

DAY TRIP RISK ASSESSMENT CHECKLIST

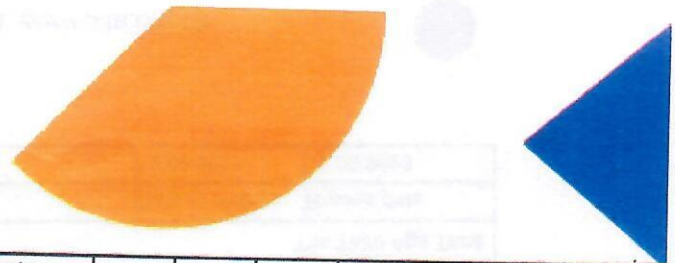
u3a Name: Cambourne & District u3a	Date: 24 Oct 2023
Name of person completing risk assessment checklist: Hestley Wodges	
Interest Group: Gardens Galore	
Description of Activity: visit to Ichworth House & Gardens	

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 card 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)?	✓			Please wear suitable clothing and footwear for 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 steps and paths.	Paths and path edges may be slippery. Low hanging branches and machinery can also be a hazard.
	So please be aware of your environment at all times
	The house is not always well lit and care is needed on the stairs.

Participants Wendy Park, Lesley Woodger, Bernard Ware, Sandra Davies

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

