

Surf Life Saving Association of Wales – Appendix 22
Team Managers Away Trip / Training - Organisers Checklist / Risk Assessment

Areas to Check	Notes for Team managers	Ticked when checked / completed
Purpose of trip	Competition Training Social Combination	
Planning	When Where Who - (staff / volunteers / participants) Risk assessment of event / activity	
Communication with team manager and parents	Name/number of lead or team manager Team manager has all team members contact details Team manager has all parents contact details and vice versa Pick up times Destination and venue Competition details Kit and equipment list Emergency procedures – home contacts / medical details if abroad Consent to attend form from parents Youth Code of Conduct cascaded to youth and understood	
Relevant Information from Parents	Dietary needs Any personal care needs Signed medical consent forms List of any medications or allergies <u>Applying for healthcare cover abroad (GHIC and EHIC) - NHS (www.nhs.uk)</u> There are two types of cover available. You can apply for either:	

	<ul style="list-style-type: none"> • a UK Global Health Insurance Card (GHIC) • a UK European Health Insurance Card (new UK EHIC), if you have rights under the Withdrawal Agreement <p>For most people, the UK Global Health Insurance Card (GHIC) replaces the existing European Health Insurance Card (EHIC) for new applications. They provide the same access to healthcare in the EU.</p> <p>Information:</p> <p>A GHIC or EHIC is free of charge. Beware of unofficial websites, they may charge you a fee to apply.</p>	
Accommodation	<p>What type</p> <p>Catering – special diets, allergies, water provision</p> <p>Suitability for group – accessibility</p> <p>Room lists of occupants on doors</p> <p>Separate sleeping facilities for males and females / adults and children</p> <p>Separate shower facilities / arrangements for males and females / adults and children</p>	
Hosting or being hosted	<p>Hosts vetted</p> <p>Host aware of special requirements</p> <p>Telephone contact of host establishment to be cascaded</p>	
Transport	<p>Journey time and stopping points, supervision and headcounts for comfort breaks</p> <p>Supervision during service stops</p> <p>Suitability / accessibility of transport – seatbelt policy</p> <p>Private cars: drivers checked, insurance, seatbelts</p>	
Supervision / staffing	<p>Number of staff to competitors / group. What is normally considered appropriate will generally need to be increased when travelling away from home.</p> <p>All DBS checked?</p> <p>Who: male / female specialists, carers, group leaders</p> <p>Remote supervision – agreed meeting times and points</p> <p>Supervising adults' - sleeping arrangements</p>	
Emergency procedures	<p>Qualified First Aider</p>	

	<p>Individual specific medical details / medication forms completed</p> <p>Incident reporting procedures process and numbers</p> <p>Telephone numbers of local medical institutions / GP's, dentists, location of nearest pharmacies</p>	
Insurance	<p>Liability – accident</p> <p>The team manager needs to ensure that the clubs general insurance covers travel to away events.</p>	
Costs	<p>For the trip</p> <p>Spending money</p> <p>Location of cashpoints</p>	
Arrival	<p>Payment schedule</p> <p>Extra meals</p> <p>Check – rooms, mealtimes, phones, valuables.</p> <p>Check venue</p> <p>Collect in money, valuables – passport</p> <p>Information on medicines, hospitals</p> <p>Arrange times for group meetings</p> <p>Timetables for everyone</p> <p>Confirm procedure with staff</p> <p>Confirm group / individuals know how to contact Team Manager</p>	
Safeguarding Arrangements	<p>Confirm group / individuals know how to contact Team Manager</p> <p>Rules. Code of Conduct, curfews, policy on alcohol</p> <p>Team Manager aware of safeguarding procedures and relevant docs in the safeguarding section on the SLSA Wales website.</p> <p>Contact details of Lead Safeguarding Officer</p>	
Preparing Athletes	<p>Local culture, language</p> <p>Expectations on dress and behaviour</p> <p>Food and drink</p> <p>Currency</p> <p>Telephones</p> <p>Maps of area</p>	



Travel abroad documents	Travel tickets Passports, visas Check non-EU nationals Accommodation and travel booking documents. The European Health Insurance Card (EHIC)	
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Anything else that comes to mind whilst planning for the trip note here:

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