



DAY TRIP CHECKLIST

Saxon Shore u3a	Date:
Name of person completing checklist:	
Interest Group:	
Description of Activity:	

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 day trip 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.

Day Trip 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 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 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?				
Have members been reminded to pack appropriate clothing/footwear for specific activities on the trip if appropriate (e.g., swimming, walking)?				
Have members been reminded to bring any items they may need (such as medication) for the trip?				

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

u3a	Day Trip Checklist		
Version	Description of changes	Date of change	Review date
1.0	Updated Checklist based on Third Age Trust version 12 Sep 2022	23 Apr 2025	As required