MADELEY & DISTRICT u3a
INDOOR & OUTDOOR SPORT/PHYSICAL ACTIVITIES *NOT AT MADELEY CENTRE*
- RISK ASSESSMENT CHECKLIST FOR GROUP COORDINATORS

OUTINGS

This checklist is to help in the planning for an indoor or outdoor sporting activity taking place not at the Madeley Centre. This isn't an exhaustive list, so think carefully about any specific risks you may encounter.
The activity risk assessment should be reviewed annually but will be required to be revised if, for example, the location for the activity changes or other material changes arise. If any of the risks below require a "No" response, you should contact a committee member to agree mitigation actions as soon as possible.

	Risk Assessment Checklist	Yes	No	N/A
Wellbeing and safety	All members should be advised that they are responsible for their own health and safety.	√		
	Maintain a register of attendees.	√		
	Check the weather to ensure it is suitable for this u3a activity to go ahead.	√		
	Do attendees have access to water?			√
	Ensure attendees are wearing suitable clothing/footwear. Advice given	√		
	Is there a first aid box that is easy to access and fully stocked?	√		
	Ensure attendees are aware that in the event of a serious incident, they should call emergency services even if there is a trained first aider present?	√		
	Ensure all participants understand that they should not attend the activity if they have any health concerns which will hinder participation, and which could also be transmitted to other participants.	√		
Activity area/ space	All venue health & safety regulations must be understood and complied with.	√		
	Is the activity area accessible to emergency vehicles?	√	√	
	Ensure any potential hazards in the activity area are removed if safe to do so.			√
	Ensure any spectators are a safe distance away from the activity area.			√
	Is there a secure area to store attendees' belongings during the u3a activity?			√
Equipment	Is the equipment in good condition and fit for use?			√
	Have attendees received a demonstration on how to use equipment correctly?			√
	Is there a lockable storage or secure area to store equipment when not in use (if applicable)?			√

Other identified risks:	**What will you do to mitigate these risks?**
Will be identified for each OUTING and	Included in the OUTING description

Group Coordinator – Name……Steve Hurd **Signature** S J Hurd

Location & Activity……WITHIN 2 HOURS OF MADELEY…….. Date…3 September 2026

You should forward a copy of this completed form to the Madeley U3A Secretary, retaining a copy for yourself.