

U3A – Planning and Organising a Photo Trip

Actions:

1. Check that venue is accessible on the planned date and time.
2. If thought necessary, carry out a specific site risk assessment in advance of the trip.
3. If outdoors and subject to weather conditions, have an alternative destination in mind and check that this is available on the planned date and time.
4. Inform the group about the venue:
 - a. Location
 - b. Fees/charges
 - c. Photographic opportunities
 - d. Hazards
 - e. Fitness requirements for example “15 minute level walk from the car park to the site on smooth paths. The site is on an uneven grassy area.”
 - f. Clothing requirements, for example “wear suitable shoes and bring waterproof clothing if it looks like it will rain, as there is no shelter at the site”.
5. Give some indication as to what to bring, for example “for best results you will need a tripod”.
6. Ask for an indication of who will be coming to the venue.
7. Ask for volunteers to drive others to the venue.
8. Circulate by email details about where and when to meet at the site and reiterate 3 and 4 above.
9. Circulate contact details of volunteer drivers to the group and ask everyone to agree their own transport arrangements.
10. Suggest an alternate informal meeting location for anyone who does not wish to attend.
11. On the day
 - a. Have access to the emergency contacts list.
 - b. Have a mobile phone.
 - c. Get to the site 15min early and do a quick risk assessment
 - d. Tell attendees of any specific issues and remind of general issues about safety of themselves and others.
 - e. After the event make sure everyone has left the venue safely.