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# Selby & District u3a Covid Risk Assessment Policy

Please refer to the **latest** government guidelines regarding Covid-19 measures for England

For your information the definition for clinically extremely vulnerable are available on the U3A website under [Risk assessments for outdoor activities - U3A-KMS-DOC-073](#)

## 2.1. Purpose

The process remains as before, any U3A wishing to restart activity must carry out an appropriate risk assessment/checklist to ensure the activity is safe for members to participate in. The conclusion of the risk assessment/checklist will determine what actions must be taken to make the activity safe or conclude it is not yet safe to restart even with additional measures in place. Government guidelines continue to be central to any risk assessment and must be adhered to. Each U3A activity, venue and circumstance is different and must be assessed as such.

## 2.2. Scope

Relevant to all U3As

## 2.3. Related documentation - see U3A.org website

- [Risk assessments for outdoor activities - U3A-KMS-DOC-073](#)
- [General U3A Activity Risk Assessment Checklist in Covid-19 - U3A-KMS-FRM-014](#)
- [U3A-KMS-FRM-016 Personal Members' Checklist \(Pre-attendance\)](#)

## 3.1 General

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Prior to restarting any interest group activity, a Group Facilitator **MUST** notify their U3A committee.

Group Facilitators should then follow the advice below.

The advice for restarting interest groups considers the:

- Location of interest group
- Activity involved in the interest group
- Personal Member Assessment prior to participating in the activity.

It is important that Group Facilitators undertake an assessment of the location and activity and how members will participate in the activity prior to commencement. A written record of this assessment must be retained.

**NOTE:** Members should be advised NOT to share cars with non-household members when travelling to interest group venues and to follow guidance for travelling on public transport

**NOTE:** In any context where larger numbers of people may be able to come together for organised activities or to take part in risk assessed activities in Covid-19 Safe Premises, no more than 30 people can attend or **the latest government guidelines state**

**NOTE:** If there is a local lockdown arrangement, the lockdown arrangements will take precedence over the guidance below. You must follow local lockdown guidance at all time.

**This guidance should be read in conjunction with current Government Guidance at all times.**

### **3.2 Personal Member Assessment (Pre-Attendance)**

Prior to participating in any interest group, members must undertake their own personal assessment to enable them to decide and be confident that they should attend. [U3A-KMS-FRM-016 Personal Members' Checklist \(Pre-attendance\)](#)

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This assessment is personal and does NOT need to be shared with any other person. It does not need to be provided to a Group Facilitator, it is purely for personal use but remember if you are showing any symptoms of coronavirus you must not participate and follow appropriate isolation and health guidance.

### 3.3 Location

In all venues it is important to ensure they are Covid-Secure, adopt a Covid-Secure approach to usage and that you follow their guidance for use. Covid-Secure means that **the venue has carried out a Covid-19 risk assessment** that demonstrates its use can meet social distancing and hygiene recommendations.

In addition, it is recommended that all members visiting a third-party venue have and use their own personal hand sanitiser, use gloves in areas of multiple use, and use a mask where appropriate.

Do not share any refreshments of any nature.

### 3.4 External (outside) non-sporting activity

E.g. gardening in a community space or facility, dry stone walling etc

Group Facilitators must:

- Complete a written assessment of how many participants can attend the location and how they have ensured social distancing is maintained.
- If the location also includes a building, for example, a shed, outhouse, office, the assessment must include whether the building is Covid-Secure and if it is Covid-Secure
- Whether the interest group will use the building
- How they will use the building in line with Covid guidance provided by the building providers

**NOTE:** It is recommended that groups DO NOT use external buildings where no Covid-Secure guidance has been provided by the owner or building manager.

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- Advise members that all tools required in the session must be brought by themselves to the session and used individually and must not be shared.
- If any specialist tools are provided by the venue, what guidance for their use is provided by the venue and how these are to be used by members to ensure their use is Covid-Secure

**Prior to each group session** the Group Facilitator must:

- Remind members of hygiene requirements, for example, to bring hand sanitizer, face masks and not to share refreshments.
- Ask each member to complete details of registration for the session for track and trace which must be kept by the Group Facilitator for 21 days
- Remind members not to participate if they are experiencing Covid-19 symptoms
- Bring own equipment e.g. pen

### **3.5 Sedentary Interest Group Activity**

Interest groups such as social sciences, languages or any other topic that does not require sharing or handling items should follow these guidelines.

Group Facilitators must:

- Complete a written assessment of how many participants can attend the venue whilst ensuring social distancing is maintained in line with Covid-19 guidance provided by the venue
- Advise members that all materials required in the session must be brought by themselves to the session and used individually e.g. books, pens or similar materials must not be shared.
- Any devices used to show a recording must be operated by one person and they should be wiped with appropriate anti-virus wipes before and after use.
- If venue chairs/ tables are being used, check with hall providers how these are sanitised before and after use.

Prior to the interest group meeting the Group Facilitator must:

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- Remind members of hygiene requirements, for example, to bring hand sanitizer, face masks and not to share refreshments.
- Ask each member to complete details of registration for the session for track and trace which must be kept by the Group Facilitator for 21 days
- Remind members not to participate if they are experiencing Covid-19 symptoms
- Ensure the risk assessment of the activity is up to date

## **4.1 Government Guidance for England**

### **4.1.1 Guidance on the phased return of sport and recreation updated 17th July 2020**

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation#organising-outdoor-sport-and-physical-activity-events>

### **4.1.2 Guidance Covid-19: Guidance for the safe use of multi-purpose community facilities**

Updated 31 July 2020

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multipurpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

### **4.1.3 You should keep up to date with NHS guidance on social distancing at all times**

<https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/>

## **4.2 Sports Facilities**

This guidance has been put together taking into account the government guidance:

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- If you are using a sports facility you must ensure that:
  - you have details of how the facility providers have ensured that the facility is Covid-Secure
  - **and** that measures are in place to ensure all those using the facility must do so in a way that is Covid-Secure
- The Group Facilitator should contact the venue prior to commencing the interest group and should visit it to satisfy themselves of a) and b) above
- A record should be kept of how the building and its use is Covid-Secure by the Group Leader/Convenor.
- The Group Facilitator should keep a record of the date and time of using the facility and note on each occasion that the facility was complying with its Covid-Secure arrangements
- The Group Facilitator should advise all members that they **MUST** use the facility in line with the guidance provided to users at all times including the maximum numbers allowed to use the facility [and should keep a record of having done so]

### 4.3 Community Halls

If you intend to resume using a community hall the Group Facilitator or Group Coordinator you must ensure that:

a) you have details of how the facility providers have ensured that the facility is Covid-Secure

b) **and** that measures are in place to ensure all those using the facility must do so in a way that is Covid-Secure including the maximum number that can be safely accommodated

- The Group Facilitator should contact the venue prior to commencing the interest group and should visit it to satisfy themselves of a) and b) above
- Review the venue guidance for Covid-Secure participation and capacity limits for the rooms with social distancing.
- Give clear information about limiting the group size in line with these recommendations
- Keep a record of how the building and its use is Covid-Secure by the Group Leader/Convenor.

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- The Group Facilitator should keep a record of the date and time of using the building and note on each occasion that the building was complying with its Covid-Secure arrangements
- The Group Facilitator should advise all members that they **MUST** use the facility in line with the guidance provided to users at all times [and should keep a record of having done so]

#### **4.4 Private Home Inside**

**No interest group can be conducted inside a private home** at this time (Aug 8th 2020)

#### **4.5 Private Home Outside**

Interest groups:

- Can meet in any outdoor space in a group of up to 6 people from different households
- Must continue to follow strict social distancing guidelines
- Advise members to take hygiene precautions by washing their hands as soon as you are home for at least 20 seconds
- Use their own hand sanitiser when attending the interest group
- Access private gardens externally wherever possible – if a member needs to go through someone else's home to do so, avoid touching surfaces
- Avoid using toilets in other people's home wherever possible and wipe down surfaces as frequently as possible
- Using disinfectant, wipe down any surfaces or door handles people from outside of the interest leader's household come into contact with if walking through your home
- Avoid sharing crockery and utensils with people outside of their household

#### **4.6 Activity**

##### **4.6.1 Sports**

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Where a national sporting body has provided guidance enabling community sports to commence that guidance must be followed at all times.

A list of current sports providing guidance is being compiled and will be available soon.

A Group Facilitator wishing to commence a sport activity must:

- Check whether there is national sporting body guidance available for community groups and follow this
- Record an assessment of how the sport interest group will comply with the national body Covid guidelines
- Advise all members participating in the sport how they must comply with the Covid guidance when participating in the sport
- Complete a risk assessment for all other non-Covid elements of undertaking the activity

Prior to each sporting interest group session, the Group Facilitator must:

- Remind members of hygiene requirements, for example, to bring hand sanitizer, face masks and not to share refreshments.
- Not share equipment e.g. racquets, tabards etc. and regularly disinfect any balls or equivalent.
- Ask each member to complete details of registration for the session for track and trace which must be kept by the Group Group Facilitator for 21 days
- Remind members not to participate if they are experiencing Covid-19 symptoms
- Ensure their compliance record relating to Covid-Secure sports participation is up to date
- Ensure the risk assessment of the activity is up to date

#### **4.6.2 Walking**

The Ramblers Association has provided guidance on walking safely during Covid

Prior to commencing walking groups, a walking Group Facilitator must:



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- Record an assessment of how the sport interest group will comply with the Rambler Covid guidelines
- Advise all members participating in the walking how they must comply with the Covid guidance when participating in the walk
- Complete a risk assessment for all other non-Covid elements of undertaking the walk

Prior to each walking group session the Group Facilitator must:

- Remind members of hygiene requirements, for example, to bring hand sanitizer, face masks and not to share refreshments.
- Ask each member to complete details of registration for the session for track and trace which must be kept by the Group Facilitator for 21 days
- Remind members not to participate if they are experiencing Covid-19 symptoms
- Ensure their compliance record relating to the Covid-Secure walk is up to date
- Ensure the risk assessment of the walk is up to date

#### **4.7 Art and Craft, Model building or Creative Interest Groups**

Interest groups such as art, quilting, individual model making.

Group Group Facilitators must:

- Complete a written assessment of how many participants can attend the Covid-Secure venue whilst ensuring social distancing is maintained.
- Advise members that all materials required in the session must be brought by themselves to the session and used individually materials must not be shared
- If venue chairs/ tables are being used, check with hall providers how these are sanitised before and after use.

Prior to the interest group meeting the Group Facilitator must:

- Remind members of hygiene requirements, for example, to bring hand sanitizer, face masks and not to share refreshments.

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- Ask each member to complete details of registration for the session for track and trace which must be kept by the Group Facilitator for 21 days
- Remind members not to participate if they are experiencing Covid-19 symptoms
- Ensure the risk assessment of the activity is up to date

Guidance on interest groups such as board games and bridge is still being investigated. Bridge is still not allowed according to the (EBU 8.8.29)

#### **4.8 Risk Assessment and Checklist for Activity**

Please ensure a Risk Assessment is carried out or see the Venue Risk Assessment.

Carry out a Checklist for your activity.

Templates for above are available on Selby & District u3a website or contact a committee member.