

## DAY TRIP RISK ASSESSMENT CHECKLIST

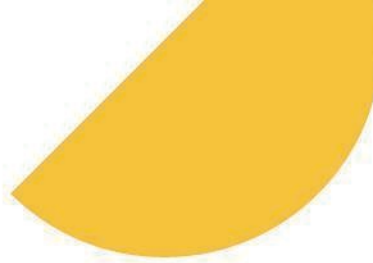
<b>u3a Name: Reigate &amp; Redhill</b>	<b>Date:</b>
<b>Name of person completing risk assessment checklist:</b>	
<b>Interest Group:</b>	
<b>Description of Activity:</b>	

This checklist is to help in the planning for a day trip. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific trip requirements.

Where you identify a particular risk you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the trip takes place and you can add to this during your trip.

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Organising the trip	Has the committee Chair (or nominated committee member) been made aware of the trip and been given a copy of the itinerary, contact details from the Leader.				Details held on BEACON drive in outings folder
	Have all the participants been given the trip itinerary, details of the travel arrangements and contact details for the leader?				
Member Safety	Have the names and contact details of all the members attending been collected and stored securely?				on BEACON
	Have all the participants supplied the details of a person/next of kin who can be contacted in an emergency and invited to state whether they have any mobility or medical issues. Is this stored securely?				
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?				





	Is there a first aid box that is fully stocked and regularly checked? i.e on coach?				

Other identified risks:	What will you do to mitigate these risks?

<b>u3a</b>	<b>Day Trip Risk Assessment Checklist</b>	The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	2.10.2023

