**GREAT GLEN U3A OUTINGS RISK ASSESSMENT**

|  |  |
| --- | --- |
| **Type of Outing** |  |
| **Destination / location** |  |
| **Date** |  |
| **Organiser / Leader** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **HAZARD** | | | **Yes** | **No** | **N/A** | **Comments** |
| **Participants** | | |  |  |  |  |
| **1** | Checked fit to participate, physically and mentally? | |  |  |  |  |
| **2** | Emergency contacts for all? | |  |  |  |  |
| **Transport, if applicable** | | |  |  |  |  |
| **1.** | Vehicle(s) accessible / safe? | |  |  |  |  |
| **2** | Suitably experienced driver(s)? | |  |  |  |  |
| **3** | Suitable toilet facilities/stops? | |  |  |  |  |
| **4** | Workable timetable agreed and communicated? | |  |  |  |  |
| **5** | Suitable catering on board/stops? | |  |  |  |  |
| **Pedestrian travel** | | |  |  |  |  |
| **1** | Route checked for access and safety underfoot / above ground? | |  |  |  |  |
| **2** | Dangers from moving vehicles, livestock, other people etc effectively managed? | |  |  |  |  |
| **3** | Exposure to hot / cold weather, precipitation or other hazards effectively managed? | |  |  |  |  |
| **Destination** | | |  |  |  |  |
| **1.** | Checked for access all levels (inc. disabled) and feasibility? | |  |  |  |  |
| **2.** | Suitable, accessible toilets? | |  |  |  |  |
| **3** | Suitable catering? | |  |  |  |  |
| **General** | | |  |  |  |  |
| **1** | | Suitable checks planned to ensure no-one lost? |  |  |  |  |
| **2** | | Emergency contacts protocol in case someone missing? |  |  |  |  |
| **3** | | Plan to deal with accidents? |  |  |  |  |
| **Other (please specify)** | | |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |

**Completed by ……………………………………………………………………….. Date …………………………………**