

<b>Interest Group</b>	
<b>Group Leader and Deputy</b>	
<b>Date</b>	<b>Excursion</b>
<b>Description of Activity</b>	

<b>Check</b>	<b>Yes (✓)</b>
1 Advise Members of the nature of the Excursion, making it clear that it is the member's own Responsibility to ensure fitness to take part.	
2 Where large groups are involved, ensure numbers are checked at any stops in the itinerary.	
3 Where visits to venues such as stately homes, museums or galleries are involved, assess availability of access for any Member with special needs and, if necessary, advise of alternative access.	
4 Ensure that all Members are advised of the benefits to themselves of carrying their ICE card.	
5 Ensure that there is a named Deputy to lead the group in the event of an emergency/illness concerning the Leader, and that Members are aware of this.	
6 Provide all Members with the mobile phone number of both the Group Leader and Deputy	
10 Other (specify)	
12 Other (specify)	

<b>Notes</b>
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<b>Signed</b>	<b>Dated</b>
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