



SOUTHWELL u3a Outing with independent travel RISK ASSESSMENT CHECKLIST

Interest Group Last Sunday Lunch Group	Date: 24 Sept 2024
Name of person completing risk assessment checklist: Lynne Cox	
Description of Activity: Lunch in various venues inc: Restaurants, pubs, Garden Centres etc	

This checklist is to help in the planning for a trip to a restaurant/cinema etc. This isn't an exhaustive list, so think carefully about any specific risks you may encounter

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	Do all the members have details about the venue?	X			
Member Safety	Have the names and contact details of all the members attending been collected and stored securely?	X			
	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?	X			
	Have members been reminded to bring any items they may need (such as medication) for the trip?	X			

Other identified risks:	What will you do to mitigate these risks?
Incidents/accidents happening at/on venue property	These should be covered by venue's own risk procedures.

This Risk Assessment must be checked annually and amended as needed
Please send any updates to the webmaster

