

Droitwich Spa u3a Risk Assessment

Date of Assessment: 18.07.21	Revision date: 18.07.22
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Group: Classical Music Appreciation	Day/am or pm: 4 th Thursday/am
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Meets: Member's home

Nature/description of activity:
To listen to a presentation and accompanying music.

General Advice:

- 1) Consider any current Government and Public Health Guidance
- 2) Consider whether the activity involves the sharing of any equipment or space
- 3) Where possible inspect the area prior to starting the activity
- 4) Consider the general hazards related to this type of activity
- 5) Record outcomes in writing prior to the activity and share with participants**

Hazards/Dangers	Potential Risk	Control Measure
Surfaces – uneven, changes in height etc. - step up to front door, over threshold, mat by kitchen door, leads from laptops etc.	Trips and falls	- Ensure attendees aware of steps up to and over threshold. - Ensure floor is clear of trip and fall hazards (mats, leads etc.).
Infection with Covid 19	Catching Covid 19	- Attendees should complete a Personal Checklist considering the health risk category of themselves and anyone else in their household - Ventilation windows and doors open - 1m+ to be maintained - Hand sanitiser to be available on entry/exit - Record name and contact details
- crowded	ditto	- Attendees should wear face coverings
- lack of social distancing	ditto	- Attendees should stay in designated seats - Attendees should observe hosts instructions on entering/leaving
- surfaces	ditto	- Host to sanitise all surface prior/after the session - Only host to use any equipment - Toilets to be sanitised after use by user - Paper towels for drying hands

N.B. Attendees to confirm they have completed a Personal Checklist – they DO NOT have to show this to host.

Signed by the Group Leader: *Gay Enoch*

Name of Group Leader: Gay Enoch