



## DAY TRIP RISK ASSESSMENT CHECKLIST

<b>u3a Name: Swaffham &amp; District</b>	<b>Date:</b>
<b>Name of person completing risk assessment checklist:</b>	
<b>Interest Group:</b>	
<b>Description of Activity:</b>	
Link to website:	

Outing	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Organising trip	If appropriate (coach trips, etc) has the Chair or appropriate Committee member been given a copy of the destination and itinerary?				
	Have all the group member participants been given the trip itinerary and details of the location for traveling?				
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?				
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost or unwell)?				
	Is there a first aid box that is fully stocked and regularly checked?				
	Have members been reminded to bring any items they may need (such as medication, bottle of water) for the trip?				
Meeting Venue	Is the area where the u3a activity is taking place in well lit and away from any hazards?				
	Are floor surfaces in good condition to prevent slips, trips, and falls?				
	Are all walkways kept clear and free from obstruction?				
	Are there enough seats for all members in attendance?				
	Has a register of members in attendance been taken for fire safety reasons?				
Electrical	Have you made sure there are no trailing leads or cables?				
	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?				
	Have all cables been inspected to ensure they are intact and safe for use?				
	If the venue requires PAT testing, has equipment been PAT tested?				





Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?				
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?				
	Is there a working smoke alarm?				
	Is there a working carbon monoxide alarm?				
	Are all smoke and fire stop doors kept closed when not in use, and never wedged open (except doors on magnetic catches linked to the fire alarm system)?				
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?				
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?				
Wellbeing	Are refreshments available to members? (e.g., water, tea)				
	Is there a first aid box that is checked regularly and has been stocked?				

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

<b>u3a</b>	<b>Day Trip Risk Assessment Checklist</b>	The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.11.2023	12.11.2024

