

General U3A Activity Risk Assessment Checklist in Covid-19

U3A Name Guildford Area U3A
Interest Group Outings and Trips
Date Thursday 21st October 2021 Location/Postcode Eltham Palace, Court Yard, Eltham, Greenwich, London, SE9 5QE/ SE9 5NP for Sat Nav
Nature and Description of Activity Guided tour of the house and independent visit of the garden

Part 1: Before the activity Group Organiser Check list:	Yes (✓)
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. 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. This is a guided visit to a house and garden (independent visit) The guided tours of the mansion will be limited to 2 x 26 people Lunch/refreshments for the group are available for members to buy in a large café on site with seating available both inside and outside Members may bring their own lunch and there is a picnic area with tables and benches 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, etc.).	Yes

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.). Additional cleaning measures have been put in place for the coach (see section E)

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.

Members will be advised and reminded regularly about maintaining social distancing in shared spaces, which are mainly coach, shop and toilets

Additional cleaning products will be available on the coach

- B) 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 GL has their contact details

If anyone develops Covid-19 symptoms after the trip, they must let the GL know who will contact all members to advise them of this

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

Jackie has visited the venue before for a recce and does not envisage any issues other than those already addressed.

Members will be observed during the day and reminded to maintain social distancing especially at pinch points, such as on the coach, the entrance to the mansion and shop.

See Eltham Palace and Gardens Hazard Information 2021 which contains comprehensive advice and sets out the general hazards on site (see attachment*)

- D) 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.

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

We have two separate guided tours of the house with the group size limited to 26

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 or 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.

'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.

- F) 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 Leaders, Eltham Palace and Gardens Hazard information and Gastonia's 'We're Good to Go' documents relating to Covid-19 precautions.

Before booking all members must complete a Personal Checklist 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.

All members are asked to bring/show proof that they are double-vaccinated or have taken a lateral flow test within 48 hours of the start of the trip.

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

Signed Group Organiser:

Ann Elms

Dated

4.10.2021

Part 2: Before Activity Personal Checklist: To be completed by the GU3A Member	Yes (✓)
<ol style="list-style-type: none"> 1. All participants to review their own personal health and circumstances and refer to current Government guidance for different risk categories in Covid19 and what measures are recommended for people over 70 and/or with various medical conditions. 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. 	