

**TRIP PLANNER CHECK LIST FOR LEADERS,
UBMBC.**

Trip Name:

Trip Date:

Number of Days:

Trip Grade and Why :

| TASK | INFORMATION | ATTENDED |
|--|-------------|----------|
| Number of participants | | |
| Check member status | | |
| Participant contact details Phone no.s | | |
| Advice given to participants -Conditions to be expected on walk, exposure, risks, known hazards etc as per Risk acknowledgement form. Check weather | | |
| Participant risk profile/experience -high -medium -low | | |

| | | |
|--|--|--|
| Any known Medical conditions/physical limitations | | |
| Notification to “late returns googlegroup” of trip plan and return date. | | |
| Meeting point arranged | | |
| Transport arranged | | |
| Leader supplies -PLB/map/compass/walk notes/phone etc | | |
| Participant supplies required -First aid kit/ water/ food/ NOK Info/ waivers if required. Other equipment if needed. Ie helmet, abseil gear etc | | |
| AMSA Notification attended for multiday or out of range activities | | |
| If there are late changes to participants on the walk, notification of amended participants is to be sent to walks recorder only, | | |
| tempory member forms to be emailed to walks recorder if required. | | |
| Incident form if required. | | |

*Original document from Tracie McMahon, altered for club, by secretary Ruth East.