

Lostwithiel Area u3a		10th August 2024			
Person completing risk assessment checklist: Stephanie Thomas					
Photography Group Field Trip Leader Risk Assessment Checklist					
Description of activity: Group members meeting at an outdoor location to take photographs					
	Checklist	Yes	No	N/A	Comment and actions to taken to mitigate this risk?
Recce	Have you researched the location you will be at to identify any hazards and/or obstacles? ?	Yes			All relevant information will be on field trip sheet specific to the event and published on the Photography Group's field trip sub-page of the website prior to the day. This includes contact details of the leader. The field trip will be discussed at the Platform meeting the week before the field trip and any specific details highlighted.
	Have you given members an overview of the photography field trip and the identified hazards/ obstacles e.g. terrain, ground conditions, tides, suitable clothing,	Yes			
	Do members know the length of the field trip and any access difficulties?	Yes			
Traffic	Where activity involves walking on or crossing roads participants are advised to be aware of traffic	Yes			
Photographic Equipment	Are participants advised about suitable bags for carrying equipment	Yes			
Animals	Have you notified members of any routes through fields or moorland with livestock in and the risks involved of walking with dogs?	Yes			Dogs are rarely brought on field trips. Dogs to be kept on leads and where possible fields containing cattle are avoided.
Infection	Are participants advised to check for ticks that carry Lyme's disease after walking in the countryside?	Yes			Participants will be asked to bring their medication if they are allergic to these insects as our first kit will only cover the very basic ailments

Infection	Are participants advised not to attend if they develop any COVID related symptoms before the event?	Yes			
Eating out	Are participants advised about the possible food poisoning, burning, scalding, tripping, impact injury etc. from a refreshment venue?	Yes			The Photography Group assumes all reputable venues have appropriate risk insurance.
Extreme weather	Are participants advised of bad weather plans?	Yes			If possible a suitable bad-weather alternative activity or location is planned. Cancel / curtail event if necessary.
Sharing transport	Are participants advised not to offer lifts unless they have suitable insurance cover?	Yes			
Sharing transport	Are participants advised that they accept lifts at their own risk?	Yes			
Locality	Are participants advised about the course of action if they get lost?	Yes			Participants should carry a mobile phone and leader's number. Leader to share phone number with participants. Group members are given a rendezvous time and place. Group leader keeps a check of whereabouts of individuals.
Locality	Have you taken an attendance register?	Yes			Taken at beginning of field trip
Locality	Do you have emergency contacts for all attendees?	Yes			The leader will carry a paper copy of emergency contact details as well as a charged phone.
Locality	Does someone know when you are expected back?	Yes			
Locality	Is there any danger you will lose visibility or mobile phone signal?	Yes			Visibility: We would reconsider the location and the leader would ensure that the group is together. Mobile signal: we are generally less than a mile away from our cars, so would send one member of group to a car to travel to get
Locality	Have members attendees brought refreshments (such as water) for the walk at location?		No		Group members are given information regarding toilets and refreshments on posted field trip sheet.

Locality	Is there a first aid kit?	Yes			
Other identified risks:		What will you do to mitigate these risks?			
Risks specific to location		Risks will be identified and group members briefed on information sheet published on the website sub page and again at start of field trip.			
u3a	Photography field tripLeader Risk Assessment Checklist			The Third Age Trust	
Version	Description of changes	Date of change	Review date		
1.0	Original Checklist	22/11/2023	22/11/2024		
	Checklist reviewed	10/08/2024	10/08/2025		