

Dart Valley U3A - Covid19 Guidance and Risk Check List for Indoor Activities in a Covid-secure venue.



Prior to restarting any interest group activity, a convener **MUST** notify the U3A committee.

It is important that group leaders undertake an assessment of the location and activity and how members will participate in the activity prior to commencement. A written record of this assessment must be retained. See template at the end of this document.

It is also important that individual members carry out their own risk assessment for attending. See template at the end of this document.

NOTE: Members should be advised **NOT** to share cars with non-household members when travelling to interest group venues and to follow guidance for travelling on public transport

NOTE: If there is a local lockdown arrangement, the lockdown arrangements will take precedence over the guidance below. You **must** follow local lockdown guidance at all time.

Interest groups:

If you intend to resume using the Flavel or other community hall designated Covid-19 secure then you must:

a) have details of how the facility providers have ensured that the facility is Covid-Secure

b) **and** know that measures are in place to ensure all those using the facility must do so in a way that is Covid-Secure including the maximum number that can be safely accommodated

- The Convenor should contact the venue prior to commencing the interest group and should visit it to satisfy themselves of a) and b) above
- Review the venue guidance for Covid-Secure participation and capacity limits for the rooms with social distancing.
- Give clear information about limiting the group size in line with these recommendations
- A record should be kept of how the building and its use is Covid-Secure by the Group Leader/Convenor.
- The Convenor should keep a record of the date and time of using the building and note on each occasion that the building was complying with its Covid-Secure arrangements
- The Convenor should advise all members that they **MUST** use the facility in line with the guidance provided to users at all times [and should keep a record of having done so]

This guidance should be read in conjunction with current Government Guidance at all times including:-

1. Guidance on the phased return of sport and recreation updated 17th July 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation#organising-outdoor-sport-and-physical-activity-events>

2. Guidance COVID-19: Guidance for the safe use of multi-purpose community facilities Updated 31 July 2020

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multipurpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

3. You should keep up to date with NHS guidance on social distancing at all times

<https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/>

Convener Risk Assessment (Pre-Attendance)

The first part of the risk assessment is for you to identify the overall hazards and risks involved in the activity you intend taking part in and how the Government guidelines are accommodated in how you will undertake the activity. In particular the clear advice from Government about ensuring social distancing and how this will be maintained throughout the activity.

Please find attached a sample Risk Assessment Checklist which you should fill in and send to the members of your group and to the Dart Valley Groups Coordinator – peteravis1@gmail.com

Personal Member Assessment (Pre-Attendance)

The Convener must communicate their risk assessment to their group and ask each member to undertake their own personal assessment to enable them to decide and be confident that they should attend.

This assessment is personal, and does NOT need to be shared with any other person. It does not need to be provided to the group leader, it is purely for personal use.

This is important because there are differing requirements for people with different health conditions - clinically vulnerable, or clinically extremely vulnerable and for people of different ages.

Also, members may be 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.

Please remind them that if they are showing any symptoms of coronavirus they must not participate and follow appropriate isolation and health guidance.

The notes above are based on U3A Trust Advice found at: <https://www.u3a.org.uk/advice/running-your-u3a-during-covid-19/830-covid-19-advice-on-u3a-activities-2#4-further-guidance-for-england>

There is a useful Q&A video [here](#).

Peter Avis Groups Coordinator Dart Valley U3A

General Indoor Activity Risk Assessment Checklist

Dart Valley U3A - Interest Group		
Date(s) of Meetings	Meeting Location/Postcode	
Nature and Description of Activity		
A)	Consider the current Government and Public Health advice in relation to your location and the feasibility of carrying out this activity safely adhering to present social distancing requirements and permissible out-door activities. <i>Outcomes/Changes:</i>	Yes (✓)
B)	Consider whether your activity involves the sharing of any equipment or shared spaces and make suitable arrangements to have antiviral cleaning products available. <i>Outcomes/Changes:</i>	
C)	Where necessary inspect area prior to starting activity to ensure adequate social distancing can be maintained throughout and to remove/isolate any hazards. <i>Outcomes/Changes:</i>	
D)	Ensure travel arrangements also meet the necessary requirements <i>Outcomes/Changes:</i>	
E)	Consider the general hazards related to this type of activity, the impact accommodating Covid19 requirements may have on the way it is organised. These may relate to the location and potential congestion areas, obstacles, fitness levels required, appropriate dress, weather conditions etc <i>Outcomes/Changes:</i>	
F)	Consider how you will ensure you do not go over the maximum number of people allowed <i>Outcomes/Changes:</i>	
G)	Record outcome of these considerations in writing prior to the activity and share with participants so they can complete their personal checklist in line with the information in your checklist. <i>Outcomes/Changes:</i>	
	<i>Other actions/outcomes</i>	
Signed – Group Convener		Dated

Individual Member Risk Assessment Checklist

<p>A) Please review your own personal health and circumstances and refer to current Government guidance for different risk categories in Covid19 and what measures are recommended for people over 70 and/or with various medical conditions.</p> <p>B) Consider the health risk category of anyone else you are isolating with in your household.</p> <p>a) Review the risk check list for the activity above completed by the group convener and consider if you can take part without adverse risk to yourself or household.</p>	Yes (✓)
Signed	Dated