



**DAY TRIP RISK ASSESSMENT CHECKLIST**

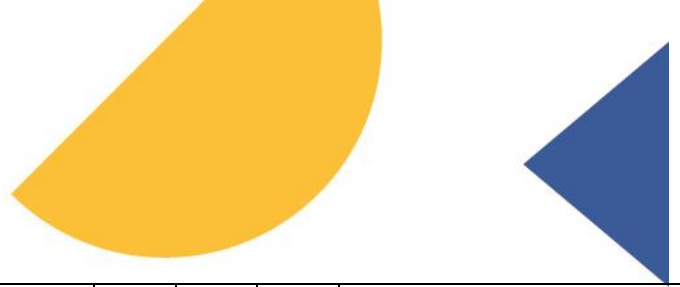
<b>u3a Name: Bognor Regis</b>	<b>Date: 20/01/2025</b>
<b>Name of person completing risk assessment checklist: Celia Janering</b>	
<b>Interest Group: Garden Group</b>	
<b>Description of Activity: The group visit one garden a month, usually a garden advertised in the National Garden Scheme booklet for West Sussex.</b>	

This checklist is to help in the planning for a day trip. This isn't an exhaustive list, so think carefully about any specific risks 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 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	Has the committee Chair (or nominated committee member) been made aware of the trip and been given a copy of the itinerary, contact details and attendees?	✓		✓	
	Have all the participants been given the garden visit 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 supplied the details of a person/next of kin who can be contacted in an emergency, and is this stored securely?	✓			
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost)?			✓	
	Is there a first aid box that is fully stocked and regularly checked?		✓		Will ask host if they have a first aid box upon arriving at the garden.





	Have members been reminded to wear appropriate clothing/footwear if appropriate (e.g., swimming, walking)?	✓			
	Have members been reminded to bring any items they may need (such as medication) for the visit?	✓			

Other identified risks:	What will you do to mitigate these risks?
Car Parking	Members will be informed prior to visit as to where to park eg car park, driveway of garden, local car park, allocated grassed area, if disabled parking is available
Paths	Remind members that some paths may be slippery due to mud and being wet. Decking especially can be slippery. Paths may be uneven and sloping. Avoid walking on frost as it may also be a hazard. Host will inform group about the paths.
Steps	Advise members to be aware of slippery surfaces, uneven surfaces and steepness of steps. Advise use of handrail if available. Host will inform the group about steps.
Ponds, streams, lakes	Advise members to look out for signage about water hazards. Many ponds and lakes are unfenced. Host will inform the group about water features.
Footwear	Advise members to wear suitable footwear for conditions underfoot, eg shoes with a good grip. Advise members that the garden may have sloping areas.
Accessibility for wheelchair users.	In advance of the visit, direct members to the garden's NGS webpage and look at the accessibility section. It will inform them if it is wheelchair friendly or has limited access. Paths may be too rough, steep, uneven terrain. Check for disabled toilets.

In the event of inclement weather being forecasted eg high winds, heavy rain, snow, members will be informed the day before the visit if it is still viable to visit the garden. Host will be contacted.

<b>u3a</b>	<b>Day Trip Risk Assessment Checklist</b>	The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023

