

NEWPORT U3A SHAFTESBURY METHODIST CHURCH SHAFTESBURY STREET NEWPORT

HAZARD	HOW TO CONTROL THE RISK	WHAT FURTHER ACTION DO WE NEED TO CONSIDER TO CONTROL RISKS	WHO NEEDS TO CARRY OUT THE ACTION	DATE ACTION IS NEEDED
(1)Members and visitors introducing Covid 19 into the building	<p>*Follow self isolation guidance</p> <p>*Do not come into the Centre if symptomatic or have tested positive for Covid 19, or if not vaccinated have been identified by TTP as a close contact. Or are aware they have been in close contact with someone tested positive for Covid.</p>	<p>* encourage weekly self testing before coming into the Centre</p> <p>*encourage all Members to get 2 doses of the vaccine plus when available the booster jab</p>	<p>*Committee to inform all Members</p> <p>*Committee to decide if requirement of entry to building is a double vaccination or a medical exemption certificate</p>	<p>*Chairman written to all Members 22/9/21</p> <p>*Committee decided not to ask for proof of vaccination</p>
(2) Contracting or Spreading coronavirus by not washing hands or not washing them adequately	<p>*Water,anti bac soap, electric hand dryers provided in washing/toilet areas</p> <p>* Dettol anti bac Spray is provided in washing/toilet areas for individual to sanitise all areas they have touched before leaving.</p> <p>*Hand/ sanitiser to be replenished daily by U3A</p> <p>*Hand sanitiser to be placed in</p>	<p>*Put up signs throughout the building and washing areas to remind people to wash and sanitise their hands.</p>	<p>*Committee to agree with Church Committee who will be responsible replenishing hand and spray sanitiser</p> <p>* Committee to ensure Electric hand dryers are provided</p>	<p>*Agreed U3A will purchase and replenish all sanitiser used on Wed/Thurs/ Fridays</p> <p>* Electric hand dryers have been installed in all toilets and 2 will</p>

	<p>entrance to each room.          *Room sanitiser to be replenished daily by U3A</p>			<p>be installed in the kitchen          *Chairman will produce notices for all locations</p>
<p>(3) Getting or Spreading coronavirus in commonly used or high traffic areas including pinch points</p>	<p>*Masks to be worn on entering the building and throughout their visit          *Members reminded to keep 2 metre distance on entering building          *Reception point: Members to show Membership card so they can quickly move through to their Group room          *The Group Convenor will be responsible for the daily Register ensuring Members sign in /and to maintain TTP requirements          *Have a one way System in through front door exit from back door          * Change room allocation to ensure 2 metre distance is maintained in each room          *Restrict number of people allowed into the building          *Restrict number of people in each room</p>	<p>*Obtain agreement from the Convenors for the Changes          *Each Convenor to be given written instructions on daily procedures          *Each Convenor will be given maximum number of Members allowed in the Group Room          *Inform all Members of the new arrangements          * Introduce a revised room timetable          *Calculate maximum numbers for each room</p>	<p>*Committee          *Committee          *Committee          *Committee          Committee          *Committee</p>	<p>* Meeting held with Convenors on 21/9/21          *Chairman issued revised duties to Convenors 14/9/21          *maximum no's for each room issued          *on 22/9/21 Chairman wrote to all members          *Revised timetable produced          *Maximum numbers per room issued to convenors</p>

	<p>*Revise the Timetable to ensure rooms can be sanitised between Group meetings/ Length of Meetings to be a maximum of one hour 30 minutes</p> <p>* Allow sufficient time between meetings to sanitise chairs, tables and equipment</p>		<p>* minimum of 30 minutes between groups to allow for sanitising.</p> <p>*Maximum length for a Group is 90 minutes</p> <p>** On 21/9/21 Committee and Convenors agreed Speakers/ Convenors can remove their masks when speaking to the Group. Also for Language Groups if the whole Group agrees members can remove masks when speaking.</p> <p>*On 21/9/21 Committee/ Convenors agreed Car sharing is not</p>
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				recommended as we do not know who has been double vaccinated
(4) Getting or Spreading coronavirus by not cleaning surfaces and equipment	<ul style="list-style-type: none"> <li>*All tables and hard surfaces of chairs to be sanitised when each Group finishes</li> <li>*Equipment to be sanitised with a wipe</li> <li>*Every evening the Cleaning Team will do a full clean including sanitising the toilet/wash areas and /door handles light switches</li> </ul>	<ul style="list-style-type: none"> <li>*Reach agreement between U3A and the Church Committee that the Cleaning Team will do full overnight sanitising clean.</li> <li>*Each Convenor to put in place agreement on who in their Group will sanitise at end of group meeting</li> <li>*Confirm which sanitising product to be used for equipment, spray for chairs, cloths for tables.</li> <li>Wipes for equipment</li> <li>*Who is responsible for replenishing sanitising materials</li> </ul>	<ul style="list-style-type: none"> <li>*Committee</li> <li>*Convenors</li> <li>*Committee</li> <li>*Committee</li> </ul>	<ul style="list-style-type: none"> <li>*Agreed Church Committee the cleaning Company will do a full covid clean Tues/Weds/Thurs /Fri. Evenings.</li> <li>*meeting with Convenors held on 21/9/21 and confirmed/ agreed sanitising products /regime to be used</li> <li>*U3A is responsible to replenish</li> </ul>
(5) Contracting or spreading the virus by not keeping social distancing	*Pinch area of reception have a sign to remind people to keep 2 metre distance	*Committee to monitor		

	<ul style="list-style-type: none"> <li>*One way system to be introduced</li> <li>*All Groups will be allocated maximum membership numbers allowed to attend meetings.</li> <li>*Masks to be worn on entering and the whole time in the building</li> <li>*At the end of each group meeting all members must immediately leave the building to allow for sanitising before next meeting starts</li> </ul>			
(6) Poorly ventilated spaces leading to risks of coronavirus spreading	<ul style="list-style-type: none"> <li>*calculate maximum numbers allowed into rooms to keep 2 metre distance</li> <li>*restrict numbers allowed into rooms based on above</li> <li>*Restrict length of time Members are in the building</li> <li>* During the sanitising period open all doors and windows</li> <li>*In the Worship area keep the double doors to the Vestibule open</li> <li>*Calculate number allowed to take part in Line Dancing/Pilates Groups.</li> </ul>	<ul style="list-style-type: none"> <li>* Back room 20 people</li> <li>*front room 19 people</li> <li>*Worship area with doors open into vestibule 50/55 people</li> <li>*Vestibule with doors to Worship area open 10 people</li> <li>* buy Air Quality Monitors for each room</li> <li>*Line Dancing and Pilates Groups initially to have 14 Members taking part in a Session</li> </ul>	<ul style="list-style-type: none"> <li>*Numbers per room to be issued to Convenors</li> <li>*air quality monitors bought</li> <li>*Numbers agreed with Convenors</li> </ul>	<ul style="list-style-type: none"> <li>* On 21/9/21 meeting held with Convenors and Committee and agreed the new duties</li> </ul>

