



RISK ASSESSMENT FOR OUT AND ABOUT ACTIVITIES

u3a Name: Swaffham and District	Date:
Name of the group:	
Description of the group activity:	
Name of the group leader:	


	Risk Assessment Checklist	Yes	No	Additional information
Planning the visit	Has the location been researched and /or recced prior to the group visit, to assess any possible hazards?			
	Are all members made aware of specific hazards relevant to the proposed route. eg. A busy road, trip hazards, ticks			
	Does the leader take account of the weather conditions prior to the visit?			
	Are all members able to be contacted if weather conditions force the activity to be cancelled?			
	Has a location been identified that is safe for people to meet?			
	Is everyone made aware of exactly where and when to meet?			
	Does everyone attending have the mobile phone number of the group leader?			
People	Are members made aware of the need for appropriate footwear, clothing and refreshments?			
	Is a register of everyone attending taken each time?			
	Is there a detailed contact list of everyone attending?			





	Risk Assessment Checklist	Yes	No	Additional information
People (cont)	Is there a list of emergency contacts for all those attending?			
	Is there a first aid kit available on each visit?			
	Is there an awareness of those who might find the activity more challenging and are allowances made eg for those who walk at a slower pace?			

Specific risks: Group leader to identify any additional risks specific to their group/activity/venue.	What will you do to mitigate these risks?

 Out and About Risk Assessment Checklist	
Date received by group co-ordinator	
Date of next review	

