

Generic Visit Plan for “Routine Visits”

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.
- See the sample specific Visit Plan for how this generic document can be used in practice

ROUTINE VISIT TO

| ITEMS TO BE PLANNED | | Typical examples of detail to be provided | |
|---|-----------------------------------|--|-----------------|
| 1 | Information to parents/consent | <ul style="list-style-type: none"> • provide information in induction material • give verbal reminder to group before visit | |
| 2 | Staff visit to venue | <ul style="list-style-type: none"> • preparatory visit to site • carry out assessment of hazards at venue | |
| 3 | Staff/participant ratios | <ul style="list-style-type: none"> • establish any factors affecting the ratio • ratios agreed by staff team | |
| 4 | Getting to the venue | <ul style="list-style-type: none"> • how travel by vehicle will be managed • how travel on foot will be managed | |
| 5 | Equipment required | <ul style="list-style-type: none"> • group personal clothing • list equipment to be taken by leader | |
| 6 | Managing the activity | <ul style="list-style-type: none"> • supervision arrangements | |
| 7 | Medical needs | <ul style="list-style-type: none"> • gather medical details of participants • carry medicines as necessary | |
| 8 | Weather | <ul style="list-style-type: none"> • obtain forecast • change plan if necessary | |
| 9 | Emergency procedures | <ul style="list-style-type: none"> • leave list of participants left at establishment • arrange contact person at base to be available | |
| 10 | External provider (if applicable) | <ul style="list-style-type: none"> • discuss programme to be supplied • check provider's insurance | |
| 11 | Risk Assessment completed | <ul style="list-style-type: none"> • see generic and specific Risk Assessments • review Risk Assessment after visit if necessary | |
| | Add further items as required | List details for specific activity | |
| Routine Visit approved by Head of Establishment | | Signature | Date |
| | | | Date for review |