

## WYMONDHAM U3A RISK ASSESSMENT FORM

<b>Generic Day Trip/Holidays</b>	<b>Date of Issue/Review:</b>				
<b>Interest Group:</b>					
<b>Description of Holiday/trip and date(s):</b>					
<b>Name of compiler/Role</b>					
TOPIC	RISK	YES	NO	N/A	MITIGATION
Organising the trip	Have all the participants been given the trip itinerary and details of the travel arrangements?				
	Has a non- travelling official been given the trip itinerary and details of the travel arrangements?				
	Is there a register of all attendees with their contact details, along with any emergency contact details?				
	Are light refreshments available to members? (e.g. water)				
Member's Safety	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?				
	Is there a first aid box that is fully stocked and regularly checked? Where is the First Aid kit?				
	Have members been reminded to pack appropriate clothing/footwear for specific activities on the trip if appropriate (e.g., swimming, walking)?				
	Have members been reminded to bring any items they may need (such as medication) for the trip?				
	Members must advise tour leader of any potential emergency medical conditions and allergies.				
	Have members been advised of any potential slip and trip hazards for activities and visits				
	Have members been advised of walking distances, stairs, and steps				
Mobility	Do any members have mobility issues with walking distances, stairs, and steps				
Other(s)	Identify unique risk(s)				