General U3A Activity Risk Assessment Checklist in Covid-19

|  |
| --- |
| **U3A Name**  **Southwell u3a** |
| **Interest Group**  **Monthly meetings** |
| Date Location/Postcode  Leisure Centre, Southwell |
| Nature and Description of Activity  Meetings of all members to conduct business, listen to a speaker and to facilitate social contact between members.This risk assessment is specific to CoViD-19 and all other risk assessment will apply. |

|  |  |
| --- | --- |
| **Part 1: Before the activity Group Organiser Check list:** A notice has been sent to all members advising them of the procedures being used. A revised seating plan has been submitted to the Leisure Centre, which reduces the maximum number of attendees to 140.The welcomers will be briefed to ensure there is no queue at the entrance and social distancing is maintained inside the hall.No refreshments will be served.The meeting will be shortened to reduce the need for members to use the toilets. | **Yes (**✓**)**  |
|   |  **Hazard**COVID-19 infection**Risk Mitigation Measures**1. The meeting will follow the current Government and Public Health advice, especially in relation to social distancing, and physical contact.
2. Members will be advised not to attend if they feel unwell or have COVID symptoms.
3. Members will be advised that they should only attend if they have been doubly vaccinated or have taken a lateral flow test immediately prior to attending the meeting and received a negative result.
4. Attendees will be contacted by email and for those with no email, letter, in the event of ‘Test and Trace’ being initiated.
5. Entry to the Leisure centre will be from a fire exit door and not through the main entrance.
6. The outside doors will be kept open, weather permitting.
7. Members will be asked to proceed directly to their seats and to restrict any socialising to outside the Leisure Centre.
8. Members will be asked to wear face masks until seated.
9. Members will be asked to bring their own sanitising gel and to use it both before and after the meeting.
10. No refreshments will be served but members may bring their own drinks if they wish.
11. The meeting will be restricted to a speaker and minimal business to reduce contact time and reduce for the need for people to use the toilets.
12. Members will be asked to remain seated until their row has been called to leave the building.
13. Use of equipment and shared spaces and make suitable arrangements to have antiviral cleaning products available.
	1. The seating plan has been updated to allow for social distancing.
	2. The fire instructions will be given at the beginning of the meeting and will include the need to maintain social distancing while exiting through the fire doors and to congregate well away from the fire exit to maintain social distancing.
	3. All the equipment will be set up by the AV team who will wear face masks and use sanitising gel.
	4. Questions will be presented to one person, who will relay the question by microphone, so that only one person uses the microphone. Questions will be kept short or paraphrased.
	5. Questions may also be written down and handed to the person with the microphone.

  |  |

|  |  |
| --- | --- |
| **Part 2: Before Activity Personal Checklist:**  | **Yes (**✓**)**  |
|   |  1. All participants to review their own personal health and circumstances and refer to current Government guidance for different risk categories in COVID-19 and what measures are recommended for people over 70 and with various medical conditions.

 1. All participants to consider the health risk category of anyone else in their household.

 C) All participants to review the risk check list for the activity above and consider whether to take part without adverse risk to themselves or members of their households.   |  |

|  |  |
| --- | --- |
| **Part 1. Activity Checklist outcomes:**  | **Yes (**✓**)**  |
|  |                    |  |
| **Signed Group Organiser:**   | **Dated**  |

|  |  |
| --- | --- |
| **Part 2. Personal Checklist Outcomes:**  | **Yes (**✓**)**  |
|  |                |  |