



HOLIDAY TRAVEL RISK ASSESSMENT CHECKLIST

u3a Name: Drifffield & Wolds U3A	Date: October 2026
Name of person completing risk assessment checklist: Ann Wilkinson Committee Member	
Interest Group: Holiday Group U3A	
Description of Activity: 5day (4 night) holiday to Northumberland departing Sunday October 4 th 2026	

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			Cairngorm Travel Tel 01405 761334





	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			Itinerary produced for all passengers and passenger list kept securely by Ann Wilkinson actually on the holiday itself. .
	Have all the participants been given the trip itinerary, contact details for hotels and details of the travel arrangements?	X			All intinerary details supplied to passengers together in advance with contact details of hotel/ coach driver
Member Safety	Have the names and contact details of all the members attending been collected and stored securely?	X			Held by Holiday Coordinator Ann Wilkinson only 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	Staying in UK If passengers wish to give usany details we will keep them securely Only in case of emergency !
	Have all the members attending the trip purchased adequate insurance cover (including holiday travel insurance)?	X			Coach company have requested that all passengers have own holiday travel insurance.
	Have all participants been made aware of the emergency procedures (such as what to do if someone becomes lost, or someone takes ill)?	X			Full details will be given. Contact numbers of coach driver and holiday coordinator to be given to everyone.
	Is there a first aid box that is fully stocked and regularly checked?	X			One on the coach One in the hotel (s) Small First Aid box carried by coordinator of this holiday
	Have members been reminded to pack appropriate clothing/footwear for specific activities on the trip if appropriate (e.g., swimming, walking)?	X			Some outdoor excursions and one boat ride requiring appropriate clothing and footwear required.

Other identified risks:	What will you do to mitigate these risks?
Possible theft / loss of belongings	Belongings will be stored securely in the coach and is the personal responsibility of each traveller whilst in the hotel. Safe boxes may be available to use and asked not to carry large amounts of cash on their person at any given time. Any problems will be covered by our own insurance ultimately
Slips Trips and Falls	To alieviate slips trips and falls by giving the passengers full details of our itinerary. To avoid hazardous environments. Wear correct footwear.





Sea Sickness on boat trip	To inform our passengers to take appropriate medication if necessary
Getting Lost	Where possible - passengers will not travel solo or venture alone unless preferred. This will alleviate anyone getting lost. Will ensure passengers given full details of places we intend to visit on our itinerary.. Telephone numbers of group organisers will be given to all our passengers due to an incident on a previous holiday.
Illness / Possible Hospital Admission	Group leader to be contacted at any time during this holiday to assist and mitigate any issues regarding a passenger taking ill or requiring hospital admission

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	



