

2014-15

Pre-Event Site Visit Report



Leading Learning Forward

Teaching School Alliance

[LLF

Event/Programme

Title]

[LLF Event Reference]

Leading Learning Forward TSA: Pre-Event Site Visit Report 2014-15

Guidance for LLF TSA representatives undertaking pre-event site visits

1. The **purpose** of the pre-event site visit is to:
 - A. Meet the event organiser and site staff
 - B. Share the event requirements with the venue organiser
 - C. Undertake a venue inspection and risk assessment
 - D. Check fire, health & safety requirements for the venue
 - E. Identify any questions or issues which need resolving before the event begins
 - F. Clarify the responsibilities of the venue staff and event delivery staff to ensure that the event runs smoothly and to high standards expected of an LLF TSA event.
2. The **site visit** should last **no more than one hour** including time for completion of the pre-event site report.
3. The site visit should **not include** any discussion of **financial statements**, payment or invoicing. Any issues relating to the finances for the event should be referred to the Business Manager of the Teaching School on completion of the site visit.
4. Any **questions or issues** which cannot be resolved during the visit should be referred to the TSA office or to the Headteacher of the Teaching School on completion of the site visit.
5. The **pre-event site visit report** and any **feedback** on the meeting/process should be submitted in writing to the TSA office and to those listed on the next page within 48 hours of completion of the visit and at least 14 days before the start of the event.
6. Pages **to be completed** during visit:
 1. Site & Event Information
 2. Event Requirements & Pre-Event Check
 3. Risk Assessment
 4. General Comments, Observations & Action Points

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Please complete all sections of this form during the pre-event site visit. The original copy of this form is to be retained by person completing the pre-event visit.

Copies to be sent to: Headteacher of the Teaching School, Business Manager, TSA Office, Event Leader(s), Event Venue Organiser and/or Headteacher of Host School (where applicable) within 48 hours of the site visit and at least 14 days in advance of the event.

1. Site & Event Information

LLF Event Reference				
LLF Event Title				
Event Venue				
Event Date(s)	Please list below all that apply including start and finish times			
	Day	Date/Month	Start Time	End Time
Refreshment Times				
Event Organiser				
Emergency Contact				
Emergency Tel:				
Mobile Phone:				
E-mail Address:				
Host Headteacher:				
Site Manager:				
Site Contact Phone:				
Opening Hours (From/To)	Site open from:		Site closes at:	
Site Refreshments & Lunches:				
Event Leader(s)	Please list below the names of those responsible for delivery			
1				
2				
3				

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2. Event Requirements & Pre-Event Check

Expected Arrival & Departure Times of Event Staff:	Start/End		Morning		Afternoon		Office			
	Arrive									
	Depart									
Event Staff Contact Tel:										
Event Staff Contact E-mail:										
Event Requirements	Please tick or insert the relevant number attending/required									
Day of Event	1	2	3	4	5	6	7	8	9	10
Delegates.....										
Staff.....										
Room(s).....										
Screen.....										
LCD Projector.....										
Flipchart.....										
Tables										
Chairs.....										
Pens.....										
Paper.....										
Resources.....										
Refreshments.....										
Lunches.....										
Fire Procedures (copy received)										
Fire Alarm Information (copy received)										
First Aid/Medical Information										
Relevant Site Information										
Pre-Event Visit Completed By:										
Date of Visit:										

3. Risk Assessment (To be completed before the event and at the start of each day)

Level(s) of Risk:	Low	Medium	High	Office							
Event Staff											
Event Delegates											
Event Organisation											
Event Delivery											
Event Completion											
Event Safety											
Identified Risks	Please state level and nature of risk/danger/safety issue										
Safety Checks	Event leader to undertake safety check on each day (tick)										
Day of Event	1	2	3	4	5	6	7	8	9	10	
Site check.....											
Room check.....											
Screen check.....											
Fire alarm.....											
LCD Projector.....											
Flipchart.....											
Tables											
Chairs.....											
Resources.....											
Refreshments.....											
Food.....											
First Aid/Medical....											
Risk Assessment Notes & Comments											
Overall Assessment	UNSAFE HIGH RISK SAFE LOW RISK										
Assessment Completed by:											
Date of Assessment:											

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4. General Comments, Observations & Action Points

Comments & Observations	Office
Action Points (with date for completion/name of person responsible)	
Report completed by:	
Date of report:	