

# General U3A Activity Risk Assessment Checklist in Covid-19

U3A Name - Guildford Area U3A
Interest Group - Outings and Trips
Date Location/Postcode <b>Wednesday 1<sup>st</sup> December 2021</b> <b>Hever Castle, Nr Edenbridge, Kent TN8 7NG</b>
Nature and Description of Activity <b>Coach trip. Entry to Castle. Attractions. Self-guided light trail around the grounds. Christmas Lunch.</b>

Part 1: Before the activity Group Organiser Check list:	Yes ( )
<p>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> <p>Although social distancing restrictions and limits to numbers have been lifted, government guidance and public health advice is that while cases are high, everyone needs to continue to act carefully and remain cautious.</p> <p>Hever Castle have a number of safety measures in place, and members are expected to comply with these where appropriate. See attached document.</p> <p>We have been allocated a timed-entry slot into the castle of 12.00pm.</p> <p>Members will be advised to comply with whatever measures we or the coach company may put in place on the day (such as hand-sanitising, wearing a mask, etc.).</p>	Yes
<p>B) Consider whether your activity involves the sharing of any equipment or shared spaces and make suitable arrangements to have antiviral cleaning products available.</p> <p>No sharing of equipment.</p> <p>There will be a number of hand sanitising stations around the venue, and members will be encouraged to use them.</p> <p>If necessary, members will be advised and reminded about maintaining social distancing in shared spaces, which are mainly getting on and off the coach, going around the castle and at the lunch.</p> <p>All members will be asked to follow the advice and instructions of Gastonia and Hever Castle staff.</p>	

- 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.

All members complete an application form, so the GL has their contact details

Members are asked to contact the GL and inform them if they develop Covid-19 symptoms or test positive after the trip. All other members will be informed of this, but details will be kept confidential.

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

I have visited Hever Castle before for this type of event.

They have procedures in place to ensure adequate social distancing, and members will be expected to comply with these. They ask that masks are worn while walking around in indoor spaces, this especially applies to the castle. Much of our visit will be spent in the grounds, at lunch or in small groups looking at the various attractions.

Members will be observed during the trip and if necessary reminded to maintain social distancing from each other as well as the general public. After more than a year of social distancing, members are used to doing this by now.

- E) Ensure travel arrangements also meet the necessary requirements

Gastonia have the 'We're Good to Go' accreditation to ensure they meet Government and industry standards. We will ensure that we adhere to whatever measures are still in place by the date of our visit. All their drivers have received two vaccinations.

We MAY introduce some procedures if we feel it is still necessary, such as wearing masks, load from the back/unload from the front, etc. We will decide this nearer the time of the visit, and members will be informed of this beforehand.

- 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 trip has been organised in the same way as other trips we have carried out recently, with no perceived additional hazards other than being aware of the risk and therefore making allowances for social distancing, hand sanitising, etc. as mentioned above.

Most members should have had both vaccinations by now, and some will have had a third.

- 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.

Before booking, all members will be given a copy of this Risk Assessment completed by the Group Leader.

Before booking all members must complete a Personal Checklist (below) so that they can consider their own health risk category and that of anyone in their household, and confirm that they are able to take part without any adverse risk to themselves or

their household.

We also ask that, in line with Government and Public Health guidelines, if you or someone from your household/family tests positive for Covid-19, are feeling unwell or have Covid-19 symptoms, you stay at home and do not come on the trip.

H) General Risk Assessment – consider other risks while on the trip and what to do to minimise these.

#### Lost Members/Accidents

For every trip, all members are given a slip of paper as they arrive giving information on the plan and timings for the day, as well as two mobile phone numbers (my own and Ann's) so they can contact one of us if they become detached from the rest of the group, have an accident, or just forget what time or where the coach is departing from. When the group has to walk anywhere, eg from the coach into a venue, one GL leads and one GL is the back marker. For this trip, the coach will be taking us directly to the venue and collect in the same place.

#### Emergency Contact Details

These are obtained from Beacon, so the appropriate person can be contacted and informed if a member is taken seriously ill or has an accident while on the trip.

#### Food Allergies/Intolerances

For trips where food is included, it is the members' responsibility to inform us of any food intolerances/allergies. They are asked for details on their booking form and this will be passed on to the venue.

#### Mobility

As Hever Castle is an ancient building, there are some steps inside the castle which are uneven. To exit the castle there is one stone spiral staircase, with a handrail. There is a 350 yard walk from the entrance to the castle forecourt, and a 10-15 minute walk from the castle to the restaurant for lunch. As a large part of this visit is to see around the grounds, a certain level of mobility is needed to enjoy the venue.

Signed Group Organiser:

**Jackie Ring**

Dated

**13.10.21**

<b>Part 2: Before Activity Personal Checklist:</b>  <b>To be completed by the GU3A Member</b>	Yes ( )
<ol style="list-style-type: none"><li>1. All participants to review their own personal health and circumstances and refer to the NHS Website in <a href="#">England</a>, <a href="#">Wales</a> or <a href="#">Scotland</a> for further information if you are at higher risk of getting seriously ill from coronavirus.</li><li>2. Consider the health risk category of anyone else you are living with in your household.</li><li>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.</li><li>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.</li></ol>	