

TRIP/TRAVEL TO ACTIVITY CHECKLIST

[NAME OF CLUB] -TRIP/TRAVEL TO ACTIVITY CHECKLIST A TRIP MIGHT BE A ONE-DAY DAY TRIP OR ONE THAT INCLUDES AN OVERNIGHT STAY(S)		NOTE: this checklist should be completed in conjunction with a risk assessment.
Planning	Details, Comments or Actions required	Action completed by:
Date (Departure and return)		
Time (Departure and return)		
Destination and venue(s)		
Who is attending the trip	<i>E.g. Open to all club members or a specific group (i.e. sports team)</i>	
Purpose of the Trip	<i>E.g. Competition, training, social etc.</i>	
Activities involved		
Accommodation	Details, Comments or Actions required	Action completed by:
Is overnight accommodation required?	<i>Yes / No</i>	
What type of accommodation is planned?	<i>E.g. hotel, B&B, self-catering</i>	
Is the accommodation suitable for your group	<i>Yes / No</i> <i>E.g. Accessibility, location,</i>	
How are rooms being allocated?	<i>Have you considered accessibility, gender, age, supervision requirements?</i>	
Have rooming lists been agreed with your group and / or their parents / guardians / carers?	<i>Yes / No</i> <i>Note: Consent should be received for any arrangements outside of the recommended practices in the Guidelines for Accommodation – Club Trip.</i>	
Catering	Details, Comments or Actions required	Action completed by:
Are you aware of any allergies, special diet requirements within your group?	<i>Yes / No</i>	
Have these requirements been confirmed with the catering provider in the venue(s)?	<i>Yes / No</i> <i>Detail any specific arrangements with the catering provider i.e. how those with specific request diets will be identified at meal times.</i>	

TRIP/TRAVEL TO ACTIVITY CHECKLIST

Transportation	Details, Comments or Actions required		Action completed by:
<p>Have you planned your route taking into account any planned roadworks, facilities for breaks?</p>	<p>Yes / No</p>	<p><i>When planning your journey check for road works and adverse weather conditions in advance. Ensure facilities are available so regular breaks can be taken and let passengers know the distance between breaks.</i></p>	
<p>Transport Company (where vehicle and driver are hired):</p> <ul style="list-style-type: none"> • Has supplied copy of their public liability insurance (check name of company, service being offered and in date) • Are you satisfied that the company fulfils its obligations with regard to driver training and vehicle maintenance • Are they a member of a breakdown service or have a fleet where another vehicle can be provided if a breakdown occurs? (Ensure you have an out of hours contact number for/if any issues occur) • Has the Transport Company been made aware of any accessibility or additional requirements of your group? 	<p>Yes / No</p>		
<p>Using your own club's or a volunteer's vehicle:</p> <ul style="list-style-type: none"> • Is the vehicle and drivers insured for all purposes for which the vehicle is used • Have all drivers appropriate licenses for the vehicle and proof of same produced to Club Management Team? • Has the vehicle been serviced recently? • Have all defects been reported and actioned on and drivers are aware of same? • Training - Have all drivers been trained in the use of any equipment e.g. ramp? • Are all drivers aware of who to contact in the case of an emergency/accident along with the breakdown service options available. • Do the travel arrangements take account of Safeguarding guidelines in relation to transporting athletes? 	<p>Yes / No</p>		
<p>Volunteers using their own vehicle:</p> <ul style="list-style-type: none"> • Have all drivers' appropriate licenses for the vehicle and proof of same produced to Club Management Team? • When using a private vehicle during club activities (including towing) the driver is liable for any loss or damage (as per their personal motor insurance policy) - has the driver satisfied themselves that their own motor insurance policy provides cover for these activities? • Are all drivers aware of who to contact in the case of an emergency/accident? • Do the travel arrangements take account of Safeguarding guidelines in relation to transporting athletes? 	<p>Yes / No</p>		

TRIP/TRAVEL TO ACTIVITY CHECKLIST

<p>No transport provided by the Club:</p> <ul style="list-style-type: none">• Are the attendees aware of the meeting point for the trip /activity?• Have the attendees been given information on drop off / collection points / car park facilities / public transport options?	<p><i>Yes / No</i></p>		
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TRIP/TRAVEL TO ACTIVITY CHECKLIST

Supervision	Details, Comments or Actions required			Action completed by:
Supervision: <ul style="list-style-type: none"> • Have you male and female volunteers within your coaching / volunteer personnel? • Have you appointed enough volunteers for supervision throughout the trip as per the SOI guidelines on ratios of volunteers to athletes. • Have all coaches / volunteers accompanying the athletes been made aware as to what their responsibilities are and what role(s) they may have during the trip? 	Yes / No			
Have the following numbers been obtained: <ul style="list-style-type: none"> • Emergency contact numbers of Club personnel who are accompanying the group provided. • Contact numbers for all parents obtained 	Yes / No			
Health & Welfare	Details, Comments or Actions required			Action completed by:
First aid				
Is there a qualified first-aider attending the trip?	Yes / No			
Is a suitably stocked travel first-aid kit available?	Yes / No			
Are all volunteers registered?	Yes / No			
Are all volunteers vetted?	Yes / No			
Have all volunteers attended the appropriate Safeguarding training for their role?	Yes / No			
Have all athletes attending the trip registered as an athlete with Special Olympics Ireland?	Yes / No			
Have you up-to-date information on any medications required by the attendess (coaches & volunteers) and any specific arrangements which the Club needs to be made aware of?	Yes / No	Is there a requirement to arrange specific facilities (i.e. fridge) or medical storage within the accommodation venue? Do athletes require medication at specific times?		

TRIP/TRAVEL TO ACTIVITY CHECKLIST

Communication		Details, Comments or Actions required	Action completed by:
Have you sufficient information about the venue(s) to brief your attendees on the trip?	Yes / No	<i>E.G. transport, parking, check-in times and keys, meal times, venue facilities, meeting points, rules, curfews etc.</i>	
Has the following been communicated to parents/ guardians / carers?			
Pick up times and location for departure	Yes / No		
Pick up times and location on return	Yes / No		
Details of the trip - venue, activity etc.	Yes / No		
Clothing / equipment list	Yes / No		
Emergency procedures, home contact	Yes / No		
Club contact during the trip	Yes / No		
Consent for room sharing (accommodation)	Yes / No		
Any cost to the athlete	Yes / No		
How will information about the trip away be communicated to attendees and families/guardians/carers?		<i>E.g. Email with info pack, meeting, phone call etc.</i>	
Budget / Costs		Details, Comments or Actions required	Action completed by:
Have the club identified a budget for the trip?			
How will this budget be funded - i.e. attendee contributions/ fundraising?			
Have the payment terms been agreed with all venues i.e. when payment is due, how it is to be paid, deposits etc.?			
Have the attendees been made aware of any money they may require on the trip?			
Risk Assessment & Insurance		Details, Comments or Actions required	Action completed by:
Has a risk assessment been completed for the trip away?	Yes / No	<i>Note: All clubs should complete a risk assessment for trips / travel to activity; a template has been provided.</i>	
Has the risk assessment been circulated to the relevant personnel? Has the club got a copy for their records?	Yes / No	<i>Note: the risk assessment should be circulated and the risks / actions discussed at a planning meeting.</i>	
How will participants be instructed in the use of any equipment used in the activity?			
Have you concerns arising from the Risk Assessment or in relation to the nature of the trip that you should discuss with the Regional office and to ensure the activity is covered under the Insurance Policy?			
SIGNED:			
ROLE WITHIN CLUB:			DATE:

Hazard / Risk	Risk Management Measures		Action By
Please list any hazards which you could reasonably expect to result in significant harm on your trip.	Current Measures <i>Precautions or policies & procedures currently in place to mitigate / reduce the risk from the hazards you listed</i>	Additional Measures <i>Items to be put in place to reduce / eliminate the risk further</i>	Identify by name / role of the person who will put the measures in place and by when
Planning & Communication			
Insufficient planning resulting in inappropriate and insufficient resources and equipment	<i>Appropriate management personnel appointed. Planning meetings held prior to the trip. Venue site visits carried out in advance.</i>	<i>Additional planning meetings to be held if required.</i>	
Insufficient number of volunteers.	<i>Appoint sufficient number of volunteers with appropriate skills for the trip</i>	<i>Combine volunteer roles where appropriate</i>	
Lack of information	<i>Appropriate lead in time allocated to the planning</i>	<i>Update all relevant documents and communicate the updated information to athletes and parents</i>	
Lack of knowledge of organisational & statutory reporting procedures	<i>Policies and procedures in place to manage this risk include. The Club is committed to the ongoing implementation of the Code of Ethics and Good Practice and Codes of Conduct. All coaches and volunteers accompanying athletes on the trip have attended Safeguarding 1 or Safeguarding Children and Young People (NI) training. All attendees on the trip are made aware of who their Club Safeguarding Officer and Designated Liaison Person are.</i>		
Activity			
Unable to participate in the activity due to weather conditions e.g.: Cold conditions Wet conditions. Ice (slippery) conditions. Hot / humid conditions, sun stroke/sunburn High Winds	<i>Liaison with competition / event/ activity organisers in advance to understand the impact of weather on the activity. Monitoring of weather conditions in advance of the event. Heating / ventilation system available indoors. Shade is provided in outdoor areas. Activity can be moved from outdoors to indoors</i>	<i>Note weather forecast and cancel or modify activity accordingly in agreement with the activity provider. Restrict duration of exposure. Communication in advance to advise attendees to bring appropriate clothing / drinking water/ sun screen etc.</i>	
Injury from defective equipment.	<i>Competent person appointed to setup and operate equipment.</i>	<i>Coaches / volunteers will carry out checks of their equipment in situ and report any defects to the activity/venue staff prior to use.</i>	
Risks with the particular activity / sport: Injury to participant Trip hazards, route obstructions.	<i>Competent and qualified personnel in place to instruct / deliver the activity. Club attendees advised not to leave anything in place that could obstruct emergency access or present any Slip or trip hazard hazards e.g. backpacks, water bottles etc. Attendees will make themselves aware of the venue's housekeeping rules.</i>	<i>Organiser / activity provider to advise the Club of any risk / criteria which may prevent someone participating in an activity. Assessment of the individual's capability to take part in the activity and adjust activity appropriate if possible or suggest an alternative activity. Competent person to set up and use equipment in line with manufacturer's instructions factoring in conditions on the day.</i>	
Venues			

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Unauthorised access to or exit from a designated activity area/ competition area / accommodation venue	<i>Supervision plan in place and all coaches/ volunteers made aware of same.</i>	<i>Coach education and briefings to take place in advance of the trip; including clarifications on responsibilities.</i>	
Children / vulnerable person sharing facilities with adults e.g. changing rooms	<i>The Club is committed to the ongoing implementation of the Code of Ethics and Good Practice and Codes of Conduct.</i> <i>All coaches and volunteers accompanying athletes on the trip have attended Safeguarding 1 or Safeguarding Children and Young People (NI) training.</i>	<i>Male and female changing facilities available.</i> <i>Showering area to be supervised by Team coach & Volunteers</i>	
Breach of Alcohol Consumption/Misuse	<i>The use of alcohol is strictly prohibited in Activity Venues & Athlete Accommodation for all volunteers and athletes.</i>		
Missing Person	<i>Procedures for missing athlete in place and all volunteers made aware of same.</i> <i>Coaches are responsible for their respective athletes / teams and are to supervise them accordingly.</i> <i>Athletes to be accompanied by team coaches /volunteers, when moving between venues and transportation.</i>		
Lack of emergency procedures.	<i>Check venue emergency arrangements.</i> <i>Volunteers briefed on emergency procedures or to follow the instructions of the Organiser's staff.</i>	<i>Agree a "named contact" in each venue to be available during the trip to deal with any problems or questions.</i> <i>Ensure Club attendees wear clothing that makes them easily identifiable.</i> <i>Keep a charged mobile phone available in case of emergency.</i>	
Security - theft	<i>Volunteers, Athletes, coaches and individuals are responsible for the security of their personal property. They should retain possession of their property at all times, or secure in their vehicles / accommodation if appropriate.</i> <i>Vehicle owner and/or driver to be responsible for their vehicle security</i>	<i>Payments for activities will be made by the Club via bank transfer or cheque where possible to reduce the requirement to carry cash.</i>	
Catering /Refreshments			
Dietary Requirements	<i>Identify persons with specific dietary requirements and confirm same with the venues in advance of arrival.</i>		
Insufficient refreshment facilities	<i>Ensure sufficient and appropriate refreshments are provided at each venue.</i> <i>Attendees briefed in advance of travel and activity times and facilities available should they wish to bring their own snacks.</i>	<i>Cafe available on site for individual purchases if so required.</i>	

NOTE: this risk assessment should be completed in conjunction with the trip / travel to activity checklist.

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Welfare			
Lack of rest facilities or insufficient time to rest	<i>Attendees to be briefed on the itinerary prior to departure including break times, rest periods etc.</i>	<i>Coaches / volunteers to monitor athlete's for signs of fatigue while under their supervision and suggest breaks from activities as appropriate.</i>	
Medical - Insufficient number of trained personnel.	<i>Source medical / first aid arrangements from the event organiser.</i> <i>Athlete's Medical information as supplied and contained in Athlete Participation Form can be made available to emergency services if required.</i> <i>Volunteer with first aid training available on the trip.</i> <i>Club will bring their own suitably stocked travel first-aid kit on the trip.</i>	<i>"Named contact" available during the event to deal with emergencies, problems or questions.</i> <i>An accessible landline or phone available to summon the emergency services if needed.</i> <i>If required Ambulance Service available via '999'</i>	
General behavioural issues	<i>Code of Conduct in place and all attendees made aware of same.</i> <i>The Club is committed to the ongoing implementation of the Code of Ethics and Good Practice</i>		
Traffic Management			
Vehicle unable to access drop off point.	<i>Source traffic management arrangements from the event organiser or parking /drop off /collection facilities available from the venue owner.</i>	<i>Suitable drop off/ collection point identified. Clubs / attendees informed of arrangements in advance of the event.</i>	
Pedestrian contact / Injuries through contact with moving vehicles	<i>Coaches are responsible for their respective athletes / teams and are to supervise them accordingly.</i> <i>Athletes to be accompanied by team coaches /volunteers, when moving between venues and transportation.</i>	<i>Footpaths available for use by pedestrians to access / egress from the building.</i>	
Vehicle congestion at the venue	<i>Source traffic management arrangements from the event organiser or parking /drop off /collection facilities available from the venue owner.</i>	<i>Hold athletes / coaches on the vehicles until suitable access is available.</i>	
Vehicle Breakdown - Hired Vehicle	<i>Breakdown assistance services available if required.</i> <i>Transport operator can provide alternative vehicle if required</i>	<i>Agree a "named contact" with the service provider to be available during the trip to deal with any problems or questions.</i>	
Vehicle Breakdown - Own Vehicle	<i>Vehicle maintenance and servicing up to date. Vehicle checked prior to departure</i>	<i>Breakdown assistance services available if required.</i>	
SIGNED:			
ROLE WITHIN CLUB:			
DATE:			

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