

# CONTRACT FORM FOR SPEAKERS AND TUTORS

NAME OF SPEAKER OR TUTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUBJECT \_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_\_

TIME OF ARRIVAL \_\_\_\_\_

\_\_\_\_\_

APPROXIMATE DURATION \_\_\_\_\_

FEE \_\_\_\_\_

\_\_\_\_\_

TRAVEL AGREEMENT - 2<sup>nd</sup> class rail fare or mileage rate \_\_\_\_\_

\_\_\_\_\_

EQUIPMENT REQUIRED (e.g. projector, tables) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHER FACILITIES REQUIRED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please fill in the enclosed risk assessment form.**

# RISK ASSESSMENT FOR SPEAKERS AND TUTORS

Since we all have a duty of care, which means minimising any risks, we ask that you should fill in the following form.

NAME OF SPEAKER OR TUTOR \_\_\_\_\_

1. Will you be bringing any electrical equipment? \_\_\_\_\_ Yes / No

(The Guild will visually check it, though it is your responsibility to keep it in good order).

2. Please inform us of any hazardous substances you may be using.

(The product labelling will indicate proper usage and any hazard).

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3. Please list any measures to minimise risks (e.g. good ventilation, a safe place for a hotplate, no trailing extension leads, gloves etc. to be brought by students).

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