

# TRANSPORT BOOKING FORM



Club/Society			
Organiser Name		Tel	
E-Mail Address			

Purpose / Event			
Location			
Number of passengers			

Designated Driver		Tel	
Designated Driver 2		Tel	

Hire Date		Arnold Clark	McNicoll's	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

## Sports Club or Society Risk Assessment

Please submit this form to [teamnapier@napierstudents.com](mailto: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.

<b>Club/Society Name:</b>			
<b>Activity:</b>			
<b>Your name:</b>		<b>Office holder position</b>	
<b>Date of activity:</b>		<b>End date:</b>	
<b>Start time:</b>		<b>End time:</b>	
<b>Location:</b>			
<b>Summary of activity:</b>			

<b>Likelihood</b>	
1 =	Very unlikely
2 =	Unlikely
3 =	Likely
4 =	Very Likely
5 =	Almost certain

<b>Potential Severity</b>	
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

	<b>Likelihood</b>					
	1	2	3	4	5	
<b>Severity</b>	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

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

