

Workshop and District u3a

Travel Group Risk Assessment



Name of person completing risk assessment:	Roger Hancocks / Mick Heathcote
Date Approved by Committee:	25/02/28
Review Date	February 28

Introduction

This Risk Assessment applies to the activities of the Travel Group

The Travel Group organises day trip for members. These can be visit to specific tourist venues or simply transport to a town or city. Members pay the travel operator directly and the contract is between the operator and the member.

Please remember that the u3a is not a service organisation and cannot provide carers or personal support for members, nor should members expect their fellow members to provide that service. A member's own carer is more than welcome to accompany them on any suitable outing. Less able members should discuss any concerns with the Travel group before committing to the outing.

Whilst this risk assessment is intended to manage the risks associated with outing, members are reminded that they have a responsibility to ensure that they are capable of participating in any outing safely. This is to ensure that they do not endanger themselves or others.

Appended to this risk assessment is the members' personal risk assessment tool that members might find useful. This personal risk assessment is not intended to be shared with group leaders or others within the u3a: it is to help members decide whether or not they themselves can safely participate in an activity. Any accommodation must be discussed with the relevant group leader.

Accident and Incidents

Where accidents or incidents do occur .an Accident / Incident form should be completed and forwarded to the u3a Committee. The Group Leader in consultation with the Groups Co-ordinator should review whether any remedial action needs to be taken. See our website for further guidance concerning Accidents and Incidents



Workshop and District u3a

Travel Group Risk Assessment



Emergency Contact Details

Members are advised to hold their personal emergency contact details on them when they attend any u3a event, group or outing. The reverse of membership card provides space for this. Alternatively, members could use the Emergency Contact facility on their mobile phone which can be accessed when the phone is locked.



Workshop and District u3a

Travel Group Risk Assessment



Hazard Identified	Control Measures
Unsuitable Transport / Vehicle Operator	The Travel Group will only hire a vehicle or organise a trip through a reputable company that holds valid Public Service Vehicle Operator Licence. Busk Benchmark provides an independent accreditation for the minibuss and coach industry for safety and legal compliance
Access to the coach by the less able members	Less able members are advised to contact the coach operator to establish whether their needs can be accommodated by coach operator.
Coach Travel	Members should always take extra care when the vehicle is in motion to ensure their safety and the safety of those are travelling with them. Members should: • always wear their seatbelt while the vehicle is in motion. • try to avoid moving around the coach whilst the vehicle is in motion. ○ If it is unavoidable members should always maintain three points of contact to improve their stability. i.e. feet spaced apart for balance and at least one hand holding on to available handles or seat backs. Using their body as a brace against seats if needed. • be aware that the vehicle may need to change direction or stop suddenly due to changes in traffic conditions.





Hazard Identified	Control Measures
	• should make sure that their luggage is safely stowed away, and not left in the walkway to avoid trip hazards. • try to time their movements for when the coach is on an open road, such as a dual-carriage way or motorway. This will be when the coach is at its most stable, and the driver will be less likely to need to make rapid changes in direction. • listen out for passenger announcements from the driver on safety and vehicle stopping points.
	The coach driver is responsible for the safety of the passenger on the coach. Members must follow all safety instruction given by the driver. In the event of an incident requiring First Aid the coach driver has access to a First Aid kit and is First Aid trained.
Infectious Disease	Members who may be infectious should avoid attending the outing. Specific Advice can be found by visiting the NHS website and as a benchmark the advice concerning the safe return to work should adopted as to whether an individual should participate in the outing..
Slips Trip and Falls	Where a trip visits a specific tourist venue the Travel Group Leader will provide members with the Accessibility Statement to the venue





Hazard Identified	Control Measures
	Members need to review the statement and make a judgment as to the suitability of the trip for themselves. In the event of an accident at the venue members should enlist the help of the venue staff/ volunteers and follow their procedures.
Lost / Late Members	The Travel Leader will hold a list members attending outing including a mobile contact number. (At the end of the trip this contact list will be destroyed) The Travel group leader will provide members with their mobile number for contact in an emergency They will check off all those who board the coach at the beginning of the outing. At each stopping point they will give clear instructions including the time to reassemble on the coach Before setting off the Travel Leader will check off those on the coach to ensure all are present



Workshop and District u3a

Member's Personal Risk Assessment



This personal risk assessment tool is to help identify personal risks you may experience. This is useful if you feel you are vulnerable and need to make considerations for the activities you participate in. You should think carefully about any specific risks you may encounter during a u3a activity. Where you identify a particular risk you should note the actions you will take to reduce the risk, and you can always add to this if you identify a new risk.

What is the potential risk?	How do you usually manage this risk?	Does this risk affect how you participate in u3a activities?			What accommodations do you need?
		Yes	No	N/A	
e.g., I have difficulty walking	e.g., I use a walking stick, and sit down for most activities	X			e.g., I must have a seat during activities
e.g., I have diabetes	e.g., I monitor my blood sugar each morning		X		e.g., I manage this at home
e.g., I need general help from a carer	e.g., my carer supports me with participating in activities, as well as helping me to and from the bathroom	X			e.g., when participating in events I need an extra space for my carer to join me to support me

Member's Personal Risk Assessment

[illegible]