**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 |