

Society How To Guide

Trips

Duty of Care

The sole reason we have trip forms is to ensure the duty of care towards students.

- *'A legal and social obligation to ensure the safety or well-being of others'*
- *All committee members fall under this obligation in relation to your members*
- *'Imposed on an individual requiring them to provide a standard of reasonable care during an activity that could foreseeably harm others'*

Submitting A Trip Form

- The whole process is now completely electronic, from how you submit a trip form to confirmation and authorisation.
- Trip forms need to be submitted at least one week before the trip is due to take place. We recommend giving more notice if you need accommodation and transport booking. If the trip is aboard then we ask for one months' notice. For example, if you are carrying out a Wednesday trip, you will need to submit your trip form by the Wednesday a week before the trip.
- The trip form can be located [here](#)
- The electronic form is very simple to fill out and shouldn't take more than 10 minutes. It will go over the following;
 - Subsidy requests – if you want to use your club | society account to go towards the cost of the trip.
 - Trip and activity details - organiser, dates, destination, what club | society, trip title, first aiders, equipment usage.
 - Risk Assessment - if your general society | club risk assessment doesn't cover the trip, one must be created.
 - Travel & Transport – how do you intend to get to your destination? You have the choice of rented driven and self-driven vehicles, trains, coaches or even a plane!
 - Online payments and tickets – if you require a ticket to be put up on your club | society webpage.
 - Any other additional information
 - Accepting the terms and conditions of the emergency procedure - as you should remember from your training, in case of the worst situation, the Students' Union has a trips and transport emergency procedure. You must read over this on screen and then accept that you will adhere to the procedure.

What Happens Next?

After you have submitted the trip form it then gets e-mailed to the Students' Union the following morning. Expect to receive e-mail confirmation of the trip form within two working days. The form will show you all of the information that you previously entered. The form is also e-mailed to your support coordinator and your elected officer (incase subsidies are to be discussed). From then on until the day before the trip, communications will occur around sorting out transport, accommodation and putting tickets up online.

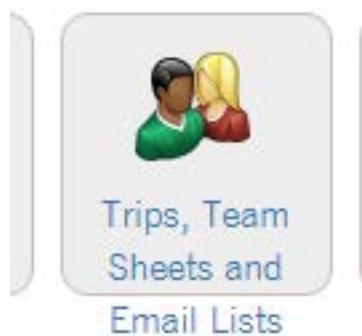
Participants List

Incuse anything goes wrong the Students' Union collects the following information for all students and alumni members on sport and society trips;

- Medical information
- Next of kin contacts
- Driver qualifications
- First Aid qualifications

If you have selected to have online payments set up, you do not need to worry about collating this information as this automatically happens once a member purchases the trip tickets.

If you have not selected to have online payments set up, it is the committee's responsibility to notify the Students' Union who is attending the trip. This can be simply done by accessing your committee admin tools. Once on the admin page, click on the button that appears as below.



The below page will then appear. You will need to create a new group. Please name this in the correct format and select trip as the Type;

YYYY-MM-DD – Trip Title [for example: 2017-10-17 – Wednesday Training (Nottingham)]

Once you click on the trip list you will be able to tick all of the members that are going on the trip.

GROUPS

[Back to admin tools](#)

ACTIVE GROUPS

Name	Type	Category		
Interested in	Interest List	Not categorised		
Register Interest	Interest List	Not categorised		

DELETED GROUPS

i There are no deleted groups.

CREATE NEW GROUP

Name *

Type * (Select type) ▾

Category * (Select category) ▾

Create

This list needs to be complete and populated by 13:00 one working day before the trip is due to depart. For example if your trip was departing on a Saturday or Sunday, the Participants' List by 13:00 on the Thursday. If the trip is aboard then we ask the list to be submitted a week before the trip.

Monitoring the Participants for Your Trip (Online Payments Only)

You can easily view and download an up to date list of all those who have paid for a ticket to your trip via the 'Sales Reports' function of the Committee Admin section. Click the 'Sales Reports' icon and then on the next screen select a date range that encompasses the date and time when your online payments went live. Then select 'Purchasers Report'. This will open a report showing you a list of all those who have purchased anything through your club/society/network, when they purchased and where they paid (online or at the reception). This report can also be downloaded in an Excel format (recommended) using the 'Export' function.

TIP: You can use this report to create a sign in list or tick sheet for the person running the trip on the day to keep a register. Great for making sure everyone is 'on the bus'!

Making the Sure the Trip is Authorised

In order for the trip to be authorised the following matters need to be complete and sorted.

- 1) First Aiders; often the most risky part of a trip is travelling to and from your destination. This is why we require all sports and societies to have at least 2 first aiders on any trip, even if there will already be first aiders where you are going. Ideally, more first aiders the better, an acceptable ratio is 1:10.
- 2) Swim Test; if you are a water based activity, any of your members going on an activity trip will need to be swim tested. We can't authorise trips where non-swim tested members are showing on the participants list.
- 3) Registered Drivers and Qualifications;
 - If a society | club members wishes to drive other members they **have** to register their vehicle **before** trip departure. This can be done at the main reception on Frenchay Campus.
 - The above also applies to members wishing to drive hire cars
 - If an MPV or Minibus has been booked, we must ensure that there are enough drivers who are qualified to drive the vehicles. There must always be a reserve driver.
- 4) Risk assessment and safety information
 - We must receive adequate risk assessment
 - Trip itinerary
 - Your activity also may require extra safety information e.g. weather reports, wind reports, snow reports, equipment lists.

Incident Reporting

What do we mean by incident?

Accident: an unplanned event | a mishap | often with lack of intention

Incident: something that occurs in connection of something else, more serious

Injuries: similar to accident, whether acute or reoccurring, fill in an injury report form & if you are a sport; receive Sports Physio

Damage to Vehicle | Equipment

Any of the above need to be reported to the Students' Union as soon as possible; Report head injuries or ambulance callouts immediately.