

Day Trip Risk Assessment Checklist

General Guidance

- Groups are invited to use this checklist when planning for a day trip, to help ensure that the trip takes place safely.
- Please adapt this form so that it is appropriate to your trip: you can delete items from the main checklist, add items via the supplementary checklist or otherwise alter the form as you see fit.
- Please keep the form for at least 12 months after the date of the trip.
- If, despite your careful planning, an incident occurs on your trip, please complete and submit an Incident Report; a template and guidance is available on the Furness u3a website: [Incident Report Form](#)

Information about the Trip

Date of the trip:

Name of person completing this form:

Name of the person leading the trip [*if different from above*]:

U3a Activity Group:

Brief aim of the trip [*eg to visit Beamish Museum*]:

The Main Checklist

Topic	Questions to Consider	Yes	No	N/A	If No, what will you do to mitigate the risk?
Organising the trip	Have all the participants been given the trip itinerary and details of the travel arrangements?				
	Has the trip leader been given a copy of the itinerary, and a list of attendees and their contact details?				

Topic	Questions to Consider	Yes	No	N/A	If No, what will you do to mitigate the risk?
Member Safety	Have the names and contact details of all the members attending been collected and stored securely?				
	Have all the participants been reminded to take their u3a membership card, and to ensure that the card contains the details of a person who can be contacted in an emergency?				
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?				
	Is there a first aid box that is fully stocked and regularly checked?				
	Have members been reminded to pack appropriate clothing/footwear for specific activities (e.g., swimming, walking)?				
	Have members been reminded to bring any items they may need (such as medication)?				

The Supplementary Checklist

Topic	Summary of the risk	What will you do to mitigate the risk?
Other risks you have identified:		