approval for the trip. The form can also be used for field trips in the UK which involves high risk activities or visits to remote locations. See website guidance on [fieldtrips](https://www.essex.ac.uk/staff/activities-health-and-safety/field-trips-and-off-site-visits) and [overseas travel](https://www.essex.ac.uk/staff/activities-health-and-safety/overseas-travel) for guidance.

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| **Section 1: Trip / trip supervision** | | | | | | | | | |
| Name of group leader |  | | | | | | Email: | | @essex.ac.uk |
| Department: |  | | | | | | | | |
| Travel dates: | Departure: | | |  | Return: | | |  | |
| Countries and /or locations you will be visiting |  | | | | | | | | |
| Outline previous training / experience of leading fieldwork. Indicate whether UK / non UK based. | | | | | | | | | |
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| Will you be assisted by a person or organisation who has knows the Country / area well? Give details | | | | | | | | | |
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| Please give the names details of names and experience of other staff who will be assisting with supervision | | | | | | | | | |
| **Name** | | **Training / experience** | | | | | | | |
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| If the group will be taking part in adventurous activities during the field trip, give details of the competencies[[1]](#footnote-1) of the people supervising the activity[[2]](#footnote-2). | | | | | | | | | |
| **Activity** | | | **Name of Competent person** | | | **Qualification to lead activity** | | | |
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Version 3 (Oct 2019)

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| **Group travel plan:** Please describe your arrangements for the following: |
| Travel / transport (people and equipment) |
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| Accommodation (Not AirBnB) |
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| Food, refreshments, welfare |
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| Leading and supervising the group (Direct and indirect) |
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| Communications (routine between group local / emergency / home contact) |
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| Security |
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| Equipment safety and suitability |
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| Down time / personal time |
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| Contingency plans (including alternative activities if adverse conditions / delays / unplanned events require a change of plan) |
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| Responding to emergencies (see Planning for emergencies at: [Health and Safety Guidance: Fieldtrips](https://www.essex.ac.uk/staff/activities-health-and-safety/field-trips-and-off-site-visits)) |
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| First aid and availability of medical emergency support at destination |
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| Supporting attendees with medical conditions or disabilities (see Participants with special needs at: [Health and Safety Guidance: Fieldtrips](https://www.essex.ac.uk/staff/activities-health-and-safety/field-trips-and-off-site-visits)) |
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| Briefing attendees on the trip and requirements (passports, visas, insurance, medication / health, fitness, equipment, clothing, language, money, security, cultural customs, behaviour expectations etc). |
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***Please attach an itinerary and a completed*** [***Fieldtrip emergency Emergency Incident Procedure***](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/field-trip-emergency.docx) ***listing participant details and contact details.***

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| **Department Approval** | | | | |
| **Name of Head of Department**: | |  | | |
| **Approver declaration:** I have read the group travel planning form and I am satisfied with the arrangements in place and that the group leader has taken reasonable precautions. | | | | |
| **Signed:** |  | | **Date:** |  |

1. This would usually be a National Governing Body (NGB) award or equivalent national / internationally recognised award [↑](#footnote-ref-1)
2. E.g. trekking in remote areas, diving, water sports, caving [↑](#footnote-ref-2)