

## **Trips Abroad**

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### **Clubs, Societies and Committees organising a trip**

If your group is planning a trip abroad or a sports tour then there are extra factors that need to be considered due to you travelling greater distances and being in a different country. All trips abroad and sports tours have to be registered with Student Activities in the Students' Union. This must be done at least a 6 weeks in advance of the trip to allow time for all the procedures to be checked. It is best to come in and see us as soon as you are considering a trip abroad so that we can advise you on all the things you need.

### **Info Needed**

For all groups going abroad with a tour company, we need the following information:

- Tour organiser and contact details
- Departure and return dates
- Destination
- Trip list
- Trip risk assessment
- Tour provider
- Tour provider documentation

### **Who needs what information**

#### **Four weeks before**

As soon as you have it, you should email the following:

- Trip Risk Assessment
- Any Tour Provider Safety Information

#### **Three days before**

In advance of setting off, at least 72 hours before, you must email:

- Trip list including details of:
  - Party members
- Insurance details
- EHIC details
- Emergency Contact (ICE)

#### **On Departure**

Before the trip leaves campus, you must have given to Student Activities;

- A hard copy of your trip list with any last minute amendments.
- Athletic Union Sports Clubs should email the Athletic Union Coordinator Nadine Al-Kudcy on [Athletic.union@aston.ac.uk](mailto:Athletic.union@aston.ac.uk).
- Societies Federation Societies should email the Advice and Membership Manager Richard Broome on [r.broome@aston.ac.uk](mailto:r.broome@aston.ac.uk).

### **Emergency & Serious Incident Procedures**

In the event of an emergency, Aston Security should be contacted on **0121 204 4803** at the earliest available opportunity, stating their activity is related to Aston Students' Union, giving the basic details and scope of incident and contact details.



A near miss is an incident that could have resulted in injury but did not. Any accidents should be reported as soon as possible after the event and usually no more than 24 hours. The near miss reporting form can be found [here](#). Please email the completed form to Nadine Al-Kudcy (athletic.unon@aston.ac.uk) or Richard Broome (r.broome@aston.ac.uk)

Incidents requiring notification to Aston Security, (non-exhaustive list); students hospitalized; missing student; incidents involving the police, arrest of a student; incident likely to cause reputational damage to the University; violent attack.

If in doubt, incidents should be reported.

This is not a complete list and every trip is different; therefore you need to come into Student Activities and see us to make sure you have covered everything.

### What do you need to consider?

When planning a trip abroad there are the usual aspects of a trip which need to be covered such as those in the AU Code of Conduct if an AU Club. You should also consider the following: Visas	Please make your members aware that it is their responsibility to ensure they have an appropriate visa to travel. There are generally few problems with EU students travelling within the EU but if you have international students travelling to other EU countries or your entire party is travelling outside of the EU you should check out whether visas are needed.
Insurance	Everyone must have travel insurance to cover them and their belongings and all the activities you have planned. This can either be a group policy or individual's own policies. Details of every party member's insurance providers must be recorded on the trip list.
European Health Insurance Cards (EHIC)	All EU students need to make sure they have an EHIC card and take it with them; this is for emergency medical care in any EU country. EHIC numbers must be recorded on the trip list.
Travel Arrangements	All travel arrangements should be made with reputable companies. If personal cars are being used, they must be registered with Student Activities. Dates travelled, companies used and methods of transports must be recorded on the trip list. If individuals are joining/leaving the trip, at points other than the start or end, they will be clearly marked on the trip list.
Emergency Procedures	The Trip Organiser must know and have communicated to other members of the party how to contact the emergency services in the country that is being visited. As part of the risk assessment, details of emergency procedures must also be detailed. These should include what happens if a party member gets separated from the group. The Trip Organiser will also ensure that further members of the trip are aware of the emergency procedures.
Money	The Trip Organiser will be clear and communicate to all attendees what activities will take place so individuals can plan their spending and monetary needs. The Trip Organiser will also ensure that everyone on the trip has access to emergency funds in case they are needed while abroad.
Activities	It is best to have all the activities pre-planned and booked before leaving the UK. All activities have a level of risk and it may be the same in the UK as the country that is being travelled to; as would be good practice in the UK, all activities will follow the General Code of Practice or be risk assessed.
Medical	If the trip is visiting a country that requires vaccinations, all members of the travelling party should have had the appropriate vaccinations. The Trip Organiser must check this.