

Bristol u3a: General Risk Assessment Checklist Template

Name of Group	Date
Description of Activity	No of Participants

This checklist is to help in the planning for a group activity by considering all the elements that it might entail, particularly in the case of external visits or trips. It is very general, so you must adapt it to your specific event and the particular risks that you may encounter. Where you identify a risk, you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the activity takes place; you can always add to it during the activity. Should anything untoward occur, you will be able to demonstrate that you made every effort to prevent it happening. It's a good idea to retain and file your checklist so as to help with planning a similar activity in the future.

The risks identified here are general examples only. You must create your own appropriate list.

Type of risk	Risk Assessment Checklist	Yes	No	Actions to mitigate the risk
General	Is the location suitable?			
	Is the location booked?			
	Are there too many/too few participants?			
	Do you have a register of attendees and mobile tel no.?			
	Do you have an emergency contact number for all participants?			
Equipment	Are items needed by leader?			
	Are items needed by participants?			
Safety	Are there any hazards to consider?			
	Do you need a first aid kit?			
	Do you need to warn participants about anything?			
Refreshments	Are appropriate/enough refreshments needed/supplied?			
Communication	Has everyone been adequately informed? Do they know what to expect?			
	Have you consulted/informed any necessary authorities?			
	Are transport plans clear?			
Other	Is there anything else you might have forgotten or not considered?			