

WREXHAM U3A

PHYSICAL/OUTDOOR ACTIVITY CHECKLIST

Group Facilitator	
Activity Leader if different	
Activity Name	
Location	
Number in Group	
Date/s	

1 INFORMATION PROVIDED BEFORE ACTIVITY	Done
This could include:	
a Location	
b Transport Options including car sharing, public transport, parking facilities	
c Type of activity, particular features e.g. hazards	
d Reminder re appropriate footwear, clothing and equipment	
e What to bring – e.g. food, drink, mobile phone	
h Reminder to bring emergency contact number (and medical info if needed)	
i Other (Members with medical conditions eg Diabetes)	

2 ON THE DAY	
a Check First Aid kit/facilities (if not available) b Check weather conditions (if applicable)	
c Briefing before Activity <ul style="list-style-type: none"> • Health and Safety including known Hazards • Emergency arrangements 	
d Other	

3 NOTES (anything specifically relevant to activity; any incidents/accidents [note fuller report will be needed in event of major incidents or any accidents – there is a separate form for this])