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|             | Events Committee         |
| Date        | <b>5 June 2026 14.00</b> |
| Agenda Item | <b>6</b>                 |

## HTC outings

As the outings cater for those who are older and may have reduced physical ability, it is important that HTC examines every aspect of the way the outings are managed. The aim of this is to ensure that the outings are made as safe for all as they can possibly be.

**Recommendation:** that the committee agrees to the following updates to the Risk assessment:

1. Courier's mobile phone number for each coach to be given to all passengers
2. Any passenger who has a condition, such as epilepsy or a particular allergy, which might result in an unexpected medical incident is asked to tell the courier when boarding the coach. The courier will keep that list to hand throughout the day and destroy after safe return
3. All couriers to have in-date first aid training
4. All couriers to be physically able to assist anyone on the outing who may become ill or suffer an accident



Sarah Greateorex  
Town Clerk