

Stowmarket U3A Groups- RISK ASSESSMENT FOR TRIPS AND EVENTS

This risk assessment covers a group “journey” as part of a U3A trip or event and where the journey visits somewhere which already has its own risk assessment. . Some aspects of this risk assessment will be not applicable depending on the nature of the journey.

Date of Journey: Name of Trip:			Risk Assessment Number: Completed by: Checked by:		
Hazard	Risks Arising from Hazard	Persons at Risk	Risk Rating (H,M,L)	Control Measures	Action needed at start of the trip/event
General Movement	Injury following slips, trips, falls, from spillages or contact with unseen items	All group members, increased risk for those with balance or mobility issues	Medium	Consider need for wheelchair access Check areas are free from (remove if possible) obstructions and trip hazards. Group members are asked to take care and be mindful of any surfaces which might be hazardous –e.g. uneven or wet floors/ground, steps, inclines Encourage group members to look out for hazardous terrain and to warn others if potential hazard spotted and offer assistance as appropriate Ensure group members wear footwear suitable for the activity Consider/seek alternative safer routes if necessary	Brief group at early as possible and at the start of the activity Identify and be mindful of any group members who are particularly susceptible If appropriate, because of size of group and terrain, nominate a Front and Back Marker
Roads and Traffic	Contact with moving vehicles	All group members, increased risk for those with sensory impairments	Low	Warn group members in brief Use zebra crossings/traffic lights where available Keep group members together in an orderly fashion and nominate a back marker. Encourage group members to look out for traffic hazards and to warn others if hazard spotted and offer assistance as appropriate	Brief group at the start of the activity Identify and be mindful of any group members who are particularly susceptible
Weather	Any aspects of the journey which is outside and where the weather may decrease the safety of the environment e.g. slipping on an wet/muddy areas, wind causing balance problems	All group members, increased risk for those who are frail or have balance or mobility issues	Medium	Check suitable clothing worn or available to wear. Be aware of places to shelter/rest Change outdoor nature of the activity on the day if necessary	Check on the day and assess
New Group members	Unsure or anxious about taking part, expectations, or how to do anything	All group members – whatever level of their experience	Medium	Group leader to brief new members of capabilities needed and expectations required when they join the group Where appropriate team new members with another group member to act as support, buddy, mentor Invite new member to “sit out” if they would prefer not to continue at any time/ If any members “opt out” of activity check member “is OK” and ask if they require any support.	Check on the day and allocate a ‘buddy’ as appropriate

Travel	Vehicle inappropriate	All group members, increased risk for those with mobility difficulties when boarding and alighting	Low	If using own transport ensure all group members have lifts. If hiring transport ensure all seats have seat belts, whether need for stops along the way Book transport (coaches/minibuses and/or use of own vehicles) appropriate to distance to be travelled and size of group	Ensure vehicles are parked where members can board and alight safely. Be mindful of any steep stairs on coach and the difficulty that this might have for members Remind people not to stand up when vehicle is in motion
Free time	Getting lost Arriving back late	All members	Low	Frequent checks to ensure all group members are accounted for. Ensure all members know what time to report back and know the assembly points Brief group members what they need to do if they arrive so late that they miss departure	Brief group at the start of the activity and remind members at the point when they have free time
Other People	Aggressive behaviour; expression of annoyance	All group members	Low	Keep group together where appropriate Be considerate of others – avoid blocking entrance ways or making unacceptable noise Move past any potentially threatening group avoiding eye contact Have a charged mobile phone to hand	Brief group to be mindful and supportive of each other

For each journey

<ul style="list-style-type: none"> Where appropriate and especially with a new trip or activity reccie the trip beforehand and identify any additional hazards (and include them in the risk assessment) Keep a register of group members Ensure group members are U3A members Assess weather conditions Brief all group members at the beginning of the activity Carry First aid kit and/or know where emergency equipment is located in the vehicle (e.g. coach) e.g. fire exits, fire extinguishers, first aid equipment Carry charged Mobile phone(s) Carry list of members' emergency telephone numbers All group members are responsible for their own belongings/equipment and their own behaviour – but as a supportive group keep an eye on each other and support appropriately Nominate a Front and Back Marker if appropriate because of size of group. At the end of the journey or periodically, evaluate or ask for feedback to consider how the experience/trip/event can be improved 	<p>Nearest Hospitals: Ipswich Hospital, Heath Road – tel. 01473 712 233, Bury St Edmunds, Hardwick Lane - tel. 01284 713000, Colchester General, Turner Road – tel. 01206 747474, Norwich & Norfolk, Colney Lane - tel. 01603 286286</p> <p>Nearest Police Station: Suffolk Constabulary Police HQ at Martlesham: 01473 613 500 (or 999) in an extreme emergency.</p>
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