



RISK ASSESSMENT CHECKLIST

1. u3a Name: Reigate & Redhill	2. Date:
3. Name of person completing risk assessment checklist:	
4. Interest Group:	
5. Description of Activity:	

This checklist is to help in the planning for a **[insert activity]**. This is not 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 requirements.

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


Initial the relevant box

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Organising the activity	Has the committee Chair (or nominated committee member) been made aware of the activity and been given a copy of the planned activity and contact details from the Leader.				
	Have all the participants been given details of the planned activity and contact details for the leader?				
Member Safety	Have the names and contact details of all the members attending been collected and stored securely?				
	Have all the participants supplied the details of a person/next of kin who can be contacted in an emergency?				
	Are the participants aware of any impact of the activity on their own health or mobility?				



	Have we asked all attendees to carry a fully charged mobile phone which should be switched on whilst they are participating in the activity?				
	Is there a first aid kit that is fully stocked and regularly checked?				
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?				
	Have all participants been made aware of timings, etc?				

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

	Risk Assessment Checklist		The Third Age Trust
Version	Description of changes	Date of change	Review date
1.0	Original Checklist		[one year later]