

u3a Wanstead & Woodford

Travel Based Risk Assessment Checklist

(Freedom Pass Rovers, Local Walks, London Walks, Trains
Boats and Planes)

Name of person completing risk assessment checklist:
Date :
Interest Group:
Description of Activity :

This checklist is to help in the planning for a walk or activity which requires travelling.

This is not an exhaustive list so think carefully about any specific risk you may encounter.

It is likely that you will need to add to this risk assessment checklist to suit specific activity requirements.

Where you identify a particular risk, you should note the actions you will take to reduce it. It's important if possible to carry out a risk assessment before the activity takes place.

When on a bus, train or boat the organisation has responsibility for the safety of its passengers. Members should know their own limits and contact the convenor if unsure of the activity. All travellers should take care!!

Reverse of header page

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General Weather	Check the weather forecast				Postpone/cancel if necessary
Trains	If meeting by train has the travel news been checked for delays etc?				The convenor will check on the travel news
organisation	Have all the participants been given the trip itinerary and details of travel arrangements?				An email with all information is sent out to the attendees at least one week before the date of the outing
	Have the names and contact details of all the members attending been collected and stored securely? Do all the members have the group leader's mobile details?				This information is given when members join the group and are stored either online or on a phone Convenor to ensure that their contact details are sent out in the email.
	Have all the participants supplied the details of a person/next of kin who can be contacted in an emergency , and this is stored securely?				The convenor has all this information securely with them. Where a person has refused to comply then it has been explained to them that these contact details are necessary for emergencies only. It is important that the convenor has them.
	Have comfort breaks for toilets and refreshments been identified in the email with the itinerary?				The convenor will ensure that regular breaks are included in the journey/activity

Path surfaces and obstacles	Are there hazards such as slippery paths, loose stones, muddy paths etc?				The Convenor will find a safe crossing or will adapt the route.
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Medical	Do any of you attendees have medical problems?				Members are responsible for bringing their own medication on the day. Disclosure to the convenor may be appropriate but this does not make the convenor responsible for the member.
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Mobility	Do any of the attendees have Mobility difficulties?				The convenor will advise if the activity is considered too taxing for any of the group. Members may also opt out where necessary. Trains and venues - accessibility by lifts or stairs needs to be ascertained. Step free access essential for some members

Other identified risks	What will you do to mitigate these risks ?
Keeping the group together	A back marker may be necessary if /when appropriate
Transport	Members will arrive by their own means, eg car, train, bus to the named meeting point
Traffic Do you need to cross any roads?	Members are reminded about their responsibility to look after themselves, The convenor will find a safe place to cross.
Forest Walks	Members are reminded to watch out for roots, overhanging branches and brambles.