WYMONDHAM U3A RISK ASSESSMENT FORM (APPENDIX A.1.)

Event / Venue: **G**eneric Day Trip/Holidays	**Date of Issue/Review:**
Interest Group:	
Description of Holiday/trip and date(s):	
Name of compiler/Role	

TOPIC	RISK	YES	NO	N/A	MITIGATION
Organising the trip	Have all the participants been given the trip itinerary and details of the travel arrangements?				Must have date and departure times. Remaining information on a day-to-day basis.
	Has a non- travelling official been given the trip itinerary and details of the travel arrangements?				Tour managers mobile and/or hotel/venue/visits contact details
	Is there a register of all attendees with their contact details, along with any emergency contact details?				Attendance lists with appropriate contact numbers
	Are light refreshments available to members? (e.g. water)				Bring your own
Member's Safety	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?				Mobile phone number of leader
	Is there a first aid box that is fully stocked and regularly checked? Where is the First Aid kit?				Coach company responsibility
	Have members been reminded to pack appropriate clothing/footwear for specific activities on the trip if appropriate (e.g., swimming, walking)?				Must have this before departure.
	Have members been reminded to bring any items they may need (such as medication) for the trip?				Members responsibility. Medication information to be provided to tour manager
	Members must advise tour leader of any potential emergency medical conditions and allergies.				Members responsibility to provide medication information to the tour manager
	Have members been advised of any potential slip and trip hazards for activities and visits				Basic information required before departure with further details given on a day-to-day basis
	Have members been advised of walking distances, stairs, and steps				Basic information required before departure with further details given on a day-to-day basis
Mobility	Do any members have mobility issues with walking distances, stairs, and steps				Check with individual members if step free access is not available. Consider carers, peer group support, buggies, wheelchairs, lifts etc.
Other)s)	Identify unique risk(s)				