

TRAVELLING TO A SOCIETY ACTIVITY/EVENT

Heading off campus for a society activity or event is exciting! There is a big world of opportunities out there and we encourage you to explore them.... But to do so safely! This guidance will help you make informed decisions with the safety and wellbeing of you and your members in mind.

You are required to carry out a risk assessment and submit this [form](#) to your Student Activities Team.

You are also required issue tickets to attendees via the UUSU website once your activity/event is approved to take place. You can read more about how to do that [here](#).

You should provide all attendees with some pre event info which clearly details:

- Society rep contact details;
- A short blurb about the activity/event to set expectations;
- The meet up point;
- Departure location;
- Departure times;
- Taxi numbers and alternative methods of transport;
- Any relevant health and safety considerations;
- Advice regarding footwear and clothing where applicable;
- Other information specific to your event.

- If you are taking public transport please advise members if they are responsible for paying their way or if this will be covered by the society.
- If you are car sharing, please let us know by submitting [this form](#).
- If you wish to take a private bus, we recommend you book the services of J&K coaches. You can request a quote from them by emailing info@jandkcoaches.com

If you want to use a different bus operator you should ask them to provide the following:

- Public liability insurance
- Risk assessment
- Written confirmation from the bus company (this may be within the Risk Assessment) that:
 - They hold a valid Public Service Vehicle operator's licence issued within the UK;
 - They have valid insurances for all vehicles;
 - They have employers' liability insurance;
 - They can confirm their vehicles have valid MOT certificates.



When issuing tickets for an off-campus event be sure to:

- Ask attendees to provide emergency contact details;
- Enquire if they have any special requirements, you should be aware of
- If the activity/event is catered, ask about dietary requirements and allergies.