



DAY TRIP RISK ASSESSMENT CHECKLIST

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| u3a Name: Coquetdale | Date: 3/08/2025 |
| Name of person completing risk assessment checklist: Stephen Hall / Vivienne Fleet | |
| Interest Group: Outdoor Day trip | |
| Description of Activity: Group visit / Day Trip | |

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 a member of the committee been made aware of the trip and been given a copy of the itinerary, contact details and attendees? | | | | |
| | Have all the participants been given the trip itinerary and details of the travel arrangements? | | | | |
| Member Safety | Have the names and contact details of all the members attending been collected and stored securely? | | | | |
| | Have all the participants supplied the details of a person/next of kin who can be contacted in an emergency, and is this stored securely? | | | | |
| | Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)? | | | | |
| | Risk Assessment Checklist | Yes | No | N/A | If no, what actions will you take to mitigate this risk? |





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| | 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 other items they may need (eg. water or sun hats) for the trip? | | | | |
| | Have arrangements been made for comfort breaks and hygiene arrangements en route and at the venue. | | | | |
| | Have any arrangements been made for refreshments, including availability of or need for bringing their own food and drink, and members advised of these details. | | | | |

| Other identified risks: | What will you do to mitigate these risks? |
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| u3a | Day Trip Risk Assessment Checklist | The Third Age Trust | |
|------------|---|---------------------|-------------|
| Version | Description of changes | Date of change | Review date |
| 1.0 | Original Checklist | 13.07.2025 | 13.07.2026 |
| 2.0 | Other identified risks added and Chair removed from 1 st item. | 01/08/2025 | |
| 3.0 | Blank copy for future use and adaptation | 3/08/2025 | |

