

Ashtead and Leatherhead Probus



Guidance for the Nominated Organiser of Visits and Events

Beforehand

1. Have I discussed with the venue or taken reasonable steps to ascertain the existence of any hazards or risks to health and safety and informed members in advance of any such risks by a suitable method (eg email, written on tickets, announcements at meetings, announcements on the journey or entering the venue)?
2. Have I asked for emergency contact numbers to be provided by each participating member and guest, or requested that they carry an 'In case of Emergency' (ICE) Card?
3. Have I invited details of any particular illness, disability or medication being taken which the member or guest feels I should be aware of?
4. Where the visit entails travel by car or car-sharing, have I asked the drivers to ensure that their vehicle insurance covers the relevant passengers?

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 or guest needs to have with them?
3. Have I attempted to obtain 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 and guest with my mobile number?
7. Has the coach driver advised passengers on the coach of the need to wear safety belts?
8. Where the visit includes travel by coach, bus or train, have I checked numbers of participants at each stage of the journey, including initial departure and exiting the venue(s) and/or designated a helper for this task.