



u3a Name: Aston Clinton	Date: April 2026
Name of person completing risk assessment checklist:	
Interest Group: Trips	
Description of Activity: Day Trips - Coach	

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 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? Other notes
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 trip 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 participant emergency contact details been collected. Usually done by completing a list on the coach and held by the Trip Leader for the day. List to be destroyed safely at the end of the trip.				
	Have all participants been made aware of the emergency procedures and given a contact mobile number for the trip leader.				





Member Safety cont.	Is there a first aid box available? (Usually provide by the coach company)				
	Have members been reminded to pack appropriate clothing/footwear for specific activities on the trip if appropriate (e.g., swimming, walking)?				If relevant to the trip

Other identified risks:	What will you do to mitigate these risks?

u3a	Day Trip Risk Assessment Checklist	The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Aston Clinton u3a	April 2026	

