

HOLIDAY TRAVEL RISK ASSESSMENT CHECKLIST

u3a Name:	Date:
Name of person completing risk assessment checklist:	
Interest Group:	
Description of Activity:	

This checklist is to help in the planning for a 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 risk 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.

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
International travel	Have you checked the Foreign, Commonwealth and Development Office (FCDO) website for advice and guidance at: https://www.gov.uk/government/organisations/foreign-commonwealth-development-office?				
	Have you checked whether there are travel restrictions or requirements in place at: https://www.gov.uk/foreign-travel-advice?				
	Are any vaccinations required and is the group aware of this/meets the necessary requirements?				
	Do all members attending have the correct travel documents e.g., passports and visas, (and currency) and are these in date?				
Organising the trip	Have you used a tour operator (e.g., a travel agent) to organise this 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, contact details for hotels 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 who can be contacted in an emergency, and is this stored securely?				
	Have all the members attending the trip purchased adequate insurance cover (including holiday travel insurance)?				
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost, or someone takes ill)?				
	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)?				

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

November 2023