



DAY TRIP RISK ASSESSMENT CHECKLIST

u3a Luton	Date:
Name of person completing risk assessment checklist:	
Interest Group:	
Description of Activity:	

This checklist is to help in the planning for a day trip. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific trip requirements.

Where you identify a particular risk you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the trip takes place and you can add to this during your trip.

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Organising the trip	Has the committee Chair (or nominated committee member) been made aware of the trip and been given a copy of the itinerary, contact details and attendees?				
	Have all the participants been given the trip itinerary and details of the travel arrangements including accessibility and level of fitness required?				
Member Safety	Have the names and contact details of all the members attending been collected and stored securely?				
	Have all the participants supplied the details of a person/next of kin who can be contacted in an emergency, and is this stored securely?				
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost or is taken ill)? Do they have the leader's mobile phone number?				





	Is there a first aid box that is fully stocked and regularly checked?				
	Have members been reminded to pack appropriate clothing/footwear for specific activities on the trip if appropriate?				
	Have members been reminded to bring any items they may need (such as medication) for the trip?				
Conduct of the trip	Will you count everyone on to the transport at both ends and/or take a roll call?				
	Have you appointed a back marker to make sure groups keep together at key transition points eg. when boarding public transport, going through turnstiles or following a route?				
	Will the leader stay at the front when groups need to stay together, set an appropriate pace and make sure you can always see the backmarker?				
	Will the leader keep their mobile phone switched on, make sure it can be heard and check regularly for messages?				

Other identified risks:	What will you do to mitigate these risks?

u3a	Day Trip Risk Assessment Checklist	The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023

