**HSV: 936 – Coach Trip where vehicle and driver are hired**

**Revision 14 – February 2024**

Applies to coach trips where vehicle and driver are hired and the company, setup and manage the vehicle and the emergency arrangements. Attending volunteers or members of staff do not provide personal care that would normally be delivered by carers.

**Action before the event**

The event organiser (may also be referred to as the named contact) must:

1. Check the vehicle can accommodate the accessibility and welfare needs of attendees including suitable lavatories and washing facilities if appropriate.
2. Check vehicle emergency arrangements (such as what to do if there is a fire or first aid is needed)
3. Check the organisation providing the vehicle is a member of a breakdown service and that is aware individuals with mobility issues may be transported.
4. Keep a list of attendees in case of emergency ([HSV: 111A - Attendance sheet](https://volunteers.mssociety.org.uk/resources/4736) available if needed for this)[.](https://volunteers.mssociety.org.uk/resources/4736)
5. Agree a *“named contact”* to be available during the event to deal with any emergencies, problems or questions.
6. For outside events, ensure a plan is in place in case the weather changes.
7. If you are arranging for a photographer to attend please contact the Digital and Services team at [mailto:stories@mssociety.org.uk](mailto:stories@mssociety.org.uk.) to discuss what is needed

Prior to the event, the event organiser must:

* Provide details of the event organiser (name and mobile phone number).
* Provide location address (map if appropriate) of the venue.
* Ask attendees to bring emergency contact details in case of emergency.
* Advise attendees that they should, where appropriate, bring their own snacks as food facilities will be limited to what is available at the venue.
* Advise attendees that if they have specific needs that require Personal Care, they must bring an appropriate carer with them. If you need further information about this you can find it at:[PC volunteer info](https://volunteers.mssociety.org.uk/resources/personal-care-policy) or [PC staff info](https://axon.mssociety.org.uk/Interact/Pages/Content/Document.aspx?id=1086&utm_source=interact&utm_medium=quick_search&utm_term=Personal+care+)
* If it is not possible to avoid lone working, check attendees have viewed the MS Society lone working policy. These policies can be found at: [LW volunteer info](https://volunteers.mssociety.org.uk/lone-volunteering) or [LW staff info](https://axon.mssociety.org.uk/Interact/Pages/Content/Document.aspx?id=10967&utm_source=interact&utm_medium=quick_search&utm_term=lone+)
* If under 18’s or vulnerable adults will be attending the event please go to our safeguarding guidance at: [SG volunteer info](https://volunteers.mssociety.org.uk/safeguarding) or [SG staff info](https://axon.mssociety.org.uk/Interact/Pages/Section/ContentListing.aspx?subsection=3140) for details on what is needed.
* If you have queries regarding disclosure checks, present these to the Volunteer Support Team if you are a volunteer, or your line manager if a member of staff.

**Action on the day**

Keep a charged mobile phone available in case of emergency.

Provide attendees with *“named contact”* details*.*

Inform attendees of the trip rules (time between breaks, etc.); what emergency arrangements are in place; that they will be expected to deal with everyday risks and that they should use facilities as specified by the driver.

**Action after the event**

If an accident or incident occurs as part of the event it must be reported on the appropriate form (HSV: [122](https://volunteers.mssociety.org.uk/resources/HSV-122)/[123](https://volunteers.mssociety.org.uk/resources/HSV-123)), and returned as instructed on the form.

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| **ACTION PLAN** | | | | |
| Where the event is being organised for the MS Community (whether listed Groups or others affected by MS) the event organiser (Volunteer or Staff) running this activity should sign to confirm the above actions will be completed, and upload this document along with any copies of Public Liability Insurance to the Portal. Please inform the Volunteer Support Team ([volunteersupport@mssociety.org.uk](mailto:volunteersupport@mssociety.org.uk)) when this has been completed.  Where the event is primarily for fundraising, open to the public and not restricted to the MS Community; MS Society staff running this activity should sign to confirm the above actions will be completed, and upload this document along with any copies of Public Liability Insurance to the relevant folder on [SharePoint](https://mssoc.sharepoint.com/sites/DigitalandServicesDirectorate-HealthandSafety/Shared%20Documents/Forms/AllItems.aspx?FolderCTID=0x0120002EF64DDD0A18CB43881D2688F9E30E8D&id=%2Fsites%2FDigitalandServicesDirectorate%2DHealthandSafety%2FShared%20Documents%2FHealth%20and%20Safety&viewid=44c21969%2D6bbf%2D4dad%2D8185%2D0f8f779e8198). Please inform the Health and Safety Team ([healthandsafety@mssociety.org.uk](mailto:healthandsafety@mssociety.org.uk)) when this has been complete  This form will need to be updated and signed   * for each new event * if the coach company makes changes * if the event organiser changes * or at the annual review whichever is first | | | | |
| Date of event | Type of event/ venue address | Date event logged on Portal/ SharePoint | Name of MS Society event organiser | Signature of MS Society event organiser |
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