

Travel Risk Assessment Checklist

Interest Group: Garden Visit Group
Destination with Postcode: Blenheim Palace, Woodstock OX20 1PP
Date: 23.6.23

Before travelling		Yes (✓)	N/A
1	<u>Leader to check the venue</u> , either by pre-visit or online re- Accessibility, Parking facilities Refreshment opportunities Seating arrangements Toilet facilities Covid-secure requirements	Yes	
2	Leader to inform members of travel arrangements and the situation at the venue	Yes	
3	Leader to remind members that they should not travel if they are unwell, that they should take a Covid test if appropriate and only travel if it is negative	Yes	
4	Leader to ask members to let them know of any health problems (eg diabetes) or mobility issues which may be relevant	Yes	

On the day		Yes (✓)
1	Leader to carry contact details of <ul style="list-style-type: none"> • all members travelling • everyone's current emergency contact • the venue • the coach driver Members to carry <ul style="list-style-type: none"> • leader's mobile number • their own current emergency contact number 	Yes
2	Leader to ensure all members are aware of all meeting points and times	Yes
3	Leader to advise members what to do in the event of being lost or delayed	Yes
4	Leader to do head counts at the start of the journey, after stops, at destination and for return journey	Yes

On the day		Yes (✓)
5	Leader to advise what to do in the case of an accident or sudden illness	Yes
6	Leader to carry an accident report form and collect appropriate information for its completion if needed	Yes
7		

Other considerations		Yes (✓)
1	Consider appointing an assistant leader in case of an emergency	Yes (✓)
2	Plan what action to take if a member fails to arrive at collection point for return journey	Yes
3	Be prepared to call Emergency Services if necessary	Yes
4	Be prepared to rearrange meeting points if one becomes inaccessible	Yes
5		

Exceptional Circumstances

There may be reasons why additional conditions may have to be taken into consideration when completing this risk assessment.

When completing a risk assessment in exceptional circumstances you need to consider how this will impact on the activity, what additional measures or changes you will need to make for each identified hazard in order to reduce risks involved in running the activity. These changes will need to be incorporated into the assessment of how hazards can be reduced or avoided to respond appropriately to the exceptional circumstances you are facing.

Notes for exceptional circumstances:

Signed Danielle Ellis

Dated 2.6.23

FURTHER NOTES