

Daisy Club Out of School Club Outings Risk Assessment Checklist of actions to be taken to minimise risk

Leader will have responsibility for	Action completed
Checking public liability insurance details are correct.	
Ensuring everyone is aware who the named Supervisor/Leader is.	
Ensuring all adults are aware who the Named First Aider is.	
Taking accident record forms to record events promptly, to be filed upon return.	
Ensuring all adults are aware of the procedures that need to be followed in the event of an emergency. (Circulate Missing Child policy any other relevant policy & procedures prior to the outing)	
Ensuring all adults are aware of meeting times and areas.	
Taking register and contact details in a format that ensures their confidentiality.	
Collecting required permissions, taking them on outing and storing them confidentially.	
Taking stocked first aid kit.	
Naming and appropriate storage of any necessary medications.	
Ensuring all adults are aware of any special precautions as identified by the Outing Risk Assessment.	
Taking mobile phone and ensuring that it is charged, with credit available and with emergency contact numbers stored.	
Issuing children with emergency contact details. (recorded in communication book and on club mobile)	
Ensuring the appropriate staff:child ratios are met.	
Coordinating any additional volunteer helpers.	
Ensuring that only adults who have DBS checks will have unsupervised contact with the children.	