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| Interest Group: |
| Description of activity and brief details of visit: |
| Name of person completing risk assessment checklist: Date |

ILKESTON u3a DAY TRIP RISK ASSESSMENT AND CHECKLIST

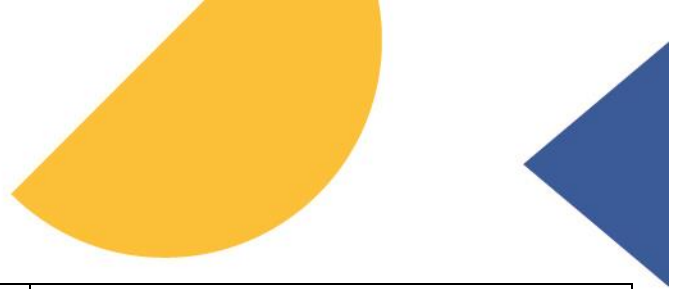
Where you identify a particular risk you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the trip takes place and you can add to this during your trip.

| | Risk Assessment Checklist | Yes | No | N/A | If no, what actions will you take to mitigate this risk? |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------------------------------------------------------|
| Organising the trip | Has the Chair (or nominated committee member) been made aware of the trip and been given a copy of the itinerary, contact details and attendees and expected and anticipated time of return? | | | | |
| | Have all the participants been given the trip itinerary and details of the travel arrangements? | | | | |
| 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)? | | | | |



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|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| | Is there a first aid box available? | | | | |
| | Are attendees aware in the event of a serious incident, a nominated person needs to take charge of first aid arrangements? | | | | |
| | Have members been reminded to pack appropriate clothing/footwear for specific activities on the trip if appropriate (e.g., swimming, walking)? | | | | |
| | Have members been reminded to bring any items they may need, such as medication/ drinking water/ packed lunch etc. for the trip? | | | | |
| On the day | Has a register of members in attendance. | | | | |
| | Do your attendees all have their membership badges with their emergency contact details completed on the reverse? | | | | |
| | Have attendees had the opportunity to make the group leader aware of any illnesses that may impact their participation and what actions should be taken if illness occurs? Note, this is not an obligation on members. | | | | |

| Other identified risks: | Score From chart below | What will you do to mitigate these risks? |
|--------------------------------|----------------------------------------|--------------------------------------------------|
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Risk Factor Score Matrix

LIKELIHOOD Factor Score (1-4) X SEVERITY Factor Score (1-4) = RISK Factor Score

| | | LIKELIHOOD | | | |
|--------------------------------------|-------------------------------------------------------|-------------|-------------|------------------------------------------|---------------|
| | | Risk Rating | Remote 1 | Possible 2 (Could occur sometimes) | Probable 3 |
| S E V E R I T Y | Minor Injury 1 | LOW 1 | LOW 2 | LOW 3 | LOW 4 |
| | Significant Injury 2 (Includes lost time injuries) | LOW 2 | LOW 4 | MEDIUM 6 | MEDIUM 8 |
| | Major Injury 3 (Hospital and / or 7 days) | LOW 3 | MEDIUM 6 | HIGH 9 | HIGH 12 |
| | Fatality 4 | LOW 4 | MEDIUM 8 | HIGH 12 | HIGH 16 |

Signature of person completing the risk assessment..... Date

| u3a | | Ilkeston u3a Day Trip Risk Assessment Checklist | |
|---------|----------------------------------------------------------|-------------------------------------------------|-------------|
| Version | Description of changes | Date of change | Review date |
| Issue 1 | Original Third Age Trust Checklist amended for local use | 24/12/2023 | Sept 2024 |
| Issue 2 | Added Risk Factor table | Sept 2024 | Sept 2025 |
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