

Remote Activity Risk Assessment Checklist

U3A Name	King's Lynn U3A	
Interest Group		
Date	Venue Location / Postcode	Contact number
Description of Activity		

In exceptional circumstances some exercise activities are being run remotely. This poses additional hazards for participants, as Group Leaders may not be able to see if a participant is having problems or issues with their fitness levels for certain activities. Also there is a risk that someone could hurt themselves whilst taking part in the class. If they are participating while home alone they may be unable to raise an alarm. It is advisable therefore to conduct a remote activity assessment, in addition to any standard risk assessment you (Group Leader) have carried out for the activity. Consider also if it is advisable for anyone who has not taken part before to commence this activity during the pandemic.

Before the activity		Y / N	N / A	Risk	Action	Revised Risk
a	Number of participants			H M L	NUMBER	H M L
b	All have fitness level required			H M L		H M L
c	Have all participants taken part in this activity without experiencing problems?			H M L		H M L
d	Everyone mindful not to overdo things			H M L		H M L
e	Wearing appropriate clothing and shoes			H M L		H M L
Day of the activity		Y / N	N / A	Risk	Action	Revised Risk
1	Register for Test & Trace				Done by whom?	
2	Is the area free from obstructions and trip hazards?			H M L		H M L
3	Attendees and families self isolating			H M L	Confirm all attendees.	H M L
4	Everyone has OWN hand sanitizer?			H M L		H M L
5	Are there emergency exit signs?			H M L		H M L
6	Fire Alarm present?			H M L		H M L

Day of the activity		Y / N	N / A	Risk	Action	Revised Risk
7	Fire safety procedures visible?			H M L		H M L
8	Where is assembly point			H M L	Where? . .	H M L
9	Is there an emergency procedure for the building? Where?			H M L	Emergency procedure located at . . .	H M L
10	Are toilets adequate and accessible?			H M L		H M L
11	Is equipment being brought to venue?			H M L		H M L
	Has it been checked?			H M L		H M L
12	Is a first aid kit available? Where?			H M L		H M L
	Is anyone First-Aid trained?			H M L		H M L
13	Is there a sound system?			H M L		H M L
	Is there a working induction loop?			H M L		H M L
14	Other ☞					
	☞					
	☞					

H M L = "High", "Medium", "Low"

Additional Information

Initialed

Attendee names and phone numbers to be kept for 21 days to aid Track and Trace

Exceptional Circumstances

Additional Information may have to be taken into consideration when completing this form. When completing a Risk Assessment in exceptional circumstance, consider how this will impact on the activity. Think about what additional measures or changes will need to be made for each identified hazard to reduce the risks involved in running the activity. These changes will need to be incorporated into the assessment of how hazards can be reduced or avoided to respond appropriately to the exceptional circumstances you are now facing.

Notes for exceptional circumstances.

Signed

Date