**SHEFFIELD U3A**

**SAMPLE CHECKLIST – WALKING GROUPS**

|  |  |
| --- | --- |
| **Action** | **Yes or N/A** |
| Before Walk |  |
|  |  |
| 1. Route reconnoitred and considered appropriate |  |
|  |  |
| 2. Weather forecast does not require cancellation |  |
|  |  |
| 3. Members are advised of length and difficulty of walk and know time and location to meet. Either   * Members know if they are late then walk will be undertaken without them, or * There is a process for registering to join walk and walk does not start until those registered are present / notify leader of their withdrawal |  |
|  |  |
| 4. Leader chosen and those walking have at least one between them of:   * Map ( and compass if walk could require this ) * First Aid Kit * Mobile phone – charged ( and knows emergency number to call ) |  |
|  |  |
| At start of walk |  |
| 5. Confirm walkers are SU3A members, or, are potential members attending as one of two “ taster sessions “. Count number walking. |  |
|  |  |
| 6. Check each walker has appropriate clothing, footwear, headgear and water & snack . and check each walker appears to be able to complete walk ( being aware of terrain )– but – it is the walker who makes the final decision once advised |  |
|  |  |
| 7. Brief walkers of route, duration, terrain and any hazards |  |
|  |  |
| During walk |  |
| 8. Follow the Country Code and Highway Code e.g. walk single file facing traffic if road has no pavement. |  |
|  |  |
| 9. Set appropriate pace, make sure everyone is “ managing “ and attend to those in difficulty |  |
|  |  |
| 10. Have a “ Back Marker”, stop periodically to ensure slow walkers can catch up, no one gets lost and count numbers |  |
|  |  |
| End of walk |  |
| 11. Count number finishing and ensure everyone accounted for and departs satisfactorily |  |

**Chris Jones – Treasurer - 2019**

**SHEFFIELD U3A**

**SAMPLE CHECKLIST – HOME GROUPS**

|  |  |
| --- | --- |
| **Action** | **Yes or N/A** |
| Arrival Practicalities |  |
|  |  |
| 1. Members know address, postcode and time of meeting |  |
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| 2. Members know of any special requirements e.g. park here / don’t park there. |  |
|  |  |
| 3. Members have host’s phone number to advise of non-attendance / delay |  |
|  |  |
| 4. Are weather conditions so poor meeting should be cancelled e.g. paths icy / roads snowbound etc? |  |
|  |  |
| Before Meeting |  |
|  |  |
| 5. Home cleared of all trip & slip hazards e.g. grandchildren’s toys, pets toys, trailing electrical leads, loose tiles etc |  |
|  |  |
| 6. Are there any other potential dangers in or outside the home? If so – these should be addressed |  |
|  |  |
| 7. Do any members have any allergies? If so – these should be addressed and catered for. NB – **It is the responsibility of members to advise the host of any allergies that the host should be aware of before the meeting**. |  |
|  |  |
| 8. Are there any pets in the home? If so, is it appropriate that the pet(s) is kept in a separate room and away from members? |  |
|  |  |
| 9. Remember that no children are allowed at U3A meetings |  |
|  |  |
| 10. Is home well lit? |  |
|  |  |
| 11. Check front, side, back, patio doors easily opened and accessible to ensure safe exit in case of fire |  |
|  |  |
| 12. Confirm your own home insurance is appropriate and upto date |  |
|  |  |
| 13. Confirm that those attending are SU3A members or guests on one of to two taster sessions |  |
|  |  |
| During Meeting |  |
|  |  |
| 13. If home has steps / stairs consider if only the host, or a member familiar with the home layout, should carry trays of hot drinks |  |

**Chris Jones – Treasurer - 2019**