

Health and Safety Check list for Trips **explanatory notes**

Destination for trip	<p><i>This Check List is a systematic method at looking at your group's activities to eliminate or reduce the risk to those taking part. This check list is for when you hire/rent/use a space from another party. If you own a venue you will need to use a more comprehensive risk assessment. Please contact CCVS for guidance.</i></p> <p><i>Completing check lists or risk assessments might seem like a chore, but they are very useful tools. They not only help to ensure that your trip takes place safely, but also help with planning including appointing the people who will deal with any problems, ensuring that they know what to do and who to contact in case of any emergencies or problems. This can save a lot of stress.</i></p> <p><i>They are also a way of reducing the liability of those organising the activities or events, ensuring that all that was 'reasonable and practical' was done to prevent accidents or damage.</i></p> <p><i>The notes below will give you some guidance when completing one of the blank forms.</i></p>
Name of person who did checks	
Date of check	
<i>If appropriate:</i>	
Address of destination	
Contact person at destination	
Contact Tel.	
Contact address if different	
Contact e-mail	
Notes <i>Disclaimer</i> <i>Every effort is made to ensure that the information provided in this and other CCVS documents is accurate and up to date, but no legal responsibility is accepted for any errors, omissions or misleading statements.</i>	

Health and Safety Check		Comments
Is the vehicle insured and the driver qualified appropriately?	Y / N	<p>When booking ask about what vehicle you will be using and the driver. With larger companies this will not be an issue. Ask to look at it before if possible.</p> <p>On the day have a work around the vehicle to satisfy yourself it is in good condition.</p> <p>Consider the needs of your group and if the vehicle can meet these. Some people for instance may not be able to climb the stairs into a coach. (see accessibility section)</p>
Does the hire vehicle look well maintained and in good condition?	Y / N	
Are there safety arrangements. E.g. Fire exists, signage, extinguishers?	Y / N	
Do the emergency exits work easily?	Y / N	
Is there a First Aid Box on the vehicle?	Y / N	
Is there an accident/incident book?	Y / N	
Are there any trip hazards?	Y / N	

Helpful information	
Where is the meeting place?	<p>This is information about how you are organising your trip. It will be important for everyone to know this, so you might consider putting this in a written document as well as announcing it on the day.</p> <p>It is important for people to have someone to contact should they get into difficulties.</p> <p>If there are children, young people or vulnerable adults on your trip it is important to consider who will be responsible for them and if a responsible person is taken ill etc. how they will be cared for by an appropriate adult.</p> <p>Do you have emergency contact details for those on the trip?</p>
What times do people have to return to vehicle	
Where is the help point or contact number for help?	
What local resources might it be helpful for people to know about?	
Can people leave personal items on vehicle safely?	
Safety of children and vulnerable adults.	
Contact information in case anyone becomes ill or has an accident.	

Travel to destination	Comments
Will there be a comfort stop?	Be practical. Ensure the coach has a name board if in a coach park as many look the same. Appoint a person for rounding people up and checking they are all back.
How will people find the vehicle again?	
Who will check all have returned?	

Accessibility	Comments
Is the destination suitable for people with mobility and other disabilities?	Consider in advance the needs of the group. Information can be sought from Tourist information centres or, if you can, do an advance reconnoitre.
Are there steps/stairs?	
Is the parking area accessible?	
Where are the disabled toilets?	
Is there a local mobility centre?	
Other comments about accessibility.	

Our Activities	Comments
Do you need additional insurance or to inform your existing insurance of the activity?	
What equipment do we need to take?	
Who will be the safety person on the trip?	
What will be their mobile contact number?	