

HAVANT U3A COVID RISK ASSESSMENT SCRABBLE AND MAH JONG

Situation which includes risk of contraction or transmission	People at risk	Risk level	Action required to contain or remove risk
Travelling to and from the meeting	Participant	High	People must not give or accept lifts
Infected person attends meeting	All	High	DO NOT ATTEND YOU HAVE ANY COVID-19 SYMPTOM including A new continuous cough A high temperature A loss of, or change in your normal sense of taste or smell OR IF YOU THINK YOU COULD HAVE BEEN INFECTED
Location	All	High	Meet in a group of up to 6 people from different households and make it clear which parts of the house are in use.
Location	All	High	Stay at least 2 metres apart or 1 metre with a face covering
Location	All	High	make sure rooms are well ventilated by keeping windows and doors open
Illness	All	High	If someone becomes ill, can't make their way home safely but doesn't need an ambulance the convenor should phone the person's emergency contact..
Comfort breaks	All	Medium	Avoid using toilets in other people's homes so far as possible and wipe down surfaces as frequently as possible
Refreshments	All	Medium	Do not share refreshments of any kind
Materials	All	Medium	All should sanitise their hands with their own sanitiser before touching the tiles at the beginning of the meeting.
After the meeting	All	Medium	All must wash their hands for at least 20 seconds as soon as possible at home afterwards
After the meeting	All	Low	The tiles are not put away afterwards, they will be sanitised and spread out to quarantine on a tray for 7 days.
After the meeting	host	Low	Using disinfectant, the host should wash tablecloths and wipe down any surfaces touched by people outside the host's household
Tracing	All	Low	A weekly register will be kept. Everyone has already given their Track and Trace details to the U3A.

Tracing	All	Low	Encourage everyone to use the NHS COVID-19 TRACK AND TRACE APP where possible – this will tell them when they might have unknowingly been infected
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