



DAY TRIP RISK ASSESSMENT CHECKLIST

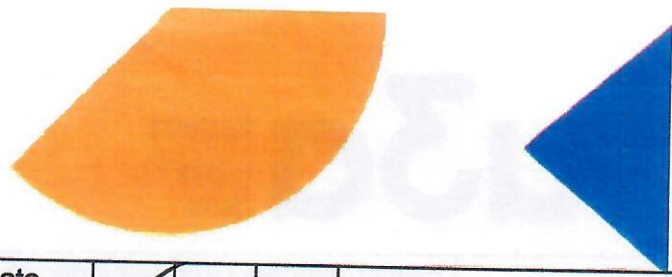
u3a Name: Camborne Districts U3A.	Date: 22nd Aug 2023
Name of person completing risk assessment checklist: L A Woodges.	
Interest Group: Gardens Galore.	
Description of Activity: 11.15 am Meeting at White Manor Gardens in car park - Coffee, + Planning route round the estate to follow.	

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 participant.
	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?
Injured from trips Slips and falls.	Paths & path edges may be slippery around the lake so take extra care. Low hanging branches and machinery can also be a hazard so please be aware of your environment at all times
Changing weather conditions	Please wear suitable clothing and footwear for walking
Medication?	Please bring with you any medication you may require and inform the group leader if you have a medical condition which may impact on the outing
Injury from plants	Avoid touching prickly plants. and be aware of insects that may sting.

Participants - ~~hasley~~ Wodge, Wordy Park, Sue Heppie,
~~Fran Partridge~~, Carol Moffatt, Joan Mitchelmore,
 Lois Keshaw.

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	

