

Day trip checklist



u3a Name: Midhurst	Date:
Name of person completing risk assessment checklist:	
Interest Group (if applicable):	
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 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 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?				
	Has the list been checked against the current membership list?				
Member Safety	Have the names and contact details, including mobile phone numbers, of all the members attending been collected and stored securely?				
	Have all the participants supplied the details of a person who can be contacted in an emergency, and is this stored securely?				Held by membership secretary where member provided detail. ICE cards supplied to

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					members on request
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?				

Other identified risks:	What will you do to mitigate these risks?