

Stanford-le-Hope and District U3A
Day Trip (using coach as transport) Risk Assessment Form



Name of Day Trip:		Name of Leader(s):	Date of Trip:	
Risks identified: Additional risks may be identified later and these should be added and controlled.	Who is at risk ?	Control measures/What is to be done to lower the risk and deal with any impact <i>Delete or add information as relevant</i>	Review date:	Level of Risk after Controls in place: <i>(Select a level - unlikely to be high unless a dangerous activity.)</i>
Money collected for trip getting mislaid/stolen	Group Leader	Total up amount of money and amount written down on collection form. Get a second person to check both amounts and compare totals. Request all monies are paid by cheque to reduce cash carried. Keep money in secure location and restrict information. Hand money to Treasurer or take money to bank within 7 days of collection.		High Medium Low
Restricted access for certain members	All members	Accessibility researched for the entire itinerary before the trip is offered. Any problems with accessibility to be communicated with people when booking.		High Medium Low
Group party members getting lost	All members	Members of group given a specific mobile telephone number to contact leader in case of problems. (U3A phone 07719 079873 – if available/personal phone - personal choice). Members of trip to inform trip leader of the number of the mobile phone number they have with them.		High Medium Low
Group party member being left behind	All members	Register/Attendance list to be checked before the coach leaves. Member to be phoned if their mobile phone number available. Police to be informed if serious concern.		High Medium Low
Group party Member being taken ill or having an accident	All members	All members of trip to be asked if they wish to notify the leader of any medical or mobility issue they may have. All members will give the leader the name of a person and their phone number to be their emergency contact in case of serious illness/accident. Basic first aid kit may be taken on the trip.		High Medium Low

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Road Traffic accident	All members	Responsible and well known coach company used. Reminder given to all passengers to wear seat belts. Do not walk about in moving coach.		High Medium Low
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