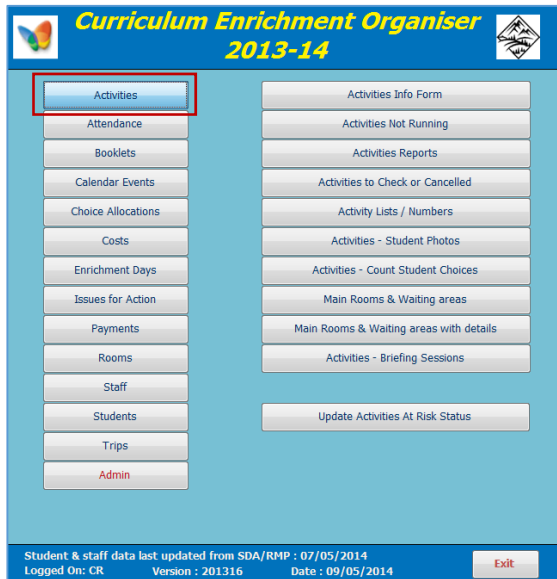


Manage Activities

The **Activities** menu is used to manage all aspects of activity planning including scheduling, staffing, rooming, transport & venue bookings and risk assessments.



a) Activities Info Form

This is used to manage all aspects of activity planning including scheduling, staffing, rooming, transport & venue bookings and risk assessments.

As the form contains a large amount of information, it may be easier to consider it in sections:

1. Activity code / title & type of activity
 - **Activity code** is a unique identifier used throughout the database
Where an activity is offered more than once during the week, use a number code 1-5 to indicate the day e.g. PAS1 on Monday, PAS2 on Tuesday, PAS4 on Thursday
 - **Activity type** – school based / external trip / overnight activity etc
 - **Find Activity** button – search by activity code or activity name
 - **Risk category** – risk assessment forms should be completed for category A/B/C activities.
Click the **Risk Assessment** button to open an existing risk assessment for this activity.
If the risk assessment does not exist, a new risk assessment is created with activity details already entered. The activity leader will need to complete the remainder of the document.
Risk assessments are described in detail in [Appendix A](#)
 - Checkboxes for various types of activity. For example:
 - Opt for separately e.g. residential trips organised separately
 - Hide from student database e.g. work experience
 - Dummy activity – activities that do not form part of options procedure
 Several 'dummy' activities are supplied with the database & **MUST NOT be deleted**
e.g. staff cover COV1A / staff not available NA2 , no choice made NCM ...etc
 - Cancelled – activities not running this year
2. Activity description – this is used in activity booklets
3. Year groups involved in activity & number of students
4. Days / dates for activity
 - Tick the day(s) for the activity – the date is updated automatically
5. Activity bookings , costs and other info are shown on separate forms including:
 - Venue booking details

Venue Bookings: Bristol Aquarium & At-Bristol							
Venue:	Activity:	Ref:	Cost:	Paid:	Notes:	Booking Start:	Booking Finish:
⊕ Bristol <small>View/New Venue</small>	AQU	12,214	£267.05	£0.00	Balance required prior to arrival.	08 July 2014 10:00 <small>dd mmmn yyyy hh:mm</small>	08 July 2014 11:15 <small>dd mmmn yyyy hh:mm</small>
Bristol Aquarium <small>View/New Venue</small>	AQU	Email	£318.50	£0.00	Am Booked aw aquarium to advise pm times 03/04/2014	08 July 2014 12:00 <small>dd mmmn yyyy hh:mm</small>	08 July 2014 14:30 <small>dd mmmn yyyy hh:mm</small>
* <small>View/New Venue</small>	AQU					07 July 2014 00:00 <small>dd mmmn yyyy hh:mm</small>	07 July 2014 00:00 <small>dd mmmn yyyy hh:mm</small>
Paid £0 of £585.55 Total (Transport, Venue & Other) paid £0 of £795.55 Close							

- Transport booking details

Transport Info: Bristol Aquarium & At-Bristol					
Code: AQU	Type: Coach	Company:	BookingNotes: (eg. pickup/drop off date & times)		
Seating: 53	Ref: 26351	Cost: £210.00	9.00 depart		
		Paid: £0.00	15.10 return at school		
			Booked 22/3/12		
* Code: AQU	Type:	Company:	BookingNotes: (eg. pickup/drop off date & times)		
Seating:	Ref:	Cost:			
		Paid:			
Edit Transport Companies Paid £0 of £210 Total (Transport, Venue & Other) paid £0 of £795.55 Close					

- Income and Expenditure

Activities Income & Expenditure

Code: AQU Find Activity Activity: Bristol Aquarium & At-Bristol Leader: AVB

Activity Cost: £17.50 Confirmed? Cancelled? Dummy? Pupil Count: 49

Activity Cost Summary

Total Income	£857.50
Total Expenditure	-£795.55
Balance	£61.95

Activity Cost Details Income in BLACK ; Expenditure in RED

Item	Item Ref	Item Date	Item Staff	Income	Expenditure	Venue	Transport	Other Cost	Item Cost
Coach	26351				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-£210.00
Venue cost	Email				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-£318.50
Venue cost	12,214				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-£267.05
* Student Payments				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£657.50

Print Cost Summary Print All Activity Cost Summaries Close

6. Activity info for students

- This info is issued to students after final activity allocations are completed

7. Staffing

- Details of activity leader, staff needed and staff allocated

8. Rooming

- Rooms allocated to activity

9. Briefing session info

- Details of any briefing sessions for students in advance of curriculum enrichment week.
- By default, briefing sessions are run by activity leader, on same day as activity and in same room

10. Waiting areas (for external visits)

- Room(s) to be used by students/staff before leaving for external trips

11. Buttons for various items:

- Create new activity – opens a new blank activities form
- Staffing reports – staff used / available etc
- Rooming reports – rooms used / available etc
- Student list
- Calendar
- Update cancelled activities – click to archive activities not running this year
- Close – closes the activities form

b) Activities Not Running

This form contains details of activities that are not running in the current academic year. Where appropriate, these activities can be restored or deleted permanently

c) Activities Reports

A wide range of reports are available from this section:

For example:

d) Activities to Check or Cancelled

This section contains details of activities which are at risk due to low uptake or have already been cancelled:

The screenshot shows a menu titled "Activities to Check or Cancelled" with several options, each with a corresponding icon:

- Activities Not Running This Year - Form
- Activities Not Running This Year - Report
- Activities to Check - Not Updated / Not Confirmed
- Activity With No Leader Report
- Activities At Risk or Cancelled
- Activities Numbers Check
- Staff - Days Leading Activities

 A "Close" button is located at the bottom right of the menu.

For example:

The screenshot shows a table titled "Activities Cancelled Or At Risk". The table lists various activities with columns for Code, Activity, Leader, Day, Time, Cancelled, and At Risk. The table is sorted by activity code. At the bottom, it shows the date "22 March 2014" and "Page 1 of 1".

e) Activity Lists / Numbers

This section is used to print activity numbers / student lists / registers etc

The screenshot shows a menu titled "Activities Lists & Numbers" with several options, each with a corresponding icon:

- Activity Numbers (By Day)
- Print Activity Numbers for each day
- Activity Lists (By Day)
- Print Activity Lists for each day
- Activity Registers (By Day)
- Print Activity Registers for each day
- Count Student 1st / 2nd / 3rd Choices
- Activity Spaces Available (By Day)

 A "Close" button is located at the bottom right of the menu.

For example:

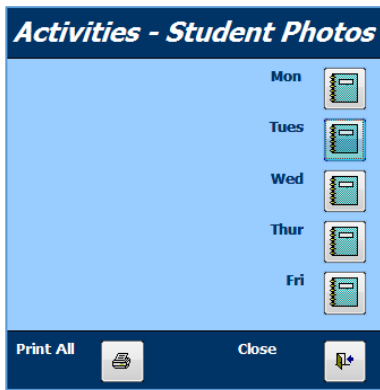
The screenshot shows a table titled "Count - Tues Choice Allocations". The table lists various activities with columns for Code, Activity, Teacher, Student, and other details. The table is sorted by activity code. At the bottom, it shows the date "22 March 2014" and "Page 1 of 1".

The screenshot shows a table titled "Tuesday AN12 Go-Animat - TUE". The table lists various activities with columns for Code, Activity, Teacher, Student, and other details. The table is sorted by activity code. At the bottom, it shows the date "22 March 2014" and "Page 1 of 1".

The screenshot shows a table titled "Wednesday R1D3 Horse Riding & Stable Management Experienced". The table lists various activities with columns for Code, Activity, Teacher, Student, and other details. The table is sorted by activity code. At the bottom, it shows the date "22 March 2014" and "Page 1 of 1".

f) Activities - Student Photos

This section is used to print student photos for activity leaders

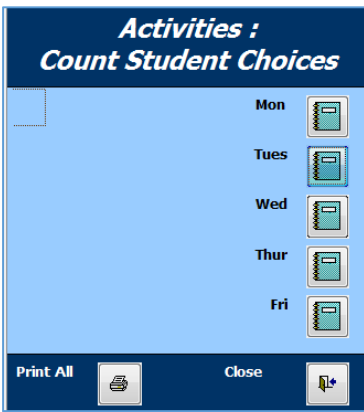


For example:



g) Activities - Count Student Choices

This section shows the number of students choosing each activity:



For example:

Code	Activity	Leader	Trail	Room	1st Choice	2nd Choice	3rd Choice	4th	5th	6th	7th	8th	9th	10th
ANZ	Go Animals - TUE	POB	M16		29	28	28	29	74					
ANZ	Brain Function & Memory - TUE	POB	M16		29	28	28	29	74					
ANZ	Memory Test Challenge - TUE	POB	M16		29	28	28	29	74					
ANZ	Music with Your Brain - TUE	POB	M16		29	28	28	29	74					
ANZ	Science with Your Brain - TUE	POB	M16		29	28	28	29	74					
ANZ	Science with Your Brain - TUE	POB	M16		29	28	28	29	74					
ANZ	Science with Your Brain - TUE	POB	M16		29	28	28	29	74					
ANZ	Science with Your Brain - TUE	POB	M16		29	28	28	29	74					
ANZ	Science with Your Brain - TUE	POB	M16		29	28	28	29	74					
ANZ	Science with Your Brain - TUE	POB	M16		29	28	28	29	74					

h) Main Rooms and Waiting areas

This section is used to print a summary of activity rooms and trip waiting areas for each day:

Activities : Main Rooms + Waiting Areas							MON								
Day	Code	Activity	Leader	Room	Waiting Area	Depart	Return	Day	Code	Activity	Leader	Room	Waiting Area	Depart	Return
MON	B01	Brake Country Museum Trip	JP	U05		M21	07:10 18:00								
MON	B02	Learn to Make Baked Jellyfish Breads	LJJ	U05		08:40	15:10								
MON	B03	Stand Workshop - MON	ESB	H09		08:40	15:10								
MON	B04	Learn to Make Baked Jellyfish Breads	MDN	U05		08:40	15:10								
MON	CAN1	Adventure Training Day - MON	EJS	M03		08:40	15:30								
MON	CAN2	Canine & Assisting Children - MON	JFS	M09		08:40	18:00								
MON	CCC	Canine Care	SAV	M01		08:10	18:00								
MON	CLB1	British Drinking Centre Trip - MON	SL	M04		08:40	15:10								
MON	CLP	Crash in the UK	CPH	L15		08:40	15:10								
MON	CSB	Crash in the UK - MON	MEC	LAC		08:40	15:10								
MON	CLP	The Clubhouse	VIA	H08		08:40	15:10								
MON	CSO1	Crash in the UK - MON	JAN	H04		08:40	15:10								
MON	ECG	Explore the Outdoors Through Your Car	KW	H10		09:00	15:10								
MON	FEL1	Felt Book and Felt Cover	TMB	T07		08:40	15:10								
MON	FLH1	Flies Club - MON	SEM	M02		08:40	15:10								
MON	FLY	Flight - Mondays	AMC	H10		08:40	15:10								
MON	DOFL	Work Off Chair Exercises - MON	NAY	M41		08:40	15:10								
MON	OPT1	Let's Play Tennis - MON	AD	TEA		08:40	15:10								
MON	MCR1	Murder at Home - MON	SJK	M08		08:40	15:10								
MON	MV1	Money Walks Area Rescue Centre - MON	ADW	M05		08:40	15:30								
MON	MSA1	Money Walks - MON	MS	L13		08:40	15:10								
MON	MPY	Make a Pop Video	SAC	H16		08:40	15:10								
MON	MR	Music for Food	MD	H09		08:40	15:10								
MON	NEW	Environment Week News Desk - MON	AJC	09		08:40	15:10								
MON	OCF	Outdoor Fun and Games Centre Trip	RAJ	H09		08:40	15:10								
MON	OWO	O-Words Challenge - MON	WR	L10		09:00	15:10								
MON	PC1	Phone Repair & Mobile Management Be	BAJ	M06		08:40	15:10								
MON	RLH1	Free Running - Parkour - MON	PJ	QFM		08:40	15:10								
MON	SPH1	Spinal Health Visit - MON	PE	H15		08:40	15:10								
MON	SPV1	Spay Training School - MON	SLW	S01		08:40	15:10								
MON	STR	Street Dance - MON	SC	OC2		08:40	15:10								
MON	TO1	Tower Of London Trip	HAL	L01		09:00	18:00								
MON	ZJ41	Zumba - MON	KJC	H43		08:40	15:10								
MON	MONTUE	MON													
MON	MON	MON													
MON	MON	MON													
MON	MON	MON													

k) Appendix A – Risk Assessments

The purpose of a risk assessment is to provide general information on the type of hazards students and staff (as well as others who may use the facilities) could be exposed to. These hazards must be brought to the attention of all parties who could be affected.

Before undertaking the activity, activity leaders must make an assessment of any special risks which are specific to their particular visit, including transport arrangements, venue and students taking part.

It is likely that most school based and some external activities will NOT require the completion of a risk assessment form. However, for those activities involving any degree of risk, a risk assessment form should be completed by the activity leader well in advance.

The risk category (A/B/C) will depend on the type of activity:

- Category A - Low risk e.g. local visits / theatre trips / primary school visits
- Category B – medium risk e.g. external visits involving significant travel / fieldwork visits / horse riding / fell running etc
- Category C – high risk e.g. residential activities / trips abroad / adventurous activities such as sailing / caving / climbing etc

For all high risk activities, the risk assessment should be submitted to the school governors and/or local authority in accordance with school guidelines, local and national regulations. Where necessary, the activity should be amended or cancelled where risks are considered to be unacceptably high.

It is essential that the risk assessment form used complies with all current local and national regulations.

A generic risk assessment form is supplied with the CEO program and this (or a suitable alternative version) should be used for all activities involving a degree of risk (categories A, B or C).

Schools are permitted to modify the supplied risk assessment form as necessary.

Activity Information & Risk Assessment Form (H&S)

IMPORTANT: This risk assessment form MUST be modified in line with individual school requirements and local regulations.

School / College :	Mendip Heights Community School		
Activity Name :	Bristol Aquarium & A-Bristol	Activity Code :	AQU
External Visit? :	Yes	Overnight Activity? :	No
Date(s) :	Tue 8 July 2014	Departure Time :	09:00
Activity Leader :	Mrs AMY BRADFORD	Staff Code :	AVB
Number of Students :	49	Female Students :	25
Male Students :	24	Mobile Number :	Removed
Staff List :	MR NIGEL WILSON, Mrs AMY BRADFORD, Mrs TRINE SARRROW		
Venue Details :	Bristol Anchor Road, Harbourside, Bristol, BS2 3QS Bristol Aquarium, Anchor Road, Harbourside, Bristol BS1 5TT Contact: Education Officer Tel: 0117 909 2000 Email: education@bristolaquarium.co.uk Contact: Education Booking Officer Tel: 0117 9296929 Email: bristol@bristolaquarium.co.uk		
Venue Booking Times :	Bristol - From: 10:00 - Until: 11:15 Bristol Aquarium - From: 12:00 - Until: 14:30		
Transport Details :	Coomba Coaches, Seavie Crescent, Wilmshurst Commercial Centre, Weston-Super-Mare, North Somerset SS23 3YX Contact: June Carroll Tel: 01954 425 555 Email: june_carroll@btinternet.com		
Type of Transport :	Coach Seats: 53		
What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:	How was the assessment done? <small>(eg. carrying out checks, site visit, in consultation with employees, managers, safety representatives)</small>	Next review date:	
		Is the assessment generic or specific to the situation?	

Page 1 of 2

Who could be harmed, and how?	What is already being done to control the risks?	Risk Rating * <small>S = Safety, L = Likelihood</small>		What further action is recommended to reduce risk further?	Action by whom?	Date action due	Date action done
		S	L				

* Use the severity of the possible harm (personnel, children, adults) and the likelihood of the harm occurring (once - 10 times in any year)

Name of Assessor: _____ Date: _____

Please return this risk assessment to the school activities co-ordinator for approval by: WED 26 MAR 2014

Co-ordinator's name:	Mrs A Edmonds	Date:		Co-ordinator's comments:	
Signature:					

Page 2 of 2

Click the **Risk Assessment** button on the **Activities** form to open an existing risk assessment for this activity.

If the risk assessment does not exist, a new risk assessment form is created with activity details already entered. The activity leader will need to complete the remainder of the document.