

Personal Risk Assessment

BEFORE taking part in any group or monthly meeting, you should consider the following and then decide for yourself if you feel the risk for you in taking part in the meeting is acceptable to you.

1. Covid-19 risks

- If you or any member of your household has any of the recognised Covid-19 symptoms or you know that in the last 10 days you have been in contact with someone who has the virus or you have been self-isolating for less than 10 days, after a positive test or reported contact, then you **MUST NOT take part in a u3a meeting**.
- Have you considered the current Scottish Government's Covid-19 guidelines for adults meeting in groups?
- Have you considered whether you can take part in the group meeting without adverse risk to you or other members of your household?

2. Meeting risks

- If it is a meeting which takes place outside or is a visit to a venue, you should have been provided with relevant information about the outing and you will be expected to follow any instructions given by the venue staff.

Have you considered whether your abilities will allow you to safely take part in the outing and if you are willing to follow the venue's instructions?

- If it is a meeting which takes place indoors, the venue has been risk assessed as being safe for the meeting, but have you considered if there are any other personal risks for you in attending this meeting?

If you do take part in any group or monthly meeting the facilitator and committee will assume that you have considered the above and consider the risks to be acceptable.

You do not need to send your answers to the facilitator or committee.

Your attendance at a meeting and a contact number will be recorded and may be sent to the venue's owners and will be kept by them for as long as is required by law, to support the NHS 'Test & Protect' scheme.

You need to consider this personal risk assessment for EVERY meeting as the situation regarding Covid-19 and/or your personal circumstances may have changed.

Document approved by Committee – 12 July 2021

Document will be reviewed when Government regulations change