

General U3A Activity Risk Assessment Checklist in Covid-19

U3A Name <p style="text-align: center;">Guildford Area U3A</p>
Interest Group <p style="text-align: center;">Jazz Concerts</p>
Date Location/Postcode <p style="text-align: center;">18th January 2022 15th February 2022 Shalford Village Hall</p>
Nature and Description of Activity <p style="text-align: center;">Live Jazz Concerts</p>

Part 1: Before the activity Group Organiser Check list: 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 indoor and outdoor group sizes. <p style="color: red;">Government procedures are in place which specifically refer to venues and live concerts. In line with many, we are reducing the audience capacity. Members are required to wear a masks/face covering while moving around the building. Whether these will need to be worn while people are in their seats will be decided nearer the time, depending on Government advice.</p> <p style="color: red;">We are asking that everyone brings proof that they have received a double Covid-19 vaccination (this can be on a vaccination card, NHS app or NHS Covid Pass letter) or evidence of a negative lateral flow test that they have taken within the previous 24 hours. This information will only be seen by the GLs of the group or their appointed assistant, and not shared with others or stored.</p> <p style="color: red;">We have put a maximum number of 110 in the audience, which is just over half the normal audience capacity of 200 allowed in the hall. This will give more space between members while sitting and also while moving around. Pre-booking is required to ensure we do not exceed this number.</p> <p style="color: red;">We have the use of two large separate rooms where refreshments will be served. As people move out of the hall during the break, this will also allow the air to be refreshed.</p> <p style="color: red;">The venue is 'Covid secure' and all users have been informed of their procedures and policies on numbers, cleaning, windows, etc . which will be adhered to.</p>	Yes ()
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- B) Consider whether your activity involves the sharing of any equipment or shared spaces and make suitable arrangements to have antiviral cleaning products available.

No sharing of equipment amongst members. The band bring their own equipment. The hall's microphone will only be used by one person.

The venue has procedures in place regarding the cleaning of shared spaces which we will adhere to as necessary.

The practicalities of providing tea/coffee have been considered and it has been decided that serving this to everyone in a separate room is the best option for this number of people and the situation.

- C) Advise all wishing to take part that they should allow group leaders take a register with contact details of participants to share with NHS Contact and Trace service if required.

A register is always taken anyway. Information will be given to NHS Track and Trace if we are legally required to do so.

- D) Where necessary inspect area prior to starting activity to ensure adequate social distancing can be maintained throughout and to remove/isolate any hazards.

We have already held two live concerts and any potential risks/hazards were identified and dealt with.

We feel that an interval is necessary, as this will allow members to stretch, visit the toilets and get some fresh air outside if they wish. We will have a 'one-way' system in place for people to return to the Main Hall after the interval.

- E) Ensure travel arrangements also meet the necessary requirements

NA

- F) Consider the general hazards related to this type of activity, the impact accommodating Covid19 requirements may have on the way it is organised.

The main impact of Covid-19 requirements is mainly the number of people attending. We have reduced these to a manageable level.

- 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

All members are being sent a copy of this Risk Assessment and are asked to complete their own Personal Member's Checklist before attending the activity.

Signed Group Organiser(s): <p style="text-align: center;">Jackie Ring</p>	Dated <p style="text-align: center;">8.12.2021</p>
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Part 2: Before Activity <p style="text-align: center;">Personal Members' Checklist: This is for your own use and does not have to be returned to the GL.</p>	Yes ()
<ol style="list-style-type: none"> 1. All participants to review their own personal health and circumstances and refer to the NHS Website in England, Wales or Scotland for further information if you are at higher risk of getting seriously ill from coronavirus. 2. Consider the health risk category of anyone else you are living with in your household. 3. Review the risk check list for the activity you intend to take part in - completed by your U3A group organiser and consider if it is the right decision for you to take part without adverse risk to yourself or household at this time. 4. Do not take part if you or someone else from your household have Covid-19 symptoms – these include a high temperature, a new continuous cough and the loss, or a change to your sense of smell or taste. 	