

# Ashtead and Leatherhead Probus



## Checklist for the Nominated Organiser of Visits and Events

### Beforehand

1. Does the venue produce its own assessment of risks and hazards involved and have I obtained a written copy?
2. If there is no document produced by the venue, have I discussed such matters with a venue representative and have I kept a written record of that discussion and any potential risks and hazards?
3. Have I discussed with the venue representative (and kept a written record of discussing) any matter affecting a member which might impair their visit (eg being in a wheelchair or members needing there to be a lift)
4. Have I included in written information provided to participating members
  - That looking after their own health and safety is primarily their own responsibility?
  - That they should dress appropriately for the conditions both as to the likely weather and terrain they will encounter, also providing such details as are available as to what to expect?
  - Details of any specific issues I am aware of such as steep stairs, limited access, lengthy periods of walking, loose rugs and other trip hazards, dark corridors, steep hills or drops or limited/non-existent toilet or eating facilities?
5. Have I asked for emergency contact numbers to be provided by each participating member?
6. Have I asked for details of any particular illness, disability or medication being taken which the member feels I should be aware of?

### On the day

1. Have I a written list of participants with their emergency contact names and numbers, where supplied, and awareness of any participants who are trained first-aiders?

2. Have I the written details of any particular medical condition advised to me which I should be aware of (eg epilepsy, diabetes) and medication the member needs to have with him?
3. Have I obtained the mobile phone number of any coach driver used and do I have with me the office number of the coach company?
4. Have I got a contact name and number at the destination venue, in case of travel delays etc?
5. Have I handed out any relevant maps or leaflets relating to the destination/event?
6. Have I provided each participating member with my mobile number?
7. Have I or the coach driver advised passengers on the coach of the need to wear safety belts?