



DAY TRIP RISK ASSESSMENT CHECKLIST

u3a Name: <i>Cambridge and District U3A.</i>	Date: <i>Jan 16th 2024.</i>
Name of person completing risk assessment checklist: <i>LA Wadge.</i>	
Interest Group: <i>Geobias Galore</i>	
Description of Activity: <i>Visit to Botanical Gardens Cambridge to follow the Snowdrop Trail.</i>	

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?	.			<i>NOK details should be on U3A cards owned by participants</i>
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?	✓			
	Is there a first aid box that is fully stocked and regularly checked?	✓			<i>First aid boxes can be found both in the offices and I have one</i>





	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.
Allergic reaction	Contact Botanic garden staff to call first aider. 01223 338175 (Lowestoft office) 01223 336265 (enquiries)
Garden machinery and vehicles	Participants to remain alert to machinery being used in the garden.
Injury from plants e.g. spiny plants, cacti, succulents	Participants to be reminded not to touch any plants in the 'Anti hands' greenhouse or any prickly plants when out in garden.
In the event of a fire when inside a building	Participants to leave the building via the nearest fire exit and gather at a safe distance from the building
Medication?	Please bring with you any medication? You may require analgesia the group leader if you have a medical condition which may impact on the outing

Participants: Lesley Winger, Wendy Parker,

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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	12.09.2022	12.09.2023

