

TOURS and BIG TRIPS Guidance

Overview

One off Trips, trips abroad and Tours needs special consideration and planning. As part of the planning, the organisers are required to give the participants and the Students' Union who facilitate all student led activity key information to ensure that safe and enjoyable activity takes place.

What we need

A trip pack containing the following:

- Participants details
- Student Numbers
- Location/ destination
- Accommodation address
- Transport Arrangements
- Itinerary: time and dates of departure, return and any key events
- What general activities you are doing
- Risk assessment of the trip and activities
- Insurance provision

This can be submitted via Campus Groups by creating an event and ensuring that the participants are all on the event and that you put in the description detailed information on all of the above

Alternatively, you can submit this information via email or by hand to the sports and societies staff. A template is available

Information can be presented in the form of booking confirmations.

Risk assessments will be provided by tour operators, for self-organised trips and tours, you will need a suitably written document relevant to the location and activity and devise a suitable emergency procedure that will assist your members of who to contact and what action plan they need to do in an emergency – Our generic emergency procedures are attached which can be utilised.

Why we need this information

To help you if something goes wrong, we can assist. We would call the next of kin and deal with challenging situations and media attention. We can assist with travel arrangements and accommodation in difficult situations. We will insure your activity and provide guidance and assistance to ensure that a safe and enjoyable trip happens.

What you need to be aware of as organisers:

- Emergency Procedure and useful Students Union contacts for if an accident happens. Have an Accident Report form available to be submitted to the AU on return, which will help with insurance claims.
- Social policy – Behaviours and representation of Cardiff University. This is important to be aware of as although you are out of the vicinity of Cardiff and your activity has a social element to it, you are providing an organised registered trip consisting of members of Cardiff University, so you have to ensure that the activity and the members are representative of Cardiff University and Cardiff Students Union
- Insurance. The Students Union provided elements of insurance to cover Public Liability and Club equipment. Equipment going abroad needs to register club equipment taken with the Students Union so that suitable cover is applied with our Insurers. The following cover is provided for registered activities.
 - Personal Accident policy (Gold for Societies; Platinum for Clubs). All benefits extend worldwide with the exception of repatriation cover (i.e. the cost of taking someone to hospital after they have been injured).
 - Public Liability insurance: this will protect the Societies/Clubs against claims made against them from a third party alleging negligence. (If an individual's negligent actions are felt to be outside the control of the society/club, then the insurance may not necessarily operate e.g. criminal activity).
 - Smallcraft policy: provides cover for items specified on the schedule whilst within the European Union member states as well as Croatia, Norway and Switzerland. Remember to arrange additional insurance if clubs are taking equipment which is on loan to you
 - We do not cover travel / personal equipment / belongings insurance. This will also need to be taken out by members suitable to the value of the items. If you are looking to obtain travel insurance for your group, you can go to the following link on Endsleigh's website:-
<https://travel1.endsleigh.co.uk/singletrip.aspx?companyID=TVLINTR&agent=80333>
 - Speak to the Students' Union if you are not sure what cover you need to organise for your trip.
- Equipment



You need to plan what equipment is required to be provided by your club or society and what equipment is required by participants. Remember the transport arrangements as luggage takes space but also added weight. There is risk of overloading vehicles which can void insurance policies

- Finance

Sorting out currency and petty cash is important. You do not want to leave the ferry to find you have no change for the first toll booth in France. Think about how you could access emergency funds.

- Contingency Plans

If plans go wrong that are out of your control such as weather, transport failure or member drop out resulting in income loss. You need to consider alternative plans to keep participants happy and safe, a dynamic risk assessment might be needed to take into account changeable factors on the day and if you are not happy for safety reasons it is OK to say NO and stop activity.

What your members need

- Trip pack: to include

- Itinerary
- Destination
- Accommodation details
- Emergency contacts
- Behaviour advice- see above
- General advice about the county visiting
- Transport arrangements
- Suitable equipment and clothing

- Insurance and **EHIC**

As mentioned suitable travel insurance is important. Think about the activity and what suitable insurance is needed. Speak the Students Union if you are unsure

Also a valid in date EHIC card is required to get medical help abroad without the cost being charged to the individual.

<http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx>

- Passport and Identification

Don't forget important identify documents. Always carry a photocopy for emergencies.



RELEVANT DOCUMENTS

- Trip Pack Template
- Risk Assessment Template
- Activities Emergency Procedures
- Accident Report Form
- Damage and Loss Form
- Social Policy – Behaviours and Representation
- Insurance Overview
- Checklist for Organised Tours Overseas.
- Trip Form

