



DAY TRIP RISK ASSESSMENT CHECKLIST

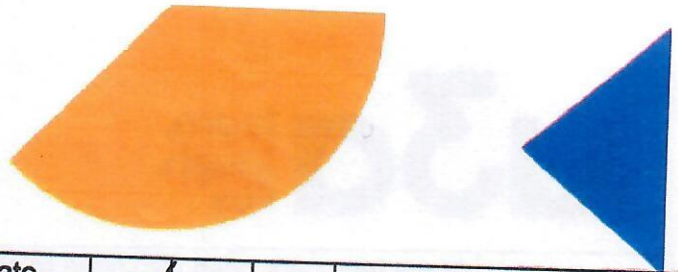
u3a Name: Cambridge & District U3A.	Date: 21 March 2023
Name of person completing risk assessment checklist: LA Woodger.	
Interest Group: Gardens Group.	
Description of Activity: Chypperton Park Meeting at 10.00am in car park at Chypperton Park. Gowdy for coffee, then exploring the gardens. Followed by lunch. Then disposing.	

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, 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?	✓			NOK details should be on U3A cards carried by participants
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?	✓			Participants have been given my phone number.
	Is there a first aid box that is fully stocked and regularly checked?	✓			I have a first aid bag





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?	✓			

Other identified risks:	What will you do to mitigate these risks?
Injuries from slips, trips and falls	Paths and path edges may be slippery when wet. Participants have been warned to take extra care.
low hanging branches.	Participants have been asked to be aware of their environment and safety at all times
Be hived - and getting stung.	Stay w feet away. If bee will not sting you if you stay still once it realises you are not a flower and have no "scent" or sugar water to offer. It will go peacefully on its way

Participants, Lesley Woodger, Bernard Ware, Anne Duggett.
 Wendy Park, Sue Heppie, Sandra Davies.
 Sara Mitchemore.

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	

