

General U3A Activity Risk Assessment Checklist in Covid-19

U3A Name - Guildford Area U3A
Interest Group - Outings and Trips
Date Location/Postcode Saturday 13th November 2021 The Mill Theatre, Sonning, RG4 6TY
Nature and Description of Activity Coach Trip to a Matinee performance of Top Hat, lunch included

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>England is now in Step 4. 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>The theatre has issued details of their <u>current</u> Covid Safety measures (attached). They do not require proof of vaccinations, negative tests, etc., and the wearing of masks in the auditorium is advised but not compulsory. This may change by the date of our visit. Members will be kept informed of any significant changes. Tickets are reserved until 13th October, and a final decision to pay the balance can be made then.</p> <p>Members will be advised to comply with whatever measures the venue may put in place at the time of our visit (such as NHS Track and Trace, mask-wearing, cash-less café/bar, etc.).</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, mask wearing, etc.).</p> <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>If necessary, members will be advised and reminded about maintaining social distancing in shared spaces, which are mainly getting on and off the coach and the theatre 'pinch points' such as entrance/toilets.</p> <p>All members will be asked to follow the advice and instructions of Gastonia and Mill Theatre staff</p>	<p>Yes</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.

- 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 visited the Mill Theatre before. It is a small theatre, max approx 200 in the audience. They have procedures in place to ensure that customers keep their distance from each other, such as filling the auditorium row by row. Members will be asked to follow directions given by the Mill staff.

Members will be observed during the trip and if necessary reminded to maintain social distancing from each other as well as the general public, especially at pinch points, such as getting on and off the coach, the entrance/exit to the theatre. 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 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.

We have carried out two coach trips recently (one in June and one in August), ensuring that all Covid measures were in place and adhered to, and there were no problems.

Most members should have had both vaccinations by now.

- 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.

As they arrive on the trip, all members are given a slip of paper 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 us if they become detached from the rest of the group, or forget what time or where the coach is departing from.

‘Emergency Contact Details’ are obtained from Beacon, so they can be contacted and informed if a member is taken seriously ill or has an accident while on the trip.

For trips where food is included - Members are asked to notify us on their booking form of any food intolerances/allergies. This will be passed on to the venue.

Signed Group Organiser:

Jackie Ring

Dated
19.8.21

Part 2: Before Activity Personal Checklist:

Yes ()

To be completed by the GU3A Member

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.