



DAY TRIP RISK ASSESSMENT CHECKLIST

u3a Name: NEWMARKET	Date:
Name of person completing risk assessment checklist:	
Interest Group:	
Description of Activity:	

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 committee been made aware of the trip?				
	Have participants been advised that the trip may not be suitable for those with limited mobility?				
	Have 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 been asked to carry the details of the person to be contacted in case of emergency?				
	Have all participants been given the contact details for the trip organiser in case of emergency?				
	Have participants been reminded to bring any items they may need (such as medication) for the trip?				

Newmarket U3A will ensure this Risk Assessment is kept up to date and is reviewed annually.

Signed: K Gifkins

Adopted: 21 October 2024

Review Date: October 2024

