

This standard Risk Assessment form should be available to group members.

u3a in Kennet. Travel Group Risk Assessment

This checklist is to help in the planning for a Travel Group journey. 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.

Hazard	Control Measures
<p>Risks to the well-being and safety of the participants.</p> <p>Risk</p> <p>Participants of a mature age in an organised group visiting a place away from home.</p> <p>Risk Level</p> <p>Minimal</p>	<p>The Group Leader's Responsibilities</p> <p>Once circulated and sufficient participants ensured, confirm venue and details including timing, costs and remind them to pack correct clothing/footwear for specific activities on the trip if appropriate like swimming, or walking.</p> <p>Collect their fees. Bank the collected sum in our u3a Groups Account with the name of the group. Our Treasurer settles invoices from coach company and venue (if any).</p> <p>All participants to be made aware of the emergency procedures such as what to do if someone is lost, or is taken ill. Ensure that members have the mobile number of event leader and remind them to have their own contact details with them in case of emergency. Carry a 1st aid box, fully stocked and checked.</p> <p>Check on all participating members at appropriate times to ensure presence and safety.</p> <p>Should an accident occur, the accompanying u3a In Kennet Accident Report Form should be completed and sent to chair@u3ainkennet.org.uk. a.s.a.p.'</p> <p>The Participants' Responsibilities.</p> <p>Each member is responsible for their own safety, to be aware of the safety of others and have their own emergency contact telephone details on a card or mobile phone to be available in case they have an accident or illness.</p> <p>All should feel well enough to undertake the event having suitable clothing and a mobile number known by the event leader.</p>