

TRANSPORT BOOKING FORM



Club/Society			
Organiser Name		Tel	
E-Mail Address			

Purpose / Event						
Location						
V ehicles Required (specify number)	5 Seater	6 Seater	7 seater	8 seater	9 seater	12 seater
	14 seater	15 seater	Transit Van	Long Wheel Base		

Designated Driver		Tel	
Designated Driver 2		Tel	

Hire Date	Arnold Clark OR Shorts		
Departure Date		Time	
Return Date		Time	

Date Submitted	in person (B34 Merchiston)	by e-mail (ensa@napier.ac.uk)
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Once your vehicles have been confirmed you MUST submit the pre-departure forms A and B. These must be submitted to ENSA at B34 Merchiston Campus by 12 noon on the day before departure or 12 noon on Fridays for weekend departures. Failure to submit this information on time will result in your vehicle booking being cancelled.

OFFICE USE ONLY

Logged by		Date	
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Cover note required? Yes No Dates covered

Date confirmed by Endsleigh Date organiser informed

Date hire company informed of cover

Next of Kin list completed?

- Pre-Departure Form
- Return Form
- Licence Checked

Society Risk Assessment

Please submit this form to teamnapier@napierstudents.com at least 14 days before your activity, and be responsive to follow up questions or emails. The risk assessment below has some examples to guide you, but please speak to ENSA if you would like help filling out this form.

Society Name:			
Activity:			
Your name:		Office holder position	
Date of activity:		End date:	
Start time:		End time:	
Location:			
Summary of activity:			

Likelihood	
1 =	Very unlikely
2 =	Unlikely
3 =	Likely
4 =	Very Likely
5 =	Almost certain

Potential Severity	
1 =	Minor, first aid or minimal loss
2 =	Minor, some damage
3 =	Substantial loss or damage
4 =	Long Term, major loss
5 =	Catastrophic, Fatality, disablement

Severity	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Risk Rating	
1-4	Low
5-8	Medium
9-25	High/intolerable risk

