

Harrogate u3a Health & Safety Guidance Note for Coach Outings

Purpose

1. As part of Harrogate u3a Safety Policy, this document provides a guide to Harrogate u3a Group Leaders and others who take on the role of **Organiser** to undertake the planning, managing and running of coach trips as part of a Harrogate u3a activity.
2. These guidance notes only offer advice in respect of promoting safety considerations when undertaking such activities and are NOT intended to give more general advice on running u3a coach trips.

Planning Stage

1. The proposed itinerary needs to be visited and reviewed in advance to identify potential hazards, accessibility of toilets etc. Reasonable costs for this can be subsumed into the advertised cost.
- 2 It is recommended that the Coach Trip **Organiser** arrange in advance for at least **TWO members** going on the trip to act as '**Deputy Organisers**'. This is necessary to ensure that sufficient help is available if an emergency were to arise.
- 3 Prior to the coach trip taking place, all prospective participants should be made fully aware of any access difficulties at any locations visited on the trip. Any special requirements for footwear, protective clothing, food and drinks, etc. should be specified at the same time.
- 4 All participants should be made aware, in advance, of the amount of walking involved during the day and the sort of terrain likely to be encountered, so they can make their own assessments.
- 5 It is strongly recommended that at least one spare seat be allocated on the coach to be used in an emergency if someone were taken ill.

On the day

1. The **Organiser** needs to be acquainted with the Coach Operator's own safety procedures and should endeavour to see that these are implemented during the day. As a minimum, the **Organiser** should remind members that seat belts must be worn as required by UK law and point out the coach emergency exits.
2. All participants must be u3a members. This is an absolute requirement to ensure that all participants are covered by the Third Age Trust's Public Liability Insurance. (Please note that it is NOT personal insurance)
3. All participants should be made be aware that they are responsible for their own safety at all times.
4. The **Organiser** and helpers should have access to working mobile telephones throughout the day. The telephone number of one of these phones should be issued to all participants at the beginning of the coach trip. This will then provide a means of any participant contacting the **Organiser** in an emergency.
5. The **Organiser** should take a basic first aid kit on the trip. A suitable kit may be obtained free of charge from Harrogate u3a Group Coordinator. At the end of a trip the first aid kit should be returned to the Group Coordinator for replenishment.

Incidents

If any serious injuries/illness were to occur during the trip, then the emergency services should be called and arrangements made for someone to remain with the incapacitated member(s) until assistance arrives or until further arrangements can be made.

On return to Harrogate the **Organiser** should complete an Incident Report Form and return as soon as possible to the secretary. A copy may be downloaded from the Harrogate u3a website.