OUTDOOR SPORTING 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 an outdoor sporting activity. 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 activity 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 checklist before the activity takes place, and you can always add to this during the activity.

-	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Member wellbeing and safety	Have you taken a register of attendees?				
	Do you have the emergency contact details of each attendee if members are happy to provide this information?				
	Have you checked the weather to ensure that it is suitable for this u3a activity to go ahead?				
	Do all attendees have access to water?				
	Have all attendees removed loose jewellery (if appropriate)?				
	Are all attendees wearing suitable clothing/footwear?				

	Have attendees appropriately warmed up?				
	Have attendees had the opportunity to make the group leader aware of any illnesses that may impact their participation and what actions should be taken if illness occurs? Note, this is not an obligation on members.				
	Is there a space for attendees who need to take a break?				
	Is there a first aid box that is easy to access and fully stocked?				
	Are attendees aware in the event of a serious incident, they should call emergency services even if there is a trained first aider present?				
Activity area/ public space	Is the activity taking place in an area specifically designed for this activity (e.g., a tennis court)?				
	Is the activity area suitable for the activity taking place?				
	Is the activity area accessible to attendees?				
	Is the activity area accessible to emergency vehicles?				
	Have you inspected the ground and activity area for hazards?				
	Have you removed any hazards in the activity area if safe to do so?				
	Are spectators 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 the correct equipment/vehicle to transport heavy items required for the activity (if applicable)?				
	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?