

Activity Checklist: Bookworms

Garforth, Kippax & District u3a	
Location:	Date:
Nature of Activity:	

Possible Hazards & To Whom

Accidents within the householder's property to all who may be attending, by falling, tripping, incidents involving equipment / furniture provided by the householder or through risk of spreading infectious disease.

Minimising the Hazards:

Part 1: Personal Checklist for ALL Members
Before commencing any U3A activity, make sure you have not had recent contact with persons who may be infectious, ie: chicken pox/shingles; respiratory disease such as Flu or Covid; other communicative diseases. For clarity, please refer to https://www.nhs.uk/conditions/
Make an informed decision whether you can take part without adverse risk to yourself or to others.
Check you have provided the convenor an emergency contact name and number (if you have one) and ensure that you bring any medical aids/personal medication that may be needed for emergency use.
Inform your convenor if you develop any symptoms of infectious disease within the week(s) following the activity, in case the convenor needs to inform other participants.

Part 2. Venue Requirements

Please comply with any requirements of the householder
Minimise trip risks by making space, if possible, around furniture, with attention to needs of members with mobility or sensory requirements.

Part 3. Convener / Leader responsibilities

Only GK&D U3A (& associate or CGYNET) members and prospective members can participate.
Consider the maximum number of participants that can safely be accommodated controlled, if necessary, by requiring members to sign up in advance, with special consideration for members with mobility or sensory requirements.
Check attendees against your register. Please add names, and emergency contact details, for new or prospective members, for Health & Safety purposes. Pass names & tel number of new or prospective members to Group Co-ordinator please.
Have a copy of this checklist available at each meeting OR ensure all participants have received a copy prior to arriving.
Brief all participants at the start of the activity. This should include the householder's requirements.

Make a collection, if applicable, from all members, to cover any group costs, and make payment or save as required.

Reference documents:

GK&D U3A Equality, Diversity and Inclusion Policy

GK&D U3A Incident Form

GK&D U3A Guidelines for Members & Convenors re Data Protection Policy

Remarks:

First Issued: 21/03/2022

Re-issued: 07/08/2023

Reviewed: 02/07/2023

Review date: July 2024