

Woking Leisure Centre 50+ Club Trips Risk Assessment Sheet

Place: _____

Date: _____

Assessment carried out by: Name _____

Signature: _____

Delete inappropriate parts and extend if necessary.

Hazard	Who might be harmed?	How the risk is controlled?	In Pre_trip Notes / Itinerary.	In Pre-Trip Briefing.	On the Trip/ Tour.
Woking Leisure Centre. 3G Car Park. Plus, roads in General throughout trip.	All participants.	Warn & instruct participants to look right & left before crossing road to board the coach.	Warn about busy roads, walking & crossing. + any trip hazards.	Warn about busy roads, walking & crossing.	At certain times advise participants of busy roads/ traffic & crossing roads
Toilet Breaks on route. Motorway stops.	All participants.	Warn participants to be aware of their surroundings. Look around coach parking area, take note of the coach name / number & where it is parked in relation to the Services Mall.	Advise participants, when setting off on the coach, to wear their seatbelts. Plus, advise when we will be making a toilet break stop. Coach driver / Tour Leader.	Advise participants, as & when necessary of stops etc.	Regularly advise participants of next stop + timings.
General hazards relating to the type of activity on the trip.	All participants.	All participants, will be issued with a slip of paper giving information on the plan & timings for the day. Plus, Group Leader & Deputy's mobile phone numbers. (Day Trips Only).	Give details out on paper slips to ensure participants of contact numbers if they get detached from group or forget timings for the coach departure.	Advise participants, of the details/ plans for the day trip. (3Day /4 day tour – all participants are issued with itinerary prior to departure of tour.)	Before, participants get off the coach remind them of the timings or what group they are in for group tours etc.
Coach Travel.	All participants.	Coach driver – to introduce him/her/self to the participants & go through safety procedures, while on the coach + amenities.	Coach Company to ensure they meet Government and industry standards. Plus, measures that may be in place regarding Covid- 19. Masks etc. (Check Coach Company has valid Public Liability Insurance.)	Ensure coach driver, explains all safety measures.	Group Leader liaises with coach driver at all times regarding the days plan, parking, timings etc.

Hazard	Who might be harmed?	How the risk is controlled?	In Pre_trip Notes / Itinerary.	In Pre-Trip Briefing.	On the Trip/ Tour.
Weather Conditions / forecast for the day.	All participants.	Participants to come prepared for the appropriate weather conditions for the day. Drink water if hot, sunglasses, sun screen. Warm clothing if cold.	Advise participants re appropriate clothing.	Check participants clothing & if going on walking tour appropriate footwear.	Take shelter & or change plans if necessary.
Uneven ground or trip hazard. At venues.	All participants, particularly those with balance or mobility issues.	Warn if likely to be a problem. Be observant.	Warn if appropriate.	Warn if appropriate. Group Leader leads at front & back marker is Deputy Leader.	On approach warn participants to be careful.
Any Medical Emergency.	Any participant.	Coach driver will have an Emergency First Aid Kit on the coach. Each venue visited will have an EFAK. Group Leader will carry at all times participants contact details + their designated Emergency Contact details.	Advise participants that they take part at their own risk.	Ask if any one is a qualified First Aider.	Be aware of any participant in difficulty. If necessary stop the coach at nearest Service Mall / Hospital & seek medical assistance / call ambulance.
Destination Venue	All participants.	At time of booking venue / visit check with Venue Managers/ Operators for any special Health & Safety measures in place at the venue.	Advise prospective participants booked on Day Trip / 3 / 4 Day Tour of information of any special health & safety measures in place at the venue.	Check during briefing on coach that all participants are aware of any special H & S measures in place at venue. Tour Leader to have a copy of Information Sheet listing H & S measures.	If group is to be met at the venue by a member of the venue's group tours staff, Tour Leader to check with them for any additions / changes to health & safety measures and advise participants accordingly.

Details / Notes.	Risk Assessments.	Copy of Risk Assessments.	Communications to Members.	In pre trip briefing/ at end of Day Trip / Tour.	Signature of 50+ Club Tour Leader.
Excursion arranged/ organised by an Outside Travel Firm / Travel Operator.	Has a Risk Assessment been prepared by the Travel Company /Operator for the Tour being sold to 50+ Members. Yes/ No	Have we received a copy of the Risk Assessment? Yes/ No	Are there any special points in the Risk Assessment that need to be communicated to 50+ Club members participating on the Day Trip / 3 /4 Day Tour?	Does the Travel Company/ Operator have a valid Public Liability Insurance in place? Yes / No	What Professional Association is the Travel Company / Operator a fully paid up and current member of?
Name of Travel Company / Operator	Date of Risk Assessment document?	If yes, is a copy held by 50+ Club Tour Leader for the Day Trip / 3 – 4 Day Tour?	If yes, how has the information been communicated?	Stated on Booking Sheet / Itinerary for Day Trip / 3 – 4 Day Tour.	
No of Years in Business?	No of years =				
End of Day Trip / Tour.	Participants	By careful planning + Risk Assessments			