

DAY TRIP RISK ASSESSMENT CHECKLIST

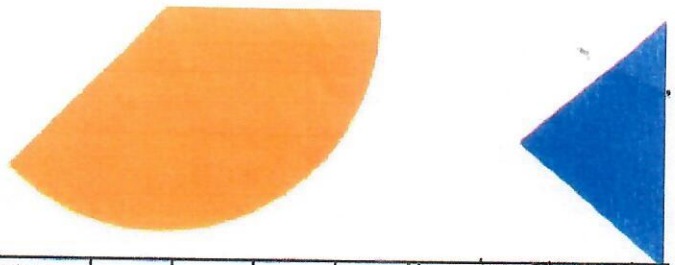
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|---|---|
| u3a Name: Cambourne and District U3A | Date: 8 th October 2024 |
| Name of person completing risk assessment checklist: LA Woodges | |
| Interest Group: Gardens Galore | |
| Description of Activity: Visit to the Swiss Garden at Shuttleworth and Museum. | |

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 w/ U3A cards carried by |
| | 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 |





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|--|--|---|--|---|
| | Have members been reminded to pack appropriate clothing/footwear for specific activities on the trip if appropriate (e.g., swimming, walking)? | ✓ | | Weather is changeable at present. Clothing or footwear to address this |
| | Have members been reminded to bring any items they may need (such as medication) for the trip? | ✓ | | Inform the group leader if you have a medical condition which may impact on the activity. |

| Other identified risks: | What will you do to mitigate these risks? |
|---|---|
| Slips trips & Falls. | Participants warned to take extra care on paths & path edges which may be slippery when wet. Signage warning of |
| Water hazards. | Deep basins in the Swiss garden area. Water Warning signs at the entrance to the Swiss Garden. |
| | Life buoys are near the ponds if anyone falls in. |
| Various injuries if people wander into the aircraft area. | Participants not to go beyond the barriers in the hangars. |
| Fire in the hangars. | Do not smoke, Follow instructions given by personnel. |
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Participants: Lesley Wedgess, Sandra Daves, Carrie Adams
 Wendy Pather, Tom and Penny Browne, Bernard Kave.
~~Christine Tyler~~

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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 |

