WYMONDHAM U3A RISK ASSESSMENT FORM (APPENDIX A.2.)

Event / Venue: Generic Visits	**Date of Issue/Review:**
Interest Group:	
Description of Visit and date(s):	
Name of compiler/Role	

	RISK	YES	NO	N/A	MITIGATION
Organising the visit	Have all the participants been given the visit itinerary and details of the travel arrangements?				Must have date and departure times.
	Has a non- travelling official been given the trip itinerary and details of the travel arrangements?				Tour managers mobile and/or hotel/venue/visits contact details
	Is there a register of all attendees with their contact details, along with any emergency contact details?				Attendance lists with appropriate contact numbers
	Is there a first aid facility at the venue? Where is the First Aid kit?				Responsibility of venue or coach company.
	Are light refreshments available to members? (e.g. water)				Bring your own
Member's Safety	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?				Mobile phone number of leader
	Have members been reminded to pack appropriate clothing/footwear for the visit?				Must have this before departure.
	Have members been reminded to bring any items they may need (such as medication) for the visit?				Member's responsibility
	Members must advise tour leader of any potential emergency medical conditions and allergies.				Members responsibility to provide medication information to the tour manager
	Have you organised a backmarker to stay in sight and communication with group leader?				If a large group consider a middle marker as well. Clear identification of markers required e.g. High-Vis vests.
	Have members been advised of any potential slip and trip hazards for activities and visits?				Basic information required before departure with details
	Have members been advised of walking distances, stairs, and steps				Basic information required before departure with details
Mobility	Do any members have mobility issues with walking distances, stairs, and steps				Check with individual members if step free access is not available. Consider carers, peer group support, buggies, wheelchairs, lifts etc.
Other(s)	Identify unique risk(s)				