

Are all volunteers members of your society?		Y/N
Are all volunteers CRB checked?		Y/N

Transport

Drivers Name	Which vehicle they'll drive	Are they on the LUU drivers list	MIDAS certificate if minibus (tick)

Have you planned your routes (delete as appropriate)	Y/N
Are you taking booster seats (booster seats are required if you wish to transport children under 135cm in a 9-seater (or car)	Y/N

Health and Safety

In case of an emergency please contact the university security department on 0113 343 2222.

The emergency services can be contacted via your mobile on 112 (wider range than 999 and they can locate your mobile if you use this number)

Social Services emergency contact number is 0113 240 9536.

Who is your nominated certified first aider?	
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Please note that you need to have a first aider on all projects.

If any incidents happen on your project you must complete an incident form – you should take these forms out on the project with you.

Do you have incident forms? (Delete as appropriate)	Y/N
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It is important that you have risk assessed for all of the activities that you intend to undertake as part of your project.

Have you risk assessed for all activities you plan to do? (Delete as appropriate) Take copies of all risk assessments in your project pack	Y/N
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The nearest A&E is:	
Have you checked that the first aid kits to make sure that they contain all of the equipment that they should? (this list can be found in the first aid kit box)	Y/N

Itinerary

Time	Activity	Location	Contact Number

In your project pack please take:

- A copy of this form
- Volunteer medical forms (if required)
- A First Aid Kit (If Required)
- Parental permission forms for clients
- All relevant risk assessments
- Map / route plan
- A copy of LUU's public liability insurance

Last updated Oct 08