

Cam, Dursley & District U3A

Day Trip and UK Holiday Risk Assessment Checklist

Interest Group	Date
Description of Activity	Destination

Group Organiser Checklist	Yes	Comments
Before travelling advise group members of:		
1) Information on the parking arrangements.		
2) Venue accessibility and any issues.		
3) Refreshment arrangements.		
4) Toilet facilities.		
5) Travel arrangements.		
6) The need to bring footwear or clothing appropriate for the activity.		
7) The need to bring their medication and advise the Group Leader of any health problems (e.g., diabetes) or relevant mobility issues.		
On the day		
1) Ensure all participants are U3A members		
2) Do you have an accident report form? If used, a copy should be sent to the Groups Coordinator		
3) Can you call emergency services if required?		
4) Do you have the names of all attendees and their emergency contact nos.?		
5) Do you have the contact details of the venue and coach driver?		
6) Ensure members are aware of all meeting points and times.		
7) Advise members of a mobile no. to contact in case of emergency.		
8) Do a head count at start of journey, after all stops and on the return journey.		
9) Consider appointing an assistant leader in case of emergency.		
10) During the event please be aware of slip and trip hazards, particularly those caused by trailing bags and coats.		

Exceptional Circumstances

Additional conditions may have to be taken into consideration in running this activity. If so, please consider any measures necessary to reduce hazards involved.

Notes for Exceptional Circumstances

Signed

Dated