



The Arts Society Ashtead

Guidance Notes 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 by suitable methods, e.g. email, information on booking forms or tickets, announcements at meetings, or during the journey?
2. Have I asked for emergency contact numbers to be provided by each participating member and guest or asked them to carry an ICE (In Case of Emergency) card?
3. Have I asked for details of any particular illness, disability or medication being taken which the member or guest 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?
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?