

Risk Assessment Process Summary

Generic Venue and Activity Risk Assessment templates will be provided by the Committee alongside support to enable Group Leaders to complete them for their specific meetings and activities. Generic templates will be reviewed annually by the Committee.

Copies of Risk Assessment Checklists (Venue and Activities) will be kept by Group Leaders for each year. The Committee will require copies of these if an accident/incident were to occur in order to support any insurance claim.

Venue Risk Assessment Checklists will be requested for all venues which host a u3a activity including monthly meetings, meetings in a private home or visits to a centre or pub for lunch. These will be completed once a year and amended if there are any significant changes. It is advised that each venue is checked on the day of use. When completing a risk assessment for a venue, Group Leaders/Committee will need to consider how this will impact on the persons attending the venue and how the venue will impact on the planned activity within the venue. They will need to consider what measures or changes they will need to make for each identified hazard in order to reduce risks involved in using the venue and running the activity. These changes will need to be incorporated into the assessment of how hazards can be reduced or avoided.

Activity Risk Assessment Checklists will be requested for all u3a activities whether indoors or outdoors or a mixture of both. These will be completed once a year and amended if there are any significant changes. When completing a risk assessment for an activity, Group Leaders/Committee will need to consider what they will need to consider before, during and after an activity to reduce risks.

Corona Virus – Personal Responsibility

During the Coronavirus Pandemic and beyond, it is important for all u3a members to consider their own personal health circumstances including their physical and mental health before attending a venue and participating in any activity. Each Group Leader should provide their group members with details about the risk assessment process in order to support their decision making. Group Leaders/Committee will advise members to follow national guidelines related to Covid.