



HOLIDAY TRAVEL RISK ASSESSMENT CHECKLIST

u3a Name: Driffield & Wolds U3A	Date: 7 th September 2025
Name of person completing risk assessment checklist: Ann Wilkinson Group Leader (Holidays)	
Interest Group: Holidays	
Description of Activity: Organised 5 day coach holiday to Llandudno on 7 th September 2025	

This checklist is to help in the planning for a trip. 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 trip 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 before the trip takes place and you can add to this during your trip.

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
International travel	Have you checked the Foreign, Commonwealth and Development Office (FCDO) website for advice and guidance at: https://www.gov.uk/government/organisations/foreign-commonwealth-development-office?			X	
	Have you checked whether there are travel restrictions or requirements in place at: https://www.gov.uk/foreign-travel-advice?			X	
	Are any vaccinations required and is the group aware of this/meets the necessary requirements?			X	
	Do all members attending have the correct travel documents e.g., passports and visas, (and currency) and are these in date?			X	
Organising the trip	Have you used a tour operator (e.g., a travel agent) to organise this trip?	X			Buckleys Coaches Doncaster and all monies have been paid direct to this coach company and not through our





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	Has the committee Chair (or nominated committee member) been made aware of the trip and been given a copy of the itinerary, contact details and attendees?	X			Committee aware of this trip and if needed can obtain a passenger list from Ann Wilkinson Group Leader at any time
	Have all the participants been given the trip itinerary, contact details for hotels and details of the travel arrangements?	x			Coach company have provided itinerary, pick up times, hotel information and all travel arrangements
Member Safety	Have the names and contact details of all the members attending been collected and stored securely?	X			Passenger list to be kept securely by Ann Wilkinson and coach driver
	Have all the participants supplied the details of a person who can be contacted in an emergency, and is this stored securely?	X			Yes all passengers given laminated copies of contact number Ann Wilkinson Group Leader in case of any emergency
	Have all the members attending the trip purchased adequate insurance cover (including holiday travel insurance)?	----	-----	-----	Advised to take out their own travel insurance by coach company but this cannot be made mandatory - all down to travellers choice but we will be staying in the UK
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost, or someone takes ill)?	X			As soon as we get on the coach they will be informed and given contact details
	Is there a first aid box that is fully stocked and regularly checked?	X			Coach, hotel and Ann Wilkinson Group Leader will be carrying one on any group excursions
	Have members been reminded to pack appropriate clothing/footwear for specific activities on the trip if appropriate (e.g., swimming, walking)?	X			





Other identified risks:	What will you do to mitigate these risks?
Potentially lost passengers	Passengers who choose to travel alone - or passengers in a small group who may get lost will be issued with contact details of Ann Wilkinson Group Leader and to act on any situation as it arises
Slips Trips and Falls	Advised to wear appropriate footwear whilst on holiday and it is not our intention to walk on any uneven surfaces or take any risks on our excursions. One of our passengers will be taking a mobility scooter which will be stored when not in use. However, we will offer supervision and allow extra time for this passenger to get on and off the coach
Passenger with Diabetes Type 2	Passenger to bring own Insulin and store in hotel room in a fridge. To offer any help or support as needed.
Dietary Needs	Coach company and hotel aware of passengers individual dietary needs and will cater accordingly.





u3a	Holiday travel Risk Assessment Checklist	The Third Age Trust	
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023

