

Guidance for planning and running trips abroad

This guide is for students who are planning and leading trips abroad as part of a Students' Union affiliated club or society.

The purpose of this guidance is to:

- help you plan a successful and enjoyable trip.
- clearly explain your responsibilities as a trip leader.
- set out what the Students' Union expects from you.
- ensure risks are identified, reduced, and managed appropriately.

Trips abroad are a fantastic opportunity for students. They also involve higher levels of risk, cost, and responsibility than most on-campus activity. This guide is designed to support you to plan confidently and to act appropriately if something goes wrong.

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1. What Counts as a Student Group Trip Abroad?

A student group trip abroad is **any trip abroad** that is organised under the name of a Students' Union affiliated club or society. **Only current registered students can attend trips.**

This includes trips abroad either organised through a tour operator or independently. Trips might include things such as tours, competitions, study visits, cultural trips, socials.

All trips must be **registered with and approved by the Students' Union before any bookings are made or payments are taken.**

2. Trip Leaders, Organisers and Duty of Care

What is Duty of Care?

As a trip leader, you have a duty of care to take **reasonable and proportionate steps** to protect the safety and wellbeing of participants.

This means:

- planning ahead.
- identifying foreseeable risks.
- putting sensible control measures in place.
- communicating clearly with participants.
- acting appropriately if concerns arise.
- Calling out unsafe practice and behaviour.

Trip Leadership

All trips must have a minimum of two trip leaders who take overall responsibility for the trip.

Trip leaders are responsible for:

- planning and coordination.
- Ensuring that trips are only open to and can only be attended by current registered students.
- Considering specific health and safety aspects of the trip.
- communication with participants – including holding a trip briefing and providing guidance well in advance.
- holding participant and emergency information – including any medical and/or disability information.
- responding to incidents and emergencies.

- Considering first aid requirements, first aiders on the trip, and the provision of first aid kits.
 - Providing guidance and information to participants well in advance – including things such as health and safety information, important contact information, visa information, insurance requirements, information on what to take, and what to do in an emergency.
 - liaising with the Students' Union.
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3. Early Planning: Getting the Foundations Right

Purpose and Objectives

Before planning logistics, be clear about:

- why you are running the trip.
- what participants will gain from it.
- whether it is social, educational, cultural, or activity based.-based.

Clear objectives will guide things such as destination choice, activities, budgeting, expectation of participants.

Destination Choice and Travel Advice

Before committing to a destination, you must:

- check **UK Foreign, Commonwealth & Development Office (FCDO)** travel advice (www.gov.uk/foreign-travel-advice).
- ensure travel is not advised against.
- consider political stability, crime, health risks, and local laws.
- consider cultural norms and expectations.
- Check the visa requirements of your trip. There may be occasions where international student members need a specific vis.
- Check if there is any vaccination or medical advice for the destination country.

FCDO advice must be monitored throughout planning and before departure.

4. Tour Operator Trips vs Self Organised Trips-Organised Trips

Trips Using a Tour Operator

Many student trips abroad use tour operators.

If you do:

- the operator must be **ABTA and/or ATOL registered**;
- the operator will usually manage transport, accommodation, and activities;
- the operator holds primary liability for their services.

However:

- you still have a duty of care as trip leaders;
- the trip must still be registered with the Students' Union;
- you must understand what is included and excluded in the package;
- you must still provide participant briefings and emergency information.

Trips Without a Tour Operator

If you plan a trip independently:

- responsibility and risk sit more heavily with you as organisers;
- you are responsible for transport, accommodation, activities, budgeting, and safety;
- more detailed risk assessments and emergency planning are required.

These trips usually require:

- earlier notification to the Students' Union;
 - additional scrutiny and support.
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5. Budgeting and Financial Planning

Budgeting is critical and **all trip related income and expenditure must go through your group's account**

Core Principles

- All income and expenditure must go through your student group account.
- Do not collect or hold large sums of money personally.
- Do not assume all tickets will sell.
- Build in contingency for price increases or cancellations.

What Your Budget Should Include

Things to consider in your budget are:

- transport (including transfers).
- Accommodation.

- activities and excursions.
- entrance fees.
- food (if included).

Transparency and Accessibility

Participants must be told:

- exactly what is included in the price.
- what is not included.
- refund and cancellation arrangements.
- likely additional costs.

Trips should be planned with affordability and accessibility in mind.

6. Health & Safety Principles

Health and safety is about **anticipation, communication, and sensible control of risk.**

Non-Negotiables

- every trip must be risk assessed.
 - trips must be registered and approved.
 - leaders must understand the risk assessment.
 - participants must be briefed and the risk assessment shared.
 - incidents and near misses must be reported.
 - Unsafe practice challenged.
 - relevant National Governing Body guidance must be followed.
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7. Risk Assessment Considerations

Every trip must be risk assessed by the trip leaders.

Risk assessments should identify; hazards, who may be harmed, control measures to reduce the risk, and who is responsible.

Appendix E lists a number of hazards which trip organisers will need to consider, along with suggestions of controls to mitigate the risk. This can be used to help complete the trip risk assessment.

The list is not exhaustive and when putting the risk assessment together trip leaders must consider all relevant hazards associated with the trip, and the necessary controls which should be put in place.

In summary, trip leaders should consider risks relating to (this list is not exhaustive and should be considered in relation to the specifics of the trip):

- **Travel** – flights; ferries; trains; coaches; delays and cancellations; road safety; traffic accidents
- **Accommodation** - fire safety; security; room allocation; balconies and windows; hygiene and sanitation.
- **Activities** - sport, adventure, or physical activities; water based activities; large crowds and events; excursions and sight seeing.-based activities;
- **Medical and Welfare** - existing medical conditions; allergies; minor illnesses on the trip; infectious diseases; vaccinations; access to healthcare; medical emergencies; conflict within the group.
- **Personal Safety** – theft and loss of property; getting lost or separated; alcohol related risk; harassment.-related risk
- **Location Specific Risks** - weather and climate; natural hazards; political unrest; cultural or legal restrictions.-**Specific Risks**
- **Specific risks related to trip activities** – specific trip related hazards and risks must be assessed.

Risk assessments must be reviewed if plans change.

8. Preparations before Travel

Before the trip, trip leaders must:

- ensure participants understand insurance requirements – **remember the SU does not provide insurance. Advise all participants that they must have their own medical/travel insurance which cover all aspects of the trip including any activities.**
- ensure all plans are in place – such as; transport, accommodation, activities, safety.
- collect participant details (including mobile numbers) and emergency contacts – **ensure these are shared with the SU via the relevant form.**
- collect relevant medical and accessibility information securely - **ensure these are shared with the SU via the relevant form.**
- identify where the nearest medical facilities are – save these details.
- Identify where the nearest consulate and/or embassy is for the nationality of each person on the trip – save these details.
- issue a detailed participant information pack.
- hold a pre trip briefing.-trip briefing

- ensure detailed information as laid out in Appendix C: Key information for participants, is provided and understood by participants.
- check weather conditions
- Think about contingency plans and “plan Bs” in the event of unforeseen circumstances such as flight cancellations.

Participants should clearly understand the itinerary, what organised activities are taking place, what they need to take, travel details, accommodation details, the schedule and timings, health and safety considerations, and emergency procedures. They should also be given important phone numbers to save such as the trip leaders’, reputable taxis, accommodation, emergency services.

9. During the Trip: Expectations of Trip Leaders

While abroad, trip leaders should:

- keep participant and emergency details accessible at all times.
 - carry emergency contact numbers.
 - carry out headcounts where appropriate.
 - ensure people stay together – at least in pairs.
 - Stick to the itinerary and if updated ensure everybody knows.
 - monitor wellbeing and group dynamics.
 - ensure at least one leader remains sober on any nights out.
 - intervene early if safety or behaviour becomes a concern.
 - Make participants aware of any local customs or laws and to follow these.
 - escalate serious concerns promptly.
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10. Emergencies Abroad – key principles

If an emergency occurs:

1. ensure immediate safety.
2. contact local emergency services if appropriate.
3. provide first aid if needed and if trained.
4. do not leave affected individuals alone.
5. contact University Security / Students’ Union if appropriate.

6. contact the British Embassy or Consulate where appropriate.

You can see some “what” if scenarios in appendix B

11. Conduct, Inclusion and Safe Socialising

Participants are expected to:

- follow the Students’ Union Code of Conduct and policies;
- respect local laws and customs;
- behave responsibly and safely;
- avoid pressuring others into drinking or activities.

Trips should:

- offer inclusive, non-alcohol-focused options;
 - avoid initiation-style behaviour;
 - promote a culture of mutual care.
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12. After the Trip

After returning:

- report any incidents or near misses;
 - securely delete personal and medical data in line with GDPR;
 - review what worked well and what could improve;
 - share learning with future committees.
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13. What If Something Goes Wrong?

Even with good planning, things can go wrong. It is important to know what to do when something goes wrong abroad, as this might be different to responding to something going wrong at home. You should respond calmly, proportionately, and escalate concerns appropriately.

Key principles if something goes wrong:

- **Prioritise safety** over schedules or plans.
- **Act early** rather than waiting for a situation to escalate.
- **Get professional help** where needed.

- **Keep clear records** of what happened and what actions were taken.

Common scenarios include:

- illness or injury
- lost or stolen documents
- travel disruption or cancellations
- accommodation issues
- serious behaviour or conduct concerns
- mental health crises

If an issue feels serious, unusual, or beyond your confidence, you should contact University Security Services number (+441248 382795) who will liaise with Students' Union.

Make sure you take a look at Appendix A, B and C.

Appendix A: Key Steps to Take in an Emergency Abroad

This appendix provides a clear, step-by-step framework for responding to emergencies while abroad.

1. **Ensure immediate safety**

- Remove anyone from danger if it is safe to do so
- Do not put yourself or others at further risk

2. **Assess the situation**

- Is anyone injured, missing, or at risk of serious harm?
- Does emergency medical or police support appear necessary?

3. **Contact local emergency services if needed**

- Use the local emergency number (e.g. 112 in many countries)
- Clearly state your location and the nature of the emergency

4. **Provide first aid if trained**

- Only act within your level of competence
- Do not delay professional medical help

5. **Stay with affected individuals**

- Ensure they are not left alone
- Reassure them and keep them informed

6. **Escalate appropriately**

- Contact University Security on +441248 382795 who will liaise with the Students' Union and will contact the Students' next of kin if necessary.
- Contact the British Embassy or Consulate if relevant

7. Record what happened

- Note times, actions taken, and who was contacted
- This will be important for follow-up and reporting

Appendix B: Some “what if” scenarios

This appendix provides some “what if” scenarios and how to respond.

Someone loses their passport abroad/it gets stolen: They need to report the loss to the police and get a certificate of loss from them. Then take that certificate to the British Consulate and apply for a replacement passport.

There is a medical emergency: Call the number for emergency services in the country you're in (or call 112). If there's a First Aider nearby, get their help. If it's serious, call University Security Services (+441248 385795) who will contact the next of kin if necessary. The person's travel insurers may need to be informed early, if a claim is to be made.

Someone goes missing: Ask participants, accommodation reception and activity providers if they have seen them. Try to contact them on the phone. Contact the British Consulate who can get in touch with local police and hospitals. Call the University Security Services number (+441248 382795) who will inform the Students' Union on your behalf and will contact the students' next of kin if necessary.

Someone gets arrested: Contact the British Consulate. Call the University Security Services number (+441248 382795) who will inform the Students' Union on your behalf and will contact the students' next of kin if necessary.

Someone is unwell: Drink plenty of fluids. Paracetamol can often be taken for the relief of any fever or aches and pains – go to a local pharmacy for advice and check the person has no allergies to any medications. Contact a local doctor, pharmacist or non-emergency phone number for advice if symptoms persist.

Appendix C: Safety Advice When Travelling Abroad

The following advice should be shared amongst trip leaders and with participants.

General Safety

- Be aware of your surroundings at all times
- Follow local laws and customs
- Avoid unnecessary risks, especially in unfamiliar environments

- Stay together, in at least pair.
- Agree meeting points.

Personal Belongings

- Keep valuables secure and out of sight – especially in crowded areas.
- Use hotel safes where available
- Avoid displaying large amounts of cash

Travel and Transport

- Follow agreed travel arrangements
- Use reputable transport providers
- Wear seatbelts where available

Health and Wellbeing

- Stay hydrated and manage exposure to heat or cold
- Take regular breaks during busy itineraries
- Seek medical help early if unwell

Alcohol and Socialising

- Drink responsibly
- Look out for others in the group
- Never pressure others to drink or participate

Appendix D: Key Information for Participants

This information should be provided to all participants before leaving for the trip.

Participants should be told:

- the purpose and outline of the trip
- key dates, times, and meeting points
- accommodation details and contact information
- any important phone numbers such as trip leaders', emergency services in destination country.
- who the Trip Leaders are and how to contact them
- what activities are organised
- What to bring on the trip

- what to do if they feel unwell, unsafe, or concerned
- expectations and responsibilities for them (see appendix E)

Participants must ensure:

- **they have valid passports** – they should also take photos of their passport with them on the trip in case of emergencies. They also take other forms of ID abroad with them.
- **they have valid visas if required** - It may be a requirement to obtain a visa to enter the destination country or for any flight transfers. This might be more complicated for international students, and there may be occasions where it's impossible for certain nationalities to obtain a visa for certain countries. Attendees need to check if they require a visa. Trip leaders should also make attendees aware.
- **they hold appropriate travel and medical insurance** - This is not provided by the SU. It must be obtained individually and must cover all activities that will be participated in. Attendees are responsible for sourcing adequate travel insurance. Trip organisers should advise on what activities need to be covered. **Remember to take your policy number and the 24 hour emergency number with you.**
- **they have a working mobile phone** - they should ensure their mobile phone will work in the destination country.
- **they save important numbers and information** – carry and save emergency contact numbers, trip leaders' details and insurance information (including policy number and contact number). Make sure it is easy to access.
- **they save useful contact information** - save other relevant contact details, such as accommodation and taxis.
- **they let family/friends know their plans** - let them know in advance exactly where they're going and when they're expected to be back.
- **they take responsibility for their luggage and valuables** - pack it themselves and keep it with them or locked away safely, at all times. They are responsible for personal effects and should obtain their own insurance for this.

Appendix E: Expectations and Responsibilities for Participants

When joining a student group trip abroad, participants are expected to:

Personal Responsibility

- Take responsibility for their own behaviour and choices
- Look after their own belongings and documents
- Follow reasonable instructions from Trip Leaders

Health and Safety

- Follow safety briefings and guidance
- Disclose relevant medical or accessibility needs in advance
- Seek help early if feeling unwell or unsafe

Conduct and Behaviour

- Follow the Students' Union code of conduct and policies
- Respect local laws, customs, and cultures
- Treat others with respect
- Avoid behaviour that puts themselves or others at risk

Failure to meet these expectations may result in removal from activities and referral to Students' Union and/or University processes.

Appendix F: Risk Assessment Guidance for Trips Abroad

Trip organisers are responsible for ensuring the health and safety of those taking part in the trip and for the trip itself. Trip organisers have a responsibility to consider all health and safety aspects of the trip, and to ensure a suitable risk assessment has been carried out.

Trip organisers must understand and agree to abide by the risk assessment and provide this to participants of the trip in advance.

Below is a table which lists a number of hazards which trip organisers will need to consider, along with suggestions of controls to mitigate the risk. This can be used to help complete your risk assessment.

This list is not exhaustive and when putting the risk assessment together trip leaders must consider all relevant hazards associated with the trip, and the necessary controls which should be put in place.

Hazards and risks to consider	Examples of controls which could be put in place to reduce the risk of the hazard.
Travelling to and from the destination – could people get lost, be left behind, have an accident	• Trip leader/s carry name list of all participants and mobile number. • Ensure head counts and tick of peoples names before departure. • No alcohol consumption in vehicles. • Trip leader/s should carry University Security Services number (+4412348 382795) • No hitch hiking is permitted. •
Attendees getting lost – could people on the trip get lost and	• Attendees given trip leaders' contact details before trip an advised to save in phone.

become distressed due to unfamiliar areas.	• Trip leaders provide attendees with key contacts sheet to take with them on the trip. E.g. Taxis, hotel. • Trip leaders ensure all attendees have address and contact information of the accommodation. • Trip leaders encourage all attendees to swap numbers prior to trip. • Trip leaders do head counts and registers on a daily basis at agreed times and places to ensure all people accounted for. • Trip leaders identify designated meetings points and times. • Attendees informed to stay in at least pairs and not to go anywhere alone. • Attendees advised to ensure mobile phone and data works at destination prior to trip. • Trip leaders establish shared trip group chats on platforms such as WhatsApp and Facebook messenger. • Trip leaders to advise participants before the trip that if they become lost to message the trip leaders through designated chat, such as Whatsapp, Facebook etc
Transport cancellations - could flights get cancelled meaning people will not be able to reach destinations or travel home.	• Trip leaders review flight times schedules prior to trip • During trip, trip leaders regularly review flight times to check for cancellations and information. • Trip leaders ensure each attendee has appropriate insurance for the duration of the trip to cover cancellations of transport. • Trip leaders ensure attendees have easy access insurance details and contact information.
Adverse weather – could the weather impact if the trip can go ahead, lead to people becoming injured or becoming unwell. Could people suffer heat or cold injury or risk getting sunburnt.	• Trip leaders monitor weather at destination for weather warnings prior to trip. • Trip leaders inform attendees to use sunscreen in strong sun. • Trip leaders inform attendees of appropriate clothing needed. • Trip leaders give attendees a brief to advise them on suitable clothing to bring and use of sunscreen if necessary. • Trip leaders ensure each attendee has appropriate insurance for the duration of the trip to cover cancellations if this is necessary due to adverse weather. • Trip leaders to encourage participants to keep well hydrated and drink regularly in hot conditions.
Inappropriate behaviour from attendees	• Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services

	• Trip leaders to advise participants on local laws and customs before trip to ensure understanding of any cultural differences. • Binge drinking discouraged. • Participants to be advised to always stay in at least pairs. • Inappropriate behaviour of participants challenged. • Trip leaders ensure participants are aware of expected behaviours and that they are responsible for their own behaviour and choices. • Trip leaders to ensure participants are aware to follow the Students' Union code of conduct and policies, respect local laws, customs, and cultures, treat others with respect and avoid behaviour that puts themselves or others at risk • If any participant engages in serious inappropriate, the trip leader should be notified, and the emergency services should be called. University Security Services should be notified so that they can liaise with the SU and next of kin contacted if necessary. • Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details
Terrorism incident	• Trip leaders check UK Foreign, Commonwealth & Development Office (FCDO) travel advice and ensure travel is not advised against. • Trip leaders to continuously monitor political situation of the country they are entering. • Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details • Organisers to have a record of and share details of the consular office for the nationality of each participant • Participants to have copies of passport and insurance documents. • Stay away from large gatherings or demonstrations • In case of an incident follow the UK's Run, Hide, Tell guidance - https://www.counterterrorism.police.uk/runhidetell • Follow advice of in country emergency services and contact consular office. • When safe to do so, the trip leader should contact Security Services who will liaise with the SU.
Incidents restricting travel, health and wellbeing – could there be natural disasters, pandemics, political incidents	• Trip leaders check UK Foreign, Commonwealth & Development Office (FCDO) travel advice and ensure travel is not advised against. • Trip leaders to continuously monitor political situation of the country they are entering.

	• Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details • Organisers to have a record of and share details of the consular office for the nationality of each participant • Participants to have copies of passport and insurance documents. • Stay away from large gatherings or demonstrations • Follow advice of in country emergency services and contact consular office. • When safe to do so, the trip leader should contact Security Services who will liaise with the SU.
Lost or stolen passport	• Attendees informed to take additional form of identification as well as copy of passport with them on trip. • Trip leaders should have number for British Consulate in the relevant country available to notify.
Drinking alcohol and activities involving alcohol – this could lead to illness, dehydration, accidents, injuries, incidents and alcohol poisoning	• At least one trip leader to remain sober. • Participants all informed that nobody should be pressured to consume alcohol. • Binge drinking discouraged. • Participants to be advised to always stay in at least pairs. • Inappropriate behaviour of participants challenged. • Initiation style activities and behaviour not permitted. • If any participant is seriously unwell, the trip leader should be notified, and the Emergency Services should be called. If the injury is serious then University Security Services should be notified so that they can liaise with the SU and next of kin contacted if necessary.
Crime – could there be a risk of theft, violence, harassment or abuse	• Participants encouraged to stay in groups at all times. • Participants encouraged to stay to well lit areas. • Participants to use public transport and/or reputable taxis. • Trip organisers familiarise themselves with countries emergency numbers • Trip leaders to advise participants on local laws and customs • Stay away from large demonstrations. • Organisers to have a record of and share details of the consular office for the nationality of each participant • Participants advised not to intervene if they see criminal activity and to call emergency services.

	• Participants advised to give over valuables in the event of a confrontation to prioritise own safety. • Report all incidents to local emergency services. • Participants informed that they are responsible for their personal effects, and should take out separate insurance to cover their high value items. • Trip leaders check UK Foreign, Commonwealth & Development Office (FCDO) travel advice and ensure travel is not advised against.
Travelling around the location – large groups can make it difficult to get around and are harder to manage.	• Advise the group to look out for one another. • Where required, split people into smaller groups so that large groups do not form which are hard to check if anyone is lost – and assign people to do head counts. • Trip leaders familiarise themselves with locations in advance. • Reputable taxi numbers shared. • Public transport options shared with participants in advance. • No alcohol to be consumed on coaches and buses • No hitch hiking is permitted
Traffic – accidents or collisions could occur. This could include when crossing streets/roads	• Avoid driving own vehicles and travel by public transport, hire of coaches/buses with reputable company. • Participants advised they must use seatbelts on transport where it is available. • Encourage participants to use pedestrian crossing wherever possible. • Remind participants that traffic may come from directions they are not used to in unfamiliar locations and when overseas. • Participants encouraged to take care when crossing busy streets and when negotiating paths. Also encouraged to wear appropriate footwear when travelling by foot. •
Carrying valuables – valuables could be lost or stolen	• Participants advised prior to the trip to keep valuables secure and hidden • Advise participants to have access to personal emergency money, for food/water/travel in the event of robbery, e.g. via telephone • Stay away from large gatherings or demonstrations • Advise participants to bring a photocopy of their passport. • If passport lost, make an official report and contact the nearest embassy or consulate • Participants advised they should check that their bedroom doors are secure. If locks are loose or faulty, this should be reported immediately to the hotel staff.

	• Organisers to have a record of & to share details of the consular office for the nationality of each participant • Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details
Participants having an accident/injury	• The trip leader should ask participants to notify them of any relevant medical conditions or needs. • The trip leader should advise all participants to purchase appropriate travel and medical insurance to cover all activities. • The trip leader should advise all participants to take a Global Health Insurance Card (GHIC) on the trip, plus appropriate travel and medical insurance. This insurance should include cover for all activities. • The trip leader should keep a list of all participants details, emergency contact information and medical information with them during the trip. In the event of a serious accident / injury, the trip leader should contact Security Services who will liaise with the SU. • Trip leaders must share a list of all participants details, emergency contact information and medical information prior to the trip. • Participants provided with relevant emergency services numbers via a briefing document (e.g. 112 number for Europe & Ireland). • Fully stocked first aid kit taken on trip and participants advised of who the first aiders are
Fire at the accommodation	• The trip leader should advise all students to make themselves aware of the nearest fire exits and smoke alarms to their rooms and the communal areas on arrival • Reputable accommodation booked by trip leaders. • If trip leaders spot concerns with fire safety, report to accommodation provider immediately.
Participants becoming unwell	• Participants advised to drink plenty of fluids • Go to a local pharmacy or medical centre for advice and check the person has no allergies to any medications. • Contact a local doctor, pharmacist or non-emergency phone number for advice if symptoms persist. • Trip leader research and take details on the trip of a local medical centre and hospital. • If anyone becomes seriously unwell or has an accident during the trip, the trip leader should be notified and the emergency services should be called.

	• If the sickness or injury is serious then the Trip Leader should contact University Security Services who will liaise with the SU • Trip organisers to advise participants on any vaccinations required for the destination country.
Water – is there is a risk of serious injury or drowning if tours/trips are taking place by the sea, lakes etc, and if activities involve water. Is there a risk of flood or tidal events.	• Participants to always follow activity providers advice, guidance and instruction. • Participants advised that they should only undertake activities to their competency level • Participants reminded to remain vigilant around water. • Ongoing assessment of weather and tidal conditions. Follow local and emergency advice on locations. • Life jackets and PPE to be worn as instructed. • Swimming should be avoided when no lifeguard provision is available.
Accommodation booking falling through – is there a risk that accommodation and sleeping arrangements could fall through and participants are stranded.	• Trip and accommodations planned well in advance. • Trip leaders ensure each attendee has appropriate insurance for the duration of the trip to cover cancellations. • Trip leaders ensure attendees have easy access insurance details and contact information. • Contingencies in place where required including emergency funds.
Food and medication – are there risks of allergies to any food and medication. Does anyone require medication to be securely stored.	• Trip leaders ensure that any allergies are disclosed to them by participants. Trip leader should discuss with the participant if this should be disclosed to others on the trip. • Trip leaders collect medical conditions of participants and if any medication is needed to be taken on trip. • Medication securely stored and kept safe by participant. • Trip leader to advise that spare medication should be brought on the trip. • Identify where emergency medication could be obtained – at local pharmacies or medical centres. • In the vent of a serious medical emergency, emergency services should be called. The trip leader should be informed immediately. • In the event of a serious incident, the trip leader should contact Security Services who will liaise with the SU.
Accommodation – is there a risk of falls from balconies; is it clean with adequate sanitation risking people becoming unwell; will rooms be shared	• If rooms are to be shared, trip leaders to ensure participants are happy with who they will share with. • Individual rooms by trip leaders if required. • Reputable accommodation booked.

and could this cause issues between people.	• Trip leaders to advise participants to be vigilant if on balconies and not to lean over the edge. • Trip leaders to advise participants not to gather on balconies if under the influence of alcohol. • Trip and accommodations planned well in advance. • Trip leaders ensure each attendee has appropriate insurance for the duration of the trip to cover cancellations. • Trip leaders ensure attendees have easy access insurance details and contact information. • If trip leaders spot concerns with accommodation, report to accommodation provider immediately. • Contingencies in place where required including emergency funds.
Group dynamics – is there a risk that there could be conflict within the group which could lead to people falling out	• Trip leaders to ensure participants are aware to follow the Students' Union code of conduct and policies, treat others with respect. • Trip leaders hold pre trip briefing which covers expected behaviours and Respect for different needs, backgrounds, and boundaries. • Trip leaders make participants aware they can speak to them if there is a problem. • Trip leaders be alert to exclusion of individuals, tensions escalating, people withdrawing from the group. • Trip leaders monitor group dynamics, encourage early communication, and address issues promptly to prevent escalation. • Trip leaders take an approach of de-escalation: Speak to individuals privately; Reiterate expectations calmly and neutrally; De-escalate rather than “take sides”; Listen to those involved; Focus on behaviour and impact, not personalities; Remind participants of agreed expectations; Keep brief notes where issues are significant. • If any participant engages in serious inappropriate or unsafe behaviour, the trip leader should be notified, and the emergency services should be called where appropriate. University Security Services should be notified so that they can liaise with the SU and next of kin contacted if necessary.