

## Battle & District U3A Outdoor Activity Risk Assessment

<b>Coordinator</b>		<b>When activity takes place</b> <i>(Week/Day)</i>	
<b>u3a group:</b>		<b>Date of risk assessment:</b>	

<b>Controlling risks</b>	<b>Action taken?</b> <small>(click on the box to tick)</small>
Ascertain details and requirements for activity and carry out a recce.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Be aware of the venue's health & safety policy and risk assessment.	<input type="checkbox"/>
Provide details of the location, timings and access and advise members to bring suitable footwear and clothing for the activity and conditions.	<input type="checkbox"/>
Advise of equipment that is required and costs.	<input type="checkbox"/>
Keep a list of group members and their contact details. Obtain permissions if contact details are to be shared.	<input type="checkbox"/>
Give clear information about limiting the group size.	<input type="checkbox"/>
Prior to the activity taking place check the weather forecast and postpone/cancel the activity if necessary.	<input type="checkbox"/>
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.	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Additional Information	