

Buxton & District u3a

INDIVIDUAL MEMBERS' personal checklist for Group Outings

This personal checklist should be completed by all members when your group has an outing planned e.g. to visit to a garden or stately home.

*For your safety and for the safety of others, we strongly advise that you **complete this checklist and keep it safe** – you don't need to email it to the event organiser, however, if it has highlighted any issues for you, please get in touch with your group leader. We aim to keep our members as safe as possible. Your GL's risk assessment will outline any issues that need to be considered on the trip and completing your own personal checklist will clarify anything that might impact on your enjoyment of the outing.*

Issues to consider	N/A	No	Yes	Comments/Resolution – <i>continue overleaf if necessary</i>
Are you able to travel to your activity/outing/meeting point independently?				
<i>If applicable:</i> Are you able to get on and off the coach without assistance.				
<i>If applicable:</i> Are you able to get in and out of a car without assistance, if taking a lift from another member.				
Are you able to take part in your outing /activity independently and without assistance?				
Do you need assistance with any equipment such as a walking frame or wheelchair?				

Are you aware of the type of outing you are attending? e.g : The amount of walking required? Steps to climb? Wheelchair access? Will it be indoors/outdoors? Are toilets and refreshments available? The timetable for the outing?				
Do you need to bring any essential items e.g. medication with you? Do you have clothing and footwear appropriate for the trip activities? Please consider bringing a bottle of water with you in case of sickness.				
Does the trip leader have your up-to-date emergency contact number? Does your emergency contact agree to be contactable in the case of an emergency? Do they consent for their information to be held for emergency contact purposes?				
Do you have a mobile phone and is your mobile phone fully charged before the trip? Do you have a charging cable or a (fully charged) battery power pack to recharge your phone if necessary? Please make sure your mobile phone is ON during the trip – the trip leader may need to contact you.				

Do you have the trip leader's mobile phone number in case of an emergency? Do you know what to do if you get lost?				
If you are driving your car and giving lifts to trip participants, are you fully insured to do this? Any damage to your vehicle during the trip must be covered by your motor insurance. Any payments towards the cost of fuel should be an informal arrangement.				
It is your responsibility to ensure that you have sufficient funds (money, credit/debit card) to pay for the return journey from the trip destination to your home if you get left behind for any reason e.g. failing to be at the departure point on time, getting lost, hospitalisation.				

Notes

** Please note that any assistance such as lifts in a car or help up steps from another member of the group should be done on a personal basis. It is not covered by the u3a PL Insurance unless the member is found to be responsible for causing the accident/incident.*