



SAFETY CHECKLIST:
OVERNIGHT TRIPS AND/OR
ABROAD



Overnight trips and/or travel abroad:

essential safety checklist

Trip details	
Event name	
Date	
Purpose of trip	

Planning	
<input type="checkbox"/> When is the trip	<input type="checkbox"/> Who(staff/volunteers/participants) is coming on the trip
<input type="checkbox"/> Where is the trip	<input type="checkbox"/> Risk assessment of activity

Communication with parents/carers		
<input type="checkbox"/> Destination, sport, and accommodation details (address and telephone numbers)	<input type="checkbox"/> Name and number of lead club/team manager	<input type="checkbox"/> Safeguarding arrangements (reporting concerns, supervision, etc.)
<input type="checkbox"/> Drop-off and pick-up times	<input type="checkbox"/> Transport arrangements	<input type="checkbox"/> Competition details
<input type="checkbox"/> Kit and equipment list	<input type="checkbox"/> Codes of conduct	<input type="checkbox"/> Consent form
<input type="checkbox"/> Emergency procedures, home contacts	<input type="checkbox"/> Process for young person contacting parent	<input type="checkbox"/> Local culture and language
<input type="checkbox"/> Process for parent contacting coach or young person	<input type="checkbox"/> Information re medical conditions (including allergies) or impairments, medication, and frequency of administration.	

Travel itinerary including:

<input type="checkbox"/> Drop off and pick up times and locations.
<input type="checkbox"/> Flight/train/travel times
<input type="checkbox"/> Accommodation details (including address, telephone, and website if available)
<input type="checkbox"/> Schedule of trip
<input type="checkbox"/> Competition details
<input type="checkbox"/> Emergency contact details (Relevant staff, coach, club, club welfare, hotel, competition destination(s), etc.

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<input type="checkbox"/> Name and number of local club/team manager
<input type="checkbox"/> Local hospital

Transport	
<input type="checkbox"/> Drop-off and pick-up times	<input type="checkbox"/> Suitability and accessibility
<input type="checkbox"/> Journey times and stopping points (risk assessment for stops)	<input type="checkbox"/> Drivers checked (NVB/DBS, and valid licence to operate a vehicle)
<input type="checkbox"/> Supervision	<input type="checkbox"/> Insurance covering transport

Accommodation	
<input type="checkbox"/> Type (hotel, hostel, hosting, camping, etc.) Are there any additional considerations or equipment required for the accommodation? E.g., tent, sleeping bag, pillow, towel?	<input type="checkbox"/> Suitability for group, including accessibility
<input type="checkbox"/> Pre-event visit and risk assessment made	<input type="checkbox"/> Room checks at the start and conclusion of the stay (with children's knowledge) checking for risks, vulnerabilities, damage or leaving valuables behind.
<input type="checkbox"/> Catering, special diets, food allergies	<input type="checkbox"/> Supervising adults' sleeping arrangements
	<input type="checkbox"/> Room lists

Preparing Athletes		
<input type="checkbox"/> Local culture, language, or any provisions for communication	<input type="checkbox"/> Currency	<input type="checkbox"/> Maps of area
<input type="checkbox"/> Food and drink	<input type="checkbox"/> Telephones	<input type="checkbox"/> Safe sport away information
<input type="checkbox"/> Expectations on dress and behaviour		

Supervision and staffing		
<input type="checkbox"/> Ratio of staff to athletes	<input type="checkbox"/> Specialist carers if required	<input type="checkbox"/> Cover for all in sport and free time periods
<input type="checkbox"/> Ratio of suitable gender staff to athletes for supervision in gender-specific spaces	<input type="checkbox"/> Clear responsibilities	

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Documentation	
<input type="checkbox"/> Travel tickets, railcards, etc.	<input type="checkbox"/> Check non-ROI/UK/non-EU nationals' passports to ensure they are within any out-of-date restrictions, and they have their own passport that enables them to travel without family members.
<input type="checkbox"/> Passport, visas	<input type="checkbox"/> Accommodation and travel booking documents

Insurance		
<input type="checkbox"/> Liability	<input type="checkbox"/> Accident	<input type="checkbox"/> Medical

Emergency procedures	
<input type="checkbox"/> First aid in line with guidance from Mountaineering Ireland	<input type="checkbox"/> Details of British embassy/consulate
<input type="checkbox"/> Specific medical information available	<input type="checkbox"/> Access to administration details of medication
<input type="checkbox"/> Information on local emergency medical services, hospitals, etc	<input type="checkbox"/> Health Insurance Card

For more information on this topic, see the CPSU briefings on [away day trips](#) and [overnight trips and international travel](#).