



## PROCESS STATEMENT AND RISK ASSESSMENT

**U3A Group name: Haywards Heath U3A (insert Group Name)**

Initial Invitation to group of proposed trip (by email):

- Place
- Brief summary of trip
- Date
- Cost of entrance/tour if any
- How to pay any money required up front, e.g. cheque or BACS
- Proposed travel route
- Any details of known hazards as identified by a venue being visited

Pre-trip Travel arrangements to participants (by email):

- Meeting place, time of train and proposed travel route
  - Ask whether Mobile phone number changed
  - Participants are reminded that they are to be vigilant at all times and are responsible for themselves e.g. walking, crossing roads, using public transport
  - Reminder of any details of known hazards as identified by a venue being visited
  - Leaders mobile contact details given for on the day of the trip
  - Participants are advised to let the leader know on the day if they intend to find their own way home, leave the main group or require travel advice to return home
- A reminder given to bring :
- Mobile phone, charged and turned on
  - U3A card with emergency contact(s)
  - Bus Pass if available

General

First Aid kit is not carried with the group. Should an injury occur and the injured person is unable to sort themselves, the emergency services will be called.

