

WYMONDHAM U3A RISK ASSESSMENT FORM

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?				
	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?				
	Is there a first aid facility at the venue? Where is the First Aid kit?				
	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)?				
	Have members been reminded to pack appropriate clothing/footwear for the visit?				
	Have members been reminded to bring any items they may need (such as medication) for the visit?				
	Members must advise tour leader of any potential emergency medical conditions and allergies.				
	Have you organised a back-marker to stay in sight and communication with group leader?				
	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)				