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| **CAR/COACH DAY TRIP RISK ASSESSMENT CHECKLIST** |
| Name of person completing RA checklist: |
| Interest Group: | Date of trip: |
| Description of Activity: |
|  | RA checklist; | Yes | Comments: |
| Pre-trip Organisation: | Have all participants been notified of the travel arrangements?Telephone number of coach company. |  |  |
|  |
| Member Safety | Have the names and contact details of all the members attending been collected and stored securely? |  |  |
|  | Have all the participants supplied the details of next of kin who can be contacted in an emergency, and stored securely? |  |  |
|  | Have all participants been made aware of the emergency procedures (such as what to do if someone is lost)? |  |  |
|  | Is there a basic First Aid box which is regularly checked? |  |  |
|  | Register to be taken as members arrive. List kept with Group Leader. |  |  |
|  | Assistance given as required. |  |  |
|  | Listen to instructions from Group Leader. Seat belts to be worn. |  |  |
|  | On arrival members listen to instructions. Disembark & assistance given if needed. |  |  |
|  | Members informed about potential hazards & timings for meeting up at appointed intervals throughout the day. Time of departure. |  |  |
|  | Meet in coach park. Head count. Seat belts to be worn. |  |  |
|  | Ensure members disembark safely. |  |  |
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| Day Trip RA Checklist | Fu3a |  |
| Description of changes | Date of change: | Review date: |
| Original checklist | 28.04.2023 | 28.04.2024 |

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