Jersey Gymnastics Club

British Gymnastics

Health, Safety & Welfare Guidance - Safe Trips

Approval

Approved by (role)	Name	Dept	Date
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Terminology

"Gymnastics" is used as a generic term and includes all British Gymnastics recognised disciplines (acrobatics, aerobics, general (gymnastics for all), teamgym, disability gymnastics, preschool, men's artistic, rhythmic, trampolining & DMT, tumbling and women's artistic) and gymnastics activities (freestyle)

The term "safe", as used in this document, means a situation where, so far as is reasonably practicable, all reasonable steps have been taken to understand the nature of the risks involved and to ensure suitable steps have been taken to control the risks and keep them to a minimum.

1.0 Introduction

Trips are a regular and enjoyable part of most club activities. Although the vast majority of trips are highly successful and provide a positive experience for participants, occasionally incidents do arise. This guidance provides information to support clubs with the planning and management of risks associated the gymnastics trips together with a number of supporting documents. Appendix 5.1 provides a club trip checklist to assist clubs in the planning and review of health and safety arrangements for the trips.

The following guidance is part of a suite of documents that should be read and implemented in conjunction with the British Gymnastics Health & Safety Management System & Guidance.

1.1 Responsibilities

Clubs who are employers (and self-employed people) are required under the Health and Safety at Work Act 1974 (HSWA) to ensure, as far as is reasonably practicable, the health, safety and welfare of staff and anyone else who may be affected by the club's work activities e.g. gymnasts, parents and volunteers. This duty is owed whether these work activities take place at or away from the gymnastics training venue.

Whether an employer or not, it is therefore incumbent on all clubs to ensure that there are robust health and safety arrangements in place for all trips. While the overall responsibility for these arrangements rests with the person in charge of a club, these duties can be delegated to other staff and volunteers e.g. the Head of Delegation for a trip. The club must ensure that:

- Any necessary British Gymnastics approval required has been obtained and outline travel plans agreed;
- Safeguarding and child protection arrangements, including pre-recruitment checks and training are in place in line with British Gymnastics guidelines;
- Risk assessments are completed and communicated to all relevant people.

2.0 British Gymnastics Approval and Travel Plans

If the trip requires an overnight stay, or is abroad, there are further implications to consider and substantial planning will be necessary. Clubs or organisations' should appoint a Trip/Team Manager, who will be responsible for ensuring all the necessary plans are in place for a successful trip.

Permission must be obtained from British Gymnastics at least 4 weeks before the trip where an overnight stay is involved. Please visit the British Gymnastics website Events and Travel and Downloads for further information and the relevant forms. https://www.british-gymnastics.org/clubs/club-membership/uk-overseas-travel

British Gymnastics membership does not include travel insurance. Additional insurance is required for trips abroad. British Gymnastics insurers do offer a travel insurance product but British Gymnastics does not recommend any particular provider.

Although it is possible to organise a trip independently you may prefer to use the services of a tour operator who will help you tailor a trip to meet the requirements of your group. British Gymnastics recommends the use of a Service Provision checklist or agreement such as the one contained in appendix 5.2 of this document to help ensure that any arrangements made with tour operators and also facility providers are formalised.

When a trip is being planned it is essential to consider the full cost of the trip. As well as individual cost of travel, food and accommodation and other extras, the club should consider how volunteers are funded and if staff will be paid to go on the trip.

3.0 Safeguarding

British Gymnastics requires clubs or affiliated organisations who are taking gymnast(s) under the age of 18 years on a trip involving an overnight stay, to have a designated travelling welfare officer responsible for safeguarding and protecting children (NB: Please note this is not applicable if all children are accompanied by a parent or someone with parental responsibility). This person must be able to perform the role without any obvious conflicts of interest e.g. being a coach or in a relationship with a coach attending the trip. All welfare officers must hold British Gymnastics membership and have completed a British Gymnastics criminal record check and British Gymnastics training requirements for the role. This person's role will depend on the scale of the trip, but in addition to the responsibility for responding to concerns, tasks could include supervision and co-ordination of accommodation, holding pre-event welfare briefings and daily de-briefs, and monitoring compliance with codes of conduct. Please refer to the British Gymnastics Safeguarding guidance documents for further relevant information.

In non-residential trips/events, the welfare officer need not always be on site/with the group but must be contactable and ready to act if required. Alternatively the role of the welfare officer could be untaken by an existing member of staff or volunteer, but it is vital that the person identified is able to take a child-centred approach and has the confidence of young people taking part in the event. In representative events, a trained Head of Delegation can take on this role but a detailed risk assessment must be carried out to ensure the Head of Delegation has the capacity to fulfil the role along with his/her other duties.

4.0 Trip Risk Assessment

Before undertaking any trip, employers (and self-employed) are legally required to carry out a suitable and sufficient assessment in accordance with Management of Health and Safety at Work Regulations 1999. British Gymnastics would strongly recommend that clubs run by volunteers also ensure a risk assessment is completed. A risk assessment should detail any significant risks associated with the activity/trip and the precautions to be taken to minimise the risk.

Detailed guidance on risk assessment is contained in the British Gymnastics Health & Safety Management System & guidance. Additional advice can be provided by Agility UK.

The Team Manager/Head of Delegation must ensure a risk assessment is completed prior to the event. However, it is always advised that this process should be completed by a team of people with relevant knowledge and experience to help ensure that the identification of potential risks is

suitable and sufficient. The completed assessment will also need to be shared with all trip staff and volunteers.

The person in charge needs to ensure an ongoing process of risk assessment as new or unplanned situations arise leading up to and during the trip. The trip risk assessment template in appendix 5.3 provides an alternative format for supporting the trip risk assessment process. The information in this section will assist to complete a trip assessment using this template. Please note that some sections of the form may not always be applicable e.g. if the trip is within the UK.

4.1 Planning

Risk assessments should consider the risks inherent in the activities to be undertaken as well as those associated with a particular trip and participant and identify the precautions necessary to ensure that risks to health are minimised.

It is good practice for an exploratory visit to form part of the risk assessment. If this is not possible information/advice could be sought from others involved in previous visits or from reliable local guides.

The assessment should always include a pre-assessed contingency plan that covers what to do in the event that the trip does not go to plan e.g. delays in transport, problems with accommodation, misconducts etc. If the trip involves overseas travel, the Foreign and Commonwealth Office (FCO) website at: www.fco.gov.uk must be consulted.

If you are making repeat visits to the same place, and there are no changes to circumstances, participants, information or guidance, then you may not need to complete the entire form on each occasion and the same assessment can be re-named and used. If however there are changes to participants or arrangements, or FCO risk status (if overseas); it is essential that the risk assessment is reviewed and amended where required.

Involving participants and their parents/carers in the planning of the trip and risk assessments helps to ensure participants are better prepared, more able to make more informed decisions and consequently less at risk.

4.2 Supervision

There are no legal minimum requirements and supervision levels should be informed by a full assessment of the needs of the group, the experience and skills of the adults providing supervision and the specific hazards associated with the trip e.g. trips abroad. British Gymnastics recommends a minimum of one adult to 10 children. This ratio may need to be increased if the group is made up of primary school aged children, or children with special needs; or the trip is of a nature where more supervision may be required, e.g. trips abroad.

If the group is mixed sex there should be at least one male and one female supervisor. There should always be at least two adults accompanying any group. If the group included people with special needs, there may be some specific skill requirements of supervisors that need to be considered. In some cases parents or designated carers may need to be included (further information on the provision of personal care is contained within the British Gymnastics Safeguarding Children: Safe Environment guidance).

Ratios must be sufficient to ensure that if there is an accident and a participant needs hospital treatment or another emergency arises, there is at least one adult who can remain with the group.

4.3 Children under-8

British Gymnastics strongly recommends that clubs do not take children under-8 away abroad or overnight unless their parent/s or someone with legal parental responsibility can accompany them on the trip. This is because younger children are likely to require higher levels of supervision and may need some assistance with elements of personal care that would not be normally be required during the day. It is also quite likely that children of a young age may not have gone away without a parent.

In the event that a club is considering taking a child under-8 on a trip abroad, or overnight, the trip organiser should ensure the risk assessment specifically addresses any additional hazards associated with younger children's needs. The club must be confident that suitable and sufficient controls/safeguards are in place before allowing an under-8 child to attend. If the event is of a competitive nature, the club must ensure the competition is at an appropriate level for the age of the child. See the guidelines on Age and Level of Participation contained in the British Gymnastics Health, Safety and Welfare Guidance – Safe Participation.

4.4 Individual needs

Parents have a duty to provide adequate information about their child that is likely to be relevant to the management of the trip. The parent or the participant (if adults) should be asked to confirm the following:

- Any disabilities/special needs and/or medical needs or recent illnesses/pregnancy or recent childbirth
- Information on any allergies, dietary needs, any other relevant information about the participant e.g. phobias, travel sickness
- Level of competency in relation to any other planned activities e.g. swimming
- Any other information they consider relevant
- Emergency contacts

4.5 New or expectant mothers

If anyone attending the trip is a new or expectant mother you are also required to complete a new or expectant mother's risk assessment form. An example is provided in the British Gymnastics Health and Safety System Management Documentation.

4.6 Transport

When a club transports gymnasts away from their normal training venue to competition, squad training, festivals or other events, there are many additional health, safety and welfare factors to consider. Where an event is local, it is often easiest to arrange for everyone to meet at the event venue. However where an event is further away, it is often sensible for the club to make arrangements to travel together e.g. coach or mini-bus. Where clubs are taking responsibility for the provision of transport, a driving risk assessment should be completed, an example of which is provided in appendix 5.4. As part of this process, clubs should ensure the following measures are completed:

- Checking all driving licences, car insurance documents and MOT documents (if the car is over three years old);
- Checking driving experience (additional training may be required for anyone driving a mini-bus – contact the Driver and Vehicle Licensing Agency (DVLA) for further details);
- Verifying that anyone driving a vehicle only for children has completed a criminal record check;
- Checking that the vehicle provides a seatbelt for each passenger;
- Ensuring the transport provision is accessible by participants with physical disabilities;
- Organising central pick-up and drop-off points (to avoid the driver being alone with a child);
- Obtaining consent from parents to allow their child to be transported;
- Ensure details of the route and breaks (if necessary) are provided to parents.

Where groups are small, the most feasible option is often to travel in a private car. Although this is not recommended; it may be the only practical way of getting to an event. It is important to note that British Gymnastics Safeguarding Policy prohibits any British Gymnastics members in a position of trust from being alone with a gymnast under the age of 18 years in a car. Please refer to the transport section contained in the British Gymnastics Safe Environment guidance for further information.

British Gymnastics registered clubs who wish to use volunteers to drive groups of gymnasts should keep a register of drivers and keep a record of checks carried out. If an accident resulted in injury to a British Gymnastics member, they would be covered under the British Gymnastics personal accident insurance policy if travelling directly to or from a British Gymnastics activity or event.

4.7 Accommodation

When large groups are travelling it is advisable to ensure accommodation is booked well in advance. This can help to ensure that groups are kept together in a hotel. It is not good practice for anyone over the age of eighteen to share a room with anyone under the age of sixteen. Members of staff such as coaches, instructors, judges, adult unqualified assistants/volunteers must not share with gymnasts. This is only acceptable if the member of staff is the parent or registered carer of the gymnast. Room allocation should, if possible, be planned prior to the trip.

4.8 Hosting Gymnasts

British Gymnastics is unable to regulate or insure against the hosting of gymnasts in any situation other than within establishments licensed for the provision of overnight accommodation. Clubs who wish to host gymnasts under the age of 18 years with families or accommodate gymnasts within gymnasium facilities, school halls etc. should seek advice from the local Children's Social Care Services and may need to seek additional insurance cover as British Gymnastics insurance may not provide cover in these circumstances.

Hosting with families

If the club does not have appropriate procedures in place to ensure host families are suitably vetted, hosting should not be considered as an option. Clubs that are prepared to carry out vetting procedures should undertake appropriate risk assessments prior to hosting taking place and they must consider the following:

- Seek parental consent;
- Ensure the host family has knowledge of any medical or dietary needs of their guests;

- Ensure children are hosted in pairs that are appropriately matched;
- Host families should be clear about the arrangements for transporting the children;
- Children staying with host families should have easy access to a telephone and to the trip organiser/lead and welfare officer;
- Parents should be made aware that children may not be as fully supervised as they are in the gym.

Hosting in Unlicensed Establishments, e.g. gymnasiums or schools
British Gymnastics recognises that groups attending large gymnastics festivals are often accommodated within 'dormitories' in schools or 'gymnastics centres'. This arrangement may not be ideal but may be the only available option. The following guidance should be considered:

- Ensure groups are sharing with other groups they know;
- Ensure there are separate sleeping and washing areas for males and females, and staff and gymnasts. It would also be appropriate to allocate rooms in age groups where possible;
- Adults should not share the dormitory with young people but should be accommodated in a nearby room;
- Ensure that there is waking night staff to conduct regular patrols of the accommodation and prevent unauthorised entry;
- Ensure accommodation is safe and secure (fire exits, emergency procedures etc.);
- Ensure the organiser visits the accommodation prior to the event to ensure it is satisfactory and address any concerns.

4.9 Area of travel

There may be specific health hazards associated with the country which place the health of participants at greater risk than normal e.g. malaria. It is important to consult the latest version of the World Health Organisations (WHO) "International Travel and Health" at: http://www.who.int/ith/en/ and the U.S. Center for Disease Control at: http://wwwn.cdc.gov/travel/

There may be specific safety hazards associated with your area of travel which will place the safety of participants at greater risk than would be normal in the UK. You must take steps to ensure that such risk is minimised, so far as is reasonably practicable. As a first step you should consult the Foreign and Commonwealth Office (FCO) website at: www.fco.gov.uk . It would also be helpful to discuss such issues with the organisers/hosts who will have up to date local knowledge.

4.10 Involving parents and consent

It is essential for parents to complete a consent form for a trip and is asked to provide participant and emergency contact information. Parents need to be fully informed (in writing) of all details in relation to the trip, including information relating to the management of any identified risks. This list is not exhaustive but parents should be informed of:

- Date and purpose of the trip (including details of any other planned activities)
- Transport arrangements
- Insurance cover/cancellations policy
- Key timings – Pick up, departure and collection
- Accommodation and contact details
- Supervision ratios and room allocations

- Any additional arrangements for participants with special needs
- Names and contact details for trip staff
- Contact details of welfare officer and relevant safeguarding arrangements
- Trip requirements – clothing, pocket money, kit etc.

4.11 Codes of Conduct

All Participants (including staff and volunteers), and their parents, if under 16, should be asked to sign a code of conduct and be informed of the consequences if behaviour does not meet the required standards e.g. exclusion from activities, disciplinary action etc.

It is good practice to invite participants and/or their parents to attend a trip briefing meeting to go through all the above arrangements and answer any questions before any travel abroad or overnight.

4.12 Contingency and emergency planning

Contingency plans form an essential part of the planning process for a trip and should be a key feature of the risk assessment process. Prior to any trip it is important to consider what would happen in all possible scenarios. It is best to consider the worst case and make sure that you have procedures in place to deal with these situations e.g. a missing child. An ongoing/dynamic assessment of risks should continue throughout the trip when the need arises. Risks may need to be reassessed in the light of changing weather, illness or injury, behavioural problems and emergencies.

It is useful to develop procedures for immediate action in the event of any emergency e.g. missing child, serious incident/accident etc. There procedures are likely to include the following steps:

- Establishing the nature and extent of any emergency
- Ensuring the safety of everyone in the group
- Establishing the identity of any casualties and arranging immediate medical attention
- Ensuring there is at least one adult available to accompany casualties to hospital and adequate supervision of the remaining participants
- Providing access to relevant medical information
- Notify the police and other emergency services
- Informing parents
- Contacting provider/tour operator and insurers
- Contact British Gymnastics in the event of a major incident, particularly if there are likely to be any media enquiries
- Recording the incident details - e.g. an account of what happened (including time of key events), details of casualties and injuries, action taken and plans, witness details, photos, evidence and any other relevant information
- Completing any incident/accident reporting forms as soon as possible
- Notifying the British Embassy/Consulate (if the incident is abroad)
- Retaining any receipts of costs incurred in the emergency (for the insurers)

4.13 First Aid

A first aid box should be taken on any trip along with the list of emergency contact numbers. Where possible, it is advisable to ensure at least one adult has up-to-date training in the provision of emergency first aid. However, in most cases, access to first aid is likely to be provided through hotels, transport providers (e.g. airlines), event organisers etc.

4.14 Reporting of injuries

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, employers are responsible for reporting serious work-related injuries to the HSE.

You may need to report some accidents/incidents to the enforcing authorities, usually the HSE. If the trip is outside the UK, the UK HSE has no jurisdiction, therefore RIDDOR is not enforceable (and the procedures in the country of origin should be applied), however, it is essential for insurance purposes that an accident record and full report is prepared for insurance purposes. All clubs should notify British Gymnastics of any accidents where an individual requires first aid treatment for an injury.

Further information and template forms are available in the British Gymnastics Health & Safety Management System & Guidance.

5.0 Appendices

5.1 Club Trip Checklist

	CHECKLIST	YES	NO	DATE
1.	Have you identified the roles required and responsibilities for trip staff?	☐	☐	
2.	Have you followed recruitment procedures as outlined in the British Gymnastics Safe recruitment guidance and British Gymnastics Use of Criminal Record Checks Policy on all staff and volunteers aged 16 years+ whose role involves working/volunteering with children and/or adults at risk?	☐	☐	
3.	Have all trip staff completed appropriate Safeguarding training?	☐	☐	
4.	Do you have a sufficient ratio of trip staff (1:10 plus one if under 10 participants) and are they of the appropriate gender?	☐	☐	
5.	Have you a designated Welfare Officer for the trip?	☐	☐	
6.	Has the designated Welfare Officer attended 'Time to Listen' Training?	☐	☐	
7.	Have you circulated responsibilities and contact details for all staff to parents?	☐	☐	
8.	Have parental consent forms been completed for all participants? (including emergency contacts etc).	☐	☐	
9.	Have you addressed any specific special needs of the participants? e.g. Diet, Disability related, Religious etc.	☐	☐	
10.	Have you completed a trip risk assessment?	☐	☐	
11.	Have you completed a detailed itinerary and circulated it to participants and their parents?	☐	☐	
12.	Has a Service Provision Checklist been completed (if required)?	☐	☐	
13.	Do you have Codes of Conduct for Staff and participants whilst away on trips?	☐	☐	
14.	Have you ensured that all coaches and/or instructors are suitably trained, updated and qualified?	☐	☐	
15.	Have you made arrangements for overnight accommodation and considered room allocation and layout?	☐	☐	
16.	Have you made arrangements for transport?	☐	☐	
17.	Do you have adequate First Aid provision?	☐	☐	
18.	Do you have a process for recording accidents and incidents?	☐	☐	
19.	Are all trip staff and participants members of British Gymnastics?	☐	☐	

20.	Have you considered any additional insurance needs for the trip?	☐	☐	
21.	Do you have a procedure in place in the event of a participant going missing?	☐	☐	
22.	Do you have all necessary directions and maps?	☐	☐	
23.	Have you ensured that all new members have completed registration and consent forms?	☐	☐	

5.2 Service Provision Checklist

For Completion by Service Providers for Gymnastics Events or Activities
When considering using a provider or tour operator for gymnastic events, the organiser must seek written assurances that the provision complies with the British Gymnastics Health, Safety and Welfare Policy.

British Gymnastics Discipline/Club ……..……..

Person in charge: (HoD/Event Manager) ……..….

Date(s) of Event…….……

Name of Provider……..……

The provider or tour operator providing services is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed. Please tick all specifications you can meet. Indicate by a cross any you cannot meet. Write N/A against any specifications that do not apply to your provision.

Section A should be completed for all visits/events. **Section B** (Tour operators) should also be completed if applicable.

Section A – All Visits

Health, Safety and Emergency Policy

1. The Provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations, and has a health and safety policy and recorded risk assessments which are available for inspection. ☐

2. Accident and emergency procedures are maintained and records are available for inspection. ☐

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used. ☐

Staffing

4. All reasonable steps are taken to check staff who have access to young people, for relevant criminal history and suitability for work with young people. ☐

5. There are adequate and regular opportunities for liaison between club staff and the provider's staff and there is sufficient flexibility to make radical changes to the programme if necessary and the reasons for such changes will be made known to club staff. ☐

Insurance

6. The provider has public liability insurance for at least £10 million with a clause giving "indemnity to principal." ☐

Accommodation (if residential accommodation is provided)

7. UK accommodation is covered by a current fire risk assessment. ☐

8. If abroad, the accommodation complies with the fire regulations, which apply in the country concerned. ☐

9. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation. ☐

10. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is close to gymnast's accommodation. ☐

Activity Management

11. The provider operates a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties. ☐

12. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned. ☐

13. Staff competences are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competences confirmed by an appropriately experienced and qualified technical adviser. ☐

14. Where there is no National Governing Body for an activity, operating procedures and staff training and assessment requirements are explained in the provider's code of practice. ☐

15. Participants will at all times have access to a person with current first aid qualifications. Staff are practised and competent in accident and emergency procedures. ☐

16. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants. ☐

17. All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary. ☐

Section B – Tour Operators

Where a tour operator delivers services to clubs using other providers e.g. transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined above and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

18. Sections A and B of the form, as relevant, have been completed to show that suitable and sufficient checks of providers to be used have been made, records of which are available for inspection. ☐

19. The Tour Operator complies with Package Travel Regulations (PTR), including arrangements to safeguard customers' monies. ☐

20. ATOL, ABTA or other bonding body name and numbers..... ☐

Section C – General

21. The provider has completed sections A and B of this form and agrees to provide additional assurances which are specific to the activities being proposed and which will be made clear to the provider by the event/activities organiser. ☐

If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation with National Governing Bodies, tourist boards etc.

Signed…….. Date……..……..

Name (in capital letters)……..……..

Name and address of provider or tour operator

……...

……

……

Tel…….…… Fax…….…….…….

Email…… Website……

Thank you for completing this form. Please return the form to British Gymnastics.

Persons requiring advice on the interpretation of information given by providers or tour operators on this form should contact British Gymnastics on telephone number: 0345 1297129

5.3 Trip Risk Assessment

This template risk assessment form is intended for completion by organisers of any gymnastics related trips. It can be altered to suit individual requirements. It should be completed with reference to the British Gymnastics Safeguarding Policy and British Gymnastics Health & Safety guidance documents.

Risk Assessment

Organisation	
Name(s) of person(s) travelling, DOB (if under 18) and role e.g. Head of delegation, Coach, gymnast etc.	
1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

Section 1:

Participants: (e.g. the age/competence/fitness/usual standards of behaviour/experience, any special educational needs/disabilities, medical needs (including having sufficient medication and contingency plans if an adult has to accompany a participant to hospital), adult to gymnast ratios, the competence/experience/qualifications/training of the adults etc.)

State hazards and actions implemented to ensure risk level is as low as practicable:

Transport: (e.g. meeting points/handovers, modes of transport, competent drivers, driving hours, suitable vehicles, weather conditions, travel/road conditions, supervision, cancellations, missed connections, journey routes)

State hazards and actions implemented to ensure risk level is as low as practicable:

Accommodation: (e.g. security problems, availability/cancellations, safety standards, accessibility, supervision, etc.)

State hazards and actions implemented to ensure risk level is as low as practicable:

Other activities: (e.g. swimming/beach activities, parties, shopping/sightseeing trips, meals etc.)

State hazards and actions implemented to ensure risk level is as low as practicable:

Section 2: Overseas travel

Country/area/place to be visited	
1.	2.
Latest FCO advice for above country/area	
1.	
2.	
3.	
4.	
5.	
6.	

Health Hazards

In regard to the country and area(s) where you are to travel in are there any specific health hazards relating to the following?

Area in which you are travelling:

State hazards and actions implemented to ensure risk level is as low as practicable:

Availability of medical aid: (e.g. in the event of a serious injury, sub-standard medical care etc.)

State hazards and actions implemented to ensure risk level is as low as practicable:

Safety risks
In regard to the country and area(s) where you are to travel in are there any specific safety hazards relating to the following:

Local issues: (e.g. unrest, muggings/robbery, customs, culture, religion, dress, language, communication with emergency service, legal differences etc.)

State hazards and actions implemented to ensure risk level is as low as practicable:

The list of examples given adjacent to each section are not exhaustive and are given merely as an aide memoir, you should spend some time thinking of any other health or safety hazards that may be encountered and what risk reducing measures can be implemented.

Section 3: Emergencies

You **must** hold emergency contact details for all participants, a copy of which must be retained by the club. You must also supply each family with a list of emergency contacts.

Have you addressed this? **YES/NO**

Will the Head of Delegation be carrying a mobile phone with you at all times and have you ensured that international roaming has been activated? **YES/NO**

If yes to above please insert mobile telephone number	

UK emergency contact: please insert name and telephone number(s)

Is the above contact available at all times? **YES/NO**

If **'NO'** please supply an alternative contact and contact information including relationship of this person to you.

What emergency first aid arrangements have you made?

What contingency plans have you in place in case of interruption to your travel plans, accommodation or event plan?

I confirm I have obtained information of any existing medical conditions for all participants and to the best of my knowledge all participants are physically and mentally fit to travel. All participants (or where under 18, their parent/carer) are responsible for ensuring that have adequate supplies of any prescribed medication for the duration of the trip.

Completed by:

Signature and date:

I confirm I have reviewed this risk assessment and am happy that suitable and sufficient arrangements have been put in place to minimise foreseeable risks as far as is reasonably possible

Club Manager/Chair signature and date:

A copy of this risk assessment must be kept on file at the club for quick reference if required. The contents of this assessment should also be communicated to all participants.

5.4 Example Driving Risk Assessment

Risk Assessment Number:	**Date Of Assessment:**	**Additional Information Check sheet/ Risk assessments required.** **Substances Hazardous To Health:** **Manual Handling:** **Display Screen Equipment:** **New And Expectant Mothers:** **Young Persons:**	☐ ☐ ☐ ☐ ☐	
Task/ Work Activity/ Work Area Assessed: Driving	**Assessment carried by:**			

Worst Case Outcome					Likelihood					Risk Rating Outcome X Likelihood		
5	4	3	2	1	5	4	3	2	1	High	Medium	Low
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	likely	Unlikely	Remote	13 -25	5 - 12	1-4

Persons affected by the Activity	**Identified Hazards**	**Control Measures Already in Place**	**Outcome**	**Likelihood**	**Risk Rating**	**Is further action required Yes/ No**
Employees	Injury or becoming stranded due to breakdown of vehicle or mechanical failure of the vehicle.	Breakdown cover is required for all vehicles. Vehicles are subject to regular servicing and maintenance in line with the manufacturer's recommendations. Drivers of vehicles are to carry out periodic recorded checks of their vehicles. All vehicles have MOT (where necessary).	5	1	5 – Med	Yes

Risk Assessment Form Cont.

Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Is further action required Yes/ No
Employees	Inability to summon assistance in the case of an emergency.	Anyone driving has a mobile phone and can contact help if required. Employees to ensure adequate charge on mobile phone before leaving and they have in car chargers provided to enable them to recharge their phones if required.	4	1	4 - Low	No
Engineers/ family/ partner	Inability of family/ partner getting in contact with Engineer in the case of an emergency.	Engineers are provided with company mobile telephones and the Engineers family/ partners have the contact details.	5	1	5 – Med	Yes
Employees/ other road users	Collision or road traffic accident due to tiredness when travelling long distances.	Drivers instructed to take a break if they feel tired and they are advised to have a break of at least fifteen minutes after two hours of driving. If drivers are travelling long distances to carry out work they have accommodation provided for the evening to ensure that they do not drive two long journeys in one day.	5	1	5– Med	No
Employees	Stress from being lost.	Employees either have good knowledge of the road networks or are provided with satellite navigation systems or use their company phones to locate their jobs.	5	1	5 – Med	No

Further Control Measures	**Further Control Measures Follow up**		
	Allocated to (Name)	**Target date**	**Date completed**
Driver's licences to be checked periodically – annual checks to be implemented. A system of periodic (monthly) monitoring should be implemented to ensure that first aid kits are maintained in an effective condition i.e. used / out of date articles replaced. Employees should be instructed to report the use of first aid materials. Checks to be undertaken to ensure that drivers of company vehicles are carrying out their vehicles checklists at appropriate intervals. Emergency contact procedures to be documented and given to the drivers of company vehicles. This should include the contact details for relevant office personnel/ emergency contact person to be provided to employees' family/ partners to enable them to get in touch with employee if they cannot gain contact via their mobile phone.			

Risk Assessment Reviews			
Suggested Review Date: (either after significant changes, completed actions or annually)			
Risk Assessment Reviewed by:		Risk Assessment Reviewed by:	
Date:		Date:	
Comments:		Comments:	