

TADLEY AND DISTRICT u3a

Trip Risk Assessment Checklist

Organisation of Trip	Has at least one member of the Committee been made aware of the trip?
	Have the 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 e.g. pick-up points and times?
	No member to be allowed on any trip unless the trip leader has been given details of a person to be contacted in case of emergency (Information to be deleted after the trip).
	Have all participants been advised to read the T&D u3a Trip Participants checklist.
Member Safety	Have all the names and contact details of all members attending been collected and stored securely?
	Have all participants been given the contact details of the trip leader in case of emergency?

Hazard/Risk	Mitigation
Someone trips up/down coach stairs	Stairs clear and free from debris. Stairs well lit. Supervision by the driver or volunteer.
Sickness during trip	Sick bags usually available from driver. Members advised to carry a bottle of water. ICE (In Case of Emergency) details available to trip leader. Trip leader to have mobile phone to enable calling ahead for help or 111 if needed.
Passenger injured whilst vehicle is in motion	Passengers to be advised to wear a seat belt at all times and to remain seated until the vehicle stops Aisles and exits to be kept clear of obstructions.

<p>Passenger injured by a falling item</p>	<p>Driver or volunteer to check overhead shelf before departure. Heavy or loose items to be placed under a seat.</p>
<p>Vehicle Breakdown</p>	<p>Passengers to follow driver's instructions. Provided that it is safe to do so, all passengers to leave the vehicle to a safe place at the side of the road beyond a safety barrier, if possible, away from passing traffic.</p>
<p>Individual lost and unable to find the vehicle</p>	<p>Passengers advised to carry a charged mobile phone during trip and to keep the phone on during the trip. All passengers given an emergency number to call. Head count before departure.</p>