



**OUTDOOR GARDENING GROUP RISK ASSESSMENT CHECKLIST V6**

u3a Name: Coquetdale	Date:17/08/2025
Name of person completing risk assessment checklist: Stephen Hall, Christine Bell, Alison Thorne, Vivienne Fleet	
Interest Group: Gardening Group Visits	
Description of Activity: Gardening Group visits to other gardens or other establishments to view gardens	
Checklists for; Both a Personal Checklist for ALL Members (P) and that for the Activity Co-ordinators (C)	

<b>1) Member Checklist (P)</b>	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General	Are you well enough to attend the meeting/visit? Inform the Gardening Group Co-ordinator if you develop Covid or a serious infection.				If you have Covid, do not attend the meetings.
	Make an informed decision whether you can take part in the activity without adverse risk to yourself or to others. Please let the visit leader be aware of any physical impairment you may have that may need added consideration.				
	Have you provided the Co-ordinator an emergency contact name and number? In addition ensure you bring along any medical aids or personal medication that you may require				
	Ensure you are appropriately dressed e.g. hats if it's hot and sunny and that you have appropriate footwear for the visit.				
<b>2) Co-ordinator Checklist (C)</b>	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?





Activity area/ public space	Is the visit taking place in an area specifically designed for members of the public to visit?				Take particular care to investigate potential hazards.
	Have you spoken to the garden owner to identify if the garden is accessible and suitable for a visit?				
	Are there toilet facilities available?				
	Have you identified if the garden contains any hazards?				Can the garden owner make those hazards safe? If they cannot, should the visit go ahead?
Member wellbeing and safety	Have you given members an overview of the trip and the identified hazards/obstacles e.g. the nature of the garden and pathways and any access issues?				
	Have you taken a register of attendees and does it contain their emergency contact details?				
	Have you checked the weather to ensure that it is suitable for this u3a activity to go ahead?				
	Are attendees aware in the event of a serious incident, the Gardening Group Coordinators will call the emergency services and notify the u3a committee?				
	In the event of a minor injury, consider what precautions might be helpful for such a person's wellbeing and their return home.				Consider taking a first aid kit to certain venues that be more exposed to risks, and review any access issues (in the event and on the day)

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






<b>u3a</b>	<b>Outdoor Visits Risk Assessment Checklist</b>	The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023
2.0	Updated for Gardening Group Visits	24/01/2024	
3.0	Updated following consultation with Group Coordinators	20/02/2024	20/02/2025
4.0	Minor changes and addition on first aid	05/05/2025	05/05/2026
5.0	Minor updates on space, change to Covid para.	13/07/2025	13/07/2026
6.0	Re written to remove formatting issues.	17/08/2025	

