

Type B Visit reference:

POST ACTIVITY/VISIT/EXPEDITION SAFETY REPORT

NOTE: Form 4 must be completed for all educational visits within 14 days of the completion of the activity/visit/expedition.

Type A Visits 'Nil' returns - Form 4 should be retained in the school.
All incidents, accidents or near misses - Form 4 should be returned to the Authority (address overleaf).

Type B Visits All Form 4s must be returned to the Authority (address overleaf).

Name of School/Group:

District/School No.:/..... Email Address:

Name of Visit Leader/Expedition organiser*:

Visit Category Type A/B*

Location:

Date(s):

.....

.....

Please complete the sections overleaf to make a full report if your answer is 'YES' to questions 1-3 below:

- 1. Were there any **'INCIDENTS'** during the visit/activity/expedition? Yes/No*
- 2. Were there any **'ACCIDENTS'** during the visit/activity/expedition? Yes/No*
- 3. Were there any **'NEAR MISSES'** during the visit/activity/expedition? Yes/No*
- 4. If applicable, has the HS1 form been completed and sent to the Health & Safety Team Yes/No*

Report compiled by:

Signature: Date:

Signature of Headteacher/EVC/DTM*

Signed: Date:

(*Please delete as appropriate)

FOR LANCASHIRE COUNTY COUNCIL USE

Signed: Date:.....

Lancashire County Council Officer

I. REPORT AND RECOMMENDATIONS

Please include the date, time, place, conditions, children/person's involved, including addresses and telephone numbers:

II. IMPLICATIONS FOR SAFE PROCEDURE/PRACTICE

III. IMPLICATIONS FOR SAFE USE OF EQUIPMENT

Copies of any reports on the above for all categories should accompany this form.

Form 4 to be returned, within 14 days of the end of the visit/activity/expedition to:

**Educational Visits Team
Youth and Community Service
6 Fishergate Court
Preston, PR1 8QF
(please refer to the Note at the top of Page 1)**