



Guidance for Group Organisers with regard to outdoor activities carried out during the Coronavirus Pandemic

Please read the following and ensure all aspects of the advice are followed BEFORE YOU MEET.

Risk Assessments for outdoor activities

Risk assessment for all locations:

To make an assessment of whether you should undertake any activity our advice is that it is important to carry out a risk assessment as you would do for any U3A activity. In the case of resuming an outdoor U3A exercise activity there would be two elements to any risk assessment to be considered. It is **strongly advised that you record any assessment before taking part in activity.**

The first part of the risk assessment – identify what steps Group leaders propose taking to ensure the activity is Covid secure – e.g. limiting numbers, taking face coverings and hand sanitisers, own refreshments, limiting time and duration of activities. This information should be shared with all participants so that they can complete the next part of the risk assessment for themselves.

The second part of the risk assessment is for each potential participant to undertake a personal participation risk assessment considering the Covid-19 risks and hazards that taking part poses to the individual.

Our advice is that it is imperative that everyone completes a personal assessment of this nature and records it. This is however, a personal exercise and does not need to be shared with group leaders. It is sufficient to inform them that you have considered your personal situation and decided that you are safe to take part in the activity as arranged.

This is important because there are differing requirements for:

- people with different health conditions - clinically vulnerable, or clinically extremely vulnerable
- people of different ages
- members living in a household where there is someone who is considered clinically vulnerable, or clinically extremely vulnerable and therefore has limitations on contact with others.

Our advice is that a personal participation risk assessment should take into consideration a person's physical health and any underlying issues, age and the health and circumstances of those they may be living with or isolating with in their household.

For your assistance and to enable you to make a thorough assessment of your own and the activity risks involved, you will find a sample Risk Assessment Checklist on the National Website in the Advice Section on Running Your U3A during Covid, which everyone should view and complete including the personal section before considering taking part.

As previously stated, there is no requirement for you to share your personal risk assessment but that you have considered the factors for yourself and concluded that you can safely take part.

GROUP ORGANISERS

Please ensure that you have carried out AND RECORDED everything required under Risk Assessment and that individual members participating in your activity have also done so.

Please also keep a register of who attended the activity and ask each individual to sign a statement confirming that they have carried out their own personal risk assessment prior to attending the activity. A copy of your register should be sent to the Groups Co-ordinator, Vicki Woodward, and you should retain a copy.