

**CROYDON RISK ASSESSMENT 2021**

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| Interest Group Name:  |
| Group Leader and contact details Name: Address: Email: Phone number(s)  |
| Description of Activity(eg sedentary, active)  |
| Location / Venue |
| Venue Lettings Manager & contact details  |

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| Has the Committee been informed? Verbally/ By email Date  |
| Has the venue been visited and assessed for use during the pandemic?Who with Date  |
| Does the GL have details of how the venue provider has ensured that the facility is Covid-Secure?  |
| Has the GL provided the Committee and the venue Lettings Manager with the U3A Risk Assessment for the activity?Committee: Venue Lettings Manager:  |
| Have Group members been informed of the measures carried out by the venue and the GL?  |

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| **Notes : PLEASE INDICATE THAT YOU ARE AWARE OF THESE NOTES** | Please tick |
| **Members must be reminded not to participate if they are experiencing any Covid-19 symptoms.****If a member, or someone in their household, develops symptoms, they must let the Committee know immediately, and the venue will be informed.** |  |
| Members must carry out their own personal risk assessment before taking part regarding their health and travel arrangements. This does not need to be shared. |  |
| A booking system will normally need to be used to ensure social distancing according to the size of the venue. |  |
| Members must be made aware that they will need to adhere to the Government, NHS and U3A guidelines with regard to wearing a face covering, using hand sanitizer, not sharing any equipment, not sharing food, utensils or cutlery. |  |
| Furniture must be sanitised before and after use – the GL must arrange this. |  |
| Any devices (laptops etc) must be operated only by one person and sanitised  |  |
| A record of dates, times, participants and contact details MUST be kept by the GL or nominated person. |  |
| If anything about the building, with regard to being non Covid-Secure, is seen, the GL must inform the Lettings Manager & the U3A Committee asap.  |  |

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| Extra Notes:**Participating members must** * Hold a **current membership card for 2020-2021** (light green card)
* Be made aware that precautions have been put in place at the venue, according to regulations
* Know the GL has completed a **Croydon U3A Risk Assessment** **Document** which they can ask to see.
* Inform the GL and the Committee if they, or anyone in their household develops Covid-19 symptoms

**The Group Leader must*** Retain the RA document and make it available to members to see on request
* Give a copy to the Committee
* Give a copy to the Venue Lettings Manager if requested
* Keep accurate records of who attends each session and contact details
 | Tick |

THE VENUE : General

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|  | **Yes** | **No** | **N/A** | **Comments** |
| 1 | Is the access suitable for the group attending the activity especially anybody with limited mobility? |  |  |  |  |
| 2 | Is wheelchair access adequate? |  |  |  |  |
| 3 | Is the area free from obstructions & trip hazards? |  |  |  |  |
| 4 | Are there adequate means of escape in anemergency which are visible & clear of obstructions? |  |  |  |  |
| 5 | Are there appropriate direction signs to aidescape? |  |  |  |  |
| 6 | Is there a Fire Alarm? |  |  |  |  |
| 7 | Is there Emergency Lighting? |  |  |  |  |
| 8 | Is there a designated assembly point? Where is it? |  |  |  |  |
| 9 | Is there an emergency procedure for the building?Do you have a copy? |  |  |  |  |
| 10 | Is seating always laid out? |  |  |  |  |
| Is it a U3A responsibility before and after theactivity to lay out seating |  |  |  |  |
| 11 | Is there a kitchen? |  |  |  |  |
| Is the kitchen adequate and hygienic? |  |  |  |  |
| Are food safe cleaning materials available? |  |  |  |  |
|  | Has the kettle been visually safety checked? |  |  |  |  |
| 12 | Are the toilet facilities adequate & accessible? |  |  |  |  |
| 13 | Is equipment being brought to the venue? |  |  |  |  |
| Has it been checked? |  |  |  |  |
| 14 | Is there a First Aid box and if so where is itlocated? |  |  |  |  |
| 15 | Does it have a sound system with an inductionloop? |  |  |  |  |
| 16 | During the pandemic use of toilets will depend on the Covid-Secure policy of the venue, with regard to queueing and individual use. |  |  |  |  |

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| **NOTES FOR EXCEPTIONAL CIRCUMSTANCES: this space is intended for information pertaining to the group’s activities which can’t be listed above.** **NAME OF INTEREST GROUP** |

Signed ………………………………………………………… Date …………………………………………