

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
Location	All	High	Meet in the garden in a group of up to 6 people (without Covid symptoms) from different households and maintain social distancing guidelines
Entering and leaving the premises	All	High	Access the garden externally through the side gate
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	Avoid sharing plates and utensils with people outside of your household
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 do not go back in a box afterwards, they will be 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 outsiders
Tracing	All	Low	A weekly register will be kept. Everyone has already given their Track and Trace details to the U3A.