

Winchester u3a Day-Trip Checklist

| | Checklist | Yes | No | n/a |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| Organising the trip | Have all participants been given the trip itinerary and details of the travel arrangements? | | | |
| | Have those participants who wish to, supplied the details of a person/next of kin who can be contacted in an emergency, and is this information stored securely? | | | |
| | Have all participants been made aware of any emergency procedures e.g. what to do if someone becomes lost? | | | |
| | Is there a first aid kit available if it is needed? | | | |
| Member Safety | Have members been reminded to pack appropriate clothing/footwear for specific activities on the trip? | | | |
| | Have members been reminded to bring any other items they may need e.g. medication? | | | |
| | Do members have the phone number of the organizer of the day trip? | | | |
| Other risks | | | | |
| Other actions you have taken to lessen and mitigate the risks | | | | |

Checklist completed by Date

Name of interest Group

Description of activities

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