**Battle & District U3A Outdoor Activity Risk Assessment**



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| **Coordinator** |  | **When activity takes place** *(Week/Day)* |  |
| **u3a group:** |  | **Date of risk assessment:** | |

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| **Controlling risks** | **Action taken?**  **(click on the box to tick)** |
| Ascertain details and requirements for activity and carry out a recce. |  |
| Advise the group of requirements including any potential hazards and issues relating to health & safety. Explain if the activity precludes those with mobility/other health related issues. |  |
| Be aware of the venue’s health & safety policy and risk assessment. |  |
| Provide details of the location, timings and access and advise members to bring suitable footwear and clothing for the activity and conditions. |  |
| Advise of equipment that is required and costs. |  |
| Keep a list of group members and their contact details. Obtain permissions if contact details are to be shared. |  |
| Give clear information about limiting the group size. |  |
| Prior to the activity taking place check the weather forecast and postpone/cancel the activity if necessary. |  |
| Keep a reserve list of members wishing to join the group when it is full. Update and liaise with the interest group coordinator as appropriate. |  |
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| Additional Information | | |