

**RUTHIN AND DISTRICT U3A**  
**OUTDOOR ACTIVITY CHECKLIST**

<b>Group Facilitator</b>	
<b>Activity Leader if different</b>	
<b>Outside Activity Name</b>	
<b>Location</b>	
<b>Number in Group</b>	
<b>Date</b>	

<b>1 INFORMATION PROVIDED BEFORE ACTIVITY</b>	<b>Done</b>
This could include:	
a Location	
b Transport Options including car sharing, public transport, parking facilities	
c Type of activity, particular features e.g. hazards	
d Reminder re appropriate footwear, clothing and equipment	
e What to bring – e.g. food, drink, mobile phone	
h Reminder to bring emergency contact number (and medical info if needed)	
i Other	

<b>2 ON THE DAY</b>	
a Check First Aid kit/facilities	
b Briefing before Activity <ul style="list-style-type: none"> <li>• Health and Safety including known Hazards</li> <li>• Emergency arrangements</li> </ul>	
c Other	

<b>3 NOTES (anything specifically relevant to activity; any incidents/accidents [note fuller report will be needed in event of major incidents or any accidents – there is a separate form for this])</b>