

# General U3A Activity Risk Assessment Checklist in Covid-19

<b>U3A Name:</b> Porthcawl U3A	
<b>Interest Group</b>	
Date	Location/Postcode
Nature and Description of Activity	

The Group Leader needs to fill in Part 1 – Activity Checklist Outcomes. Members who are invited to attend can then either be sent the partly completed form or be sent the details of the “Outcomes” by email.

On the day of the activity, the Leader should take the form with them and before the start each attendee should verbally confirm they are symptom free and understand their responsibilities and the Leader should enter their names on the form and tick to confirm. (that way – only the one person is handling the form and the pen)

<p><b>Part 1: Before the activity Group Organiser Check list:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>B) Consider whether your activity involves the sharing of any equipment or shared spaces and make suitable arrangements to have antiviral cleaning products available.</li> <li>C) 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.</li> <li>D) Where necessary inspect area prior to starting activity to ensure adequate social distancing can be maintained throughout and to remove/isolate any hazards.</li> <li>E) Ensure travel arrangements also meet the necessary requirements</li> <li>F) Consider the general hazards related to this type of activity, the impact accommodating Covid19 requirements may have on the way it is organised.</li> <li>G) 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.</li> </ul>	<p><b>Yes (✓)</b></p>
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<b>Part 1. Activity Checklist outcomes:</b>		<b>Yes (✓)</b>
<b>Signed Group Organiser:</b>		<b>Dated</b>

<b>Part 2: Before Activity Personal Checklist:</b>	<b>Yes (✓)</b>
<p>A) 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.</p> <p>B) Consider the health risk category of anyone else you are isolating with in your household.</p> <p>C) Review the risk check list for the activity above completed by the group organiser and consider if you can take part without adverse risk to yourself or household.</p>	

