

TWEEDDALE U3A
ACTIVE GROUP LEADERS ASSESSMENT CHECKLIST

Different groups carry different levels of risk, but this form is intended to help you alert your members to what they need to take into consideration:

Please note that dogs, except assistance dogs, are *not* permitted on any TU3A group outings or activities.

Children are *not* permitted to attend any TU3A outing or activities for reasons of safeguarding.

Before the outing:	Yes
Provision of information to prospective group participants:	
➤ Location	
➤ Distance	
➤ Timing	
➤ Linear/circular route	
➤ Terrain – countryside/city	
➤ Height and climbs – including steps and stairs	
➤ Level of fitness required	
➤ Appropriate footwear/clothing	
➤ Toilet/refreshments en route	
➤ What to bring – food/drink/compass/map/mobile ‘phone	
➤ Meeting point	
➤ Public transport options	
➤ Car parking facilities	
➤ Need for participants to bring emergency phone numbers for next-of-kin and relevant medical details and medication where applicable.	
On the day:	Yes
Briefing before starting out:	
1) Check your ‘phone is fully charged	
2) Nominate a back-marker (where appropriate).	
➤ Confirm route, duration and terrain	
➤ Known hazards (if appropriate)	
➤ Emergency arrangements – illness, exhaustion, accident, weather problems, terrain problems, loss of contact with group.	
➤ Be prepared to advise inadequately equipped participants not to go (but they must make the final decision).	
During the outing:	Yes
➤ Stay at the front, but make sure you can see the backmarker	
➤ Set an appropriate pace for the level of walk	
➤ Check the route frequently (where appropriate).	
➤ Periodically check the number in group	
➤ Other – please specify	
Signed:	Date