

FORM-01A - OUTDOORS ACTIVITIES (2025)

GROUP CO-ORDINATOR RISK ASSESSMENT CHECKLIST



This includes outdoor sporting activities, outings, field trips and visits to places of interest. (If the visit is to a recognised attraction, stately home or similar attraction run by an outside organisation check with them to see if there are any potential risks members should be aware of.)

Interest Group: SUMMER CROQUET (May to October)	
Date: 7th May 2025	Group Co-ordinator: Jane Austin
Activity: Croquet	 Signed:

The following check list should be used as a guide for your risk assessment of the activity. Not all sections may apply nor may it be exhaustive.

Before the activity	Checked
Carry out reconnoitre	Yes, completed by convenor with Chair & Secretary of Wadhurst Cricket Club (James & Iain)
Information for prospective members:	On Wadhurst u3a website
1. Nature of Activity	Use of mallets and hard balls
2. Distance and duration	1-2 hours with tea break
3. Group Co-ordinator's mobile phone number	Yes, issued on all email communications, but not applicable
4. Type of Terrain	Uneven grass surface (playing area), sloping bank on edge of area, concealed holes around edge of pavilion
5. Level of fitness required	Low level
6. Appropriate footwear & clothing	Trainers or sturdy shoes to be worn
7. Toilet/refreshment facilities	Available in Cricket Pavilion
8. Are dogs permitted?	No dogs allowed on Commemoration Field
9. Assembly location and time	Wadhurst Cricket Pavilion Use what-three-words app for precise location
10. Car parking facilities	On field, by old Oak tree, accessed from Washwell Lane. Parking at own risk.
11. Emergency contact numbers for NoK	Emergency Tel Contacts required

/continued Risks & Hazards overleaf

KNOWN HAZARDS AND RISKS	
UNEVEN GROUND –	
Identified Risk	Mitigation
Trips and falls Chairs not stable on ground	- Warn members in advance on uneven surfaces - grass, steps and paving - Usual first aid for twists and sprains - Medi wipes and antihistamine cream if required - All equipment (balls and mallets) when not in use to be placed safely along outer side wall of Pavilion. - Warn members to ensure garden chairs are secure and stable before sitting; site outdoor chairs away from concrete block at side of pavilion.
OUTDOOR EXERCISE–	
- Sunburn - Dehydration - Cuts and bruises - Insect bites and stings - Adverse Weather conditions - Falling branches from old oak tree - damage to cars or injury to people - Thunder/Lightning strikes in open space	- First Aid Kit in Group Co-ordinator's Bag - Sunscreen available to use - Members advised to bring sun hats and high factor sunscreen and water bottle - Warning sign by parking area. Members warned of possibility of falling twigs and branches esp, in windy conditions - shelter in safe place. - Evacuate Field at first sight or sound of thunder or lightning – shelter in safe place.
INSIDE PAVILION	
Pavilion is not wheelchair accessible as entry is via concrete steps up to main door.	Fully accessible toilets open in Village and at Greyhound pub
Kettle unstable	Extra care when in use
Risk of burns/scalds from kettle and/or hot drinks	Run affected area under cold water to reduce heat
NATURE OF ACTIVITY	
Stray balls- trip or fall over balls, or hit by stray ball	Warning to members to keep safe distance from other players during play. Store balls and mallets in safe place against the pavilion wall when not in use.
Improper use of mallets -	Warning to members to keep safe distance from other players during play