

CBU3A Risk Assessment – DAY TRIP RISK ASSESSMENT CHECKLIST

u3a Name:	Date:
Name of person completing risk assessment checklist:	
Interest Group:	
Description of Activity:	

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 activity 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 activity takes place, and you can always add to this during the activity.

	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 the details of the travel arrangements been passed out?				
Member Safety	Have the names and contact details of all the members attending been collected and logged				
	Have you taken a register of members in attendance and ICE contacts?				
	Have all participants been made aware of the emergency procedures i.e., Lost or injured?				
	Have members been reminded to pack appropriate clothing/footwear for specific activities on the trip				
	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?	
Signature of Assessor		Date of Assessment