

**DAY TRIP RISK ASSESSMENT/ CHECKLIST**

TO BE COMPLETED ANNUALLY UNLESS SIGNIFICANT CHANGES OCCUR, AND A COPY STORED WITH GROUP LEADERS' CO-ORDINATOR

u3a Name: <b>ARNOLD u3a</b>	Date: 22/2/24
Name of person completing risk assessment checklist: GWEN WHITEHOUSE	
Interest Group: LUNCHEON	
Description of Activity: MEAL	
Have all participants been made aware that they are responsible for their own health and safety and are fit and well enough to attend the activity? YES	
*ERIC – Emergency Record Information Card YES	

This checklist is to help in the planning for a day trip. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific trip requirements.

Where you identify a particular risk you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the trip takes place and you can add to this during your trip.

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Organising the trip	Has the committee Chair (or nominated committee member) been made aware of the trip and been given a copy of the itinerary and name of attendees?	✓			N/A
	Have all the participants been given the trip itinerary and details of the travel arrangements?	✓			Email
Member Safety	Have all the participants supplied the details of a person/next of kin who can be contacted in an emergency? Members not carrying their *ERIC attend at their own risk.	✓			
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?	✓			
	Have all participants been made aware that they are responsible for their own health and safety and are fit and well enough to attend this activity?	✓			

Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Is there a first aid box that is fully stocked and regularly checked?			✓	
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?			✓	
Have you used a licenced bus company			✓	

Other identified risks:	What will you do to mitigate these risks?

u3a Day Trip Risk Assessment Checklist		The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023
	Amended Arnold u3a	29/11/2023	