



## DAY TRIP RISK ASSESSMENT CHECKLIST

|                                                             |              |
|-------------------------------------------------------------|--------------|
| <b>u3a Name:</b> NEWMARKET                                  | <b>Date:</b> |
| <b>Name of person completing risk assessment checklist:</b> |              |
| <b>Interest Group:</b>                                      |              |
| <b>Description of Activity:</b>                             |              |

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

Approved: 17 November 2025

Review Date: October 2026

