

Outdoor Groups – Coordinators meeting

Virtual meeting Wednesday 8th July 7.30pm

Agenda

Welcome

Trust Advice relating to your groups

Life after Covid – ideas and discussion

Group members

Study Booklet entries

Attendees. Andrew Cross (Birdwatching1), Lyn Loyley (Birdwatching 3), Terry Garner (Cycling), Gary Nye (Golf), Sheila Young (Ind Heritage), Tuulikki (New Experiences), Graham Thompson (Thurs Strollers), Janet Money (Walking), Ian Cross (Wed Walking)

Nine of the expected 18 coordinators attended the meeting. This report will be circulated to all groups whose activities are outdoors. Advice may change in the future depending on government regulations

Report from JC, Chair

1 Outdoor Activities and Covid19

Chester U3A has received advice specifically relating to 'Outdoor Activities' The papers sent by the Trust may be found on Chester website under the Covid-19 tab. There are 2 papers, 'Covid19 Guidance and Risk Check list for Outdoor Activities, 1.6.2020' and 'General Outdoor Risk Assessment Checklist'. The committee discussed these two papers and agreed that the advice followed government guidelines together with a 'Risk Assessment'.

The risk assessment is in 2 parts that looking at the overall risks involved in the activity and the second part advising members to do their own personal assessment. This is good advice. However, the process was not considered to be workable, as it involved the coordinator assessing the risk of the activity, using a tick box then recording the outcome and sharing the outcome with the group. Each participant to complete a personal assessment and again recording the outcome. Both sets of assessment to be signed off and filed. This assessment form is on the website and may be used by any coordinators who feels that our recommendation is insufficient.

Discussion on current (non covid) procedures of outdoor activities generally was as follows

1. The coordinator / organiser chooses a suitable walk. At this stage may discuss it with the coordinator
2. The organiser preferably with another member does a 'recce' – this is a risk assessment.
3. Close to the date of the activity the coordinator or organiser will issue a description of the walk which includes time, date, any hazards arrangements for lunch etc
4. Queries are discussed with the coordinator.

Our recommendation is an extension to the above to comply with government regulations

The coordinator/ organiser

Inform the members of any government advice which you regard necessary for the member to make an informed decision relative to their own health and circumstances

This will include number permitted to social distance, travel arrangements, lunch, and social distancing etc.

At the bottom of the email the following caveat should be added

'It is your responsibility before participating in this activity to review your own personal health and circumstances with reference to current Government guidance for the different risk categories in Covid19 and what measures are recommended for people over 70 and/or with various medical conditions.

You should also consider the health risk category of anyone else in your household.

At all times you should comply with the current government regulations of Covid-19

On the Day Take a register of those attending (no need for membership numbers) for traceability if need arises. Keep the list in a safe place

2. GDPR

This is the information received from National Office regarding a breach of GDPR when email addresses were circulated without the members permission. Our current method of using a consent form whereby giving coordinators permission to circulate all members emails in the 'TO' box was not GDPR compliant.

This is the actual message reply from National Office regarding this issue

'Having access to the group members contact details makes the group convenor a 'data processor' in this instance using the data to run the group effectively. As such they are required to keep this information accurate and up to date and provide people with the option to have their details removed if they so wish or if they leave the group

'However, group coordinators would have no control of the information in emails that members have kept on their individual IT devices or on whether they use these emails in future correspondence when they contain the details of the whole group. In short, they would have no way to guarantee all the persons contact details had been removed from the email histories of other members. It is for this reason that it is appropriate to blind-copy members details when sending out group communications.'

Followed by

'Any personal arrangements between individual group members is entirely at their discretion and their responsibility to manage. As someone who is sharing others personal contact details group convenors need to be able to say that they can remove this information if requested and in this instance they couldn't'

To summarise

If we, Chester U3A cannot keep control of members data (in members computer, phones etc) we cannot distribute it. Therefore, any list of members personal data that may exist is not part of Chester U3A documentation.

Some points to remember

- Friends within a group may exchange emails, it is their responsibility to circulate information.
- Use bcc when emailing members whenever possible.
- The coordinator cannot download personal data from Beacon to circulate around members
- Coordinators to use Beacon whenever possible. It is GDPR compliant

- In Case of Emergency - 'ICE'. The person to contact should you become ill should be a telephone number on a members' mobile as ICE XXXXX. If member does not use a mobile or does not carry it with them then ICE cards are available. They should be carried when on U3A activities. Paramedics in the event of an emergency will look for a contact in a mobile or a purse or wallet.

Life after Covid-19

All the coordinators present expect to resume their activities after covid-19. The walking group coordinators are working out how they can start walking under the current government rules - no more than 6 different households may walk together outside 1 metre apart, travelling separately in cars and a packed lunch. Others who are visiting places of interest will find it more difficult and probably not start up until after covid-19. It is for you and your members to decide when and how you can start your groups again. Please keep in touch with each other. Ask the committee if you need any assistance to keep you group active e.g. training on zoom

Group Members

At this time of the year we update the members list on Beacon. If you update on Beacon, please check that your membership is correct. If you do not use Beacon please send a copy of your last list of members to chair@chesteru3a.org.uk or webmaster@chesteru3a.org.uk

Study Booklet

This booklet is produced each year for new members. Existing members are familiar with the website where the information is always current. We need a description of your activities, time, venue, day, the purpose/aim of your group for entry into this booklet and if you are currently meeting during covid-19. The same information will be transferred into Beacon and the website.

Please send the list and description as soon as possible to chair@chesteru3a.org.uk

Thank you for your cooperation

Jenny

Chair Chester U3A