



1. Interest Group: Church Visiting Group	2. Date: Mar - Oct 2025
3. Name of person completing risk assessment checklist: Bryony Giugno	
4. Description of Activity: Group visit to 3 - 5 churches and lunch out. Typical group size 15 - 25. Transport by group members' cars with ride sharing for non-driving members	

SOUTHWELL u3a DAY TRIP RISK ASSESSMENT CHECKLIST

This checklist is to help in the planning for a day trip. This isn't an exhaustive list, so think carefully about any specific hazards you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific trip requirements.

Where you identify a particular hazard 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	Additional notes and any actions required
Organising the trip	Have all the participants been given the trip itinerary and details of the travel arrangements?	✓			
Transport	Volunteer drivers and passengers aware of U3A Car Sharing Policy	✓			
Building safety - Internal	Slip and trip hazards present <i>Uneven flooring, unmarked changes in levels, obstructions in walkways</i>	✓			* Members made aware that historical, ancient buildings may not comply to modern building regulations
	Access and egress restrictions <i>Low doorways, awkward doors, narrow / worn steps, inadequate handrails</i>	✓			* As above
	Possible low lighting levels	✓			Where available, if required, lights turned on
	Poorly maintained utilities and fire safety standards		✓		Venue responsible for statutory checks





Venue safety - external	Slip and trip hazards present <i>Uneven ground, concealed obstructions, unstable stonework</i>	✓			* As above. Keep to paths where possible.
	Inclement weather				No trips arranged over winter. Cancelled if weather warning in place
Member's health & welfare	Member's contact details and next of kin information available and stored securely?	✓			On Beacon, if provided
	Do any members have health conditions or limitations that can affect their ability to participate safely	✓			Members informed to only undertake activities within their capabilities
	Is there a first aid box that is fully stocked and regularly checked?			✓	Provided at some venues
	Welfare facilities available <i>Refreshments provided at some churches and lunch stop arranged. WCs and seating available</i>	✓			Available during the day at various locations. Food allergies notified to meal provider.

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

