**SOUTHEND ON SEA U3A - GENERAL RISK ASSESSMENT (updated August 2021) Health and Safety Officer Chair or Vice Chair**

**Adhere to Venue rules.** – HALL – check doors are open/shut fire exits are clear. Light/ heating on/off, chairs and tables out safely

Aisles are clear- walking sticks/ frames stored safely, handbags safely stored.

Members reminded in notices, Tea queue by windows/ leave aisles free.

**Registration –** all members and visitors to be recorded on entry, Name, address, phone no. e-mail address should be recorded

**Electrical equipment -** placed safely, PAT tested, wires covered, members reminded in notices

**Emergency procedure –** marshals/ hi vis jackets/ yellow lanyard, duty cards, members reminded in notices

**Kettles –** placed safely, steam away from members, limited number in kitchen

**Corridor/toilets -**automatic lights

**Mini first aid bag (blue) –** kept on back table/ chair responsible to refill

**Incident book –** any minor concerns/accidents recorded and signed by member involved check up next day, major incidents/ accidents recorded on form/ head office informed

**Groups –** adhere to venue rules,check emergency exits, be aware of bags/ wires blocking pathways, any incidents/ accidents should be recorded and Health and Safety Officer should be informed

**Members –** Need to adhere to venue rules and guidelines, listen to notices and procedures, be responsible for their own possessions and keep them placed safely, be responsible for their personal safety.

COVID **-** Adhere to Government rules and regulations, adhere to the venue rules and regulations, Be aware of advice from Government, Venue and U3A

**Masks-** 1) Government advice 2) venue advice Personal choice

**Registration –** 1) name 2) phone no. 3)e-mail address 4) home address should be recorded Provide disposable gloves for those dealing with money

**Ventilation -** as much as possible in venue

**Hand sanitisers/ Dettol wipes -** available at front door kitchen toilets - check soap and towels (paper) Wipe down surfaces, shared equipment

**Members – Personal responsibilities -** Be aware of all rules and regulations, guidelines and advice. Be aware of own health and safety, others health and safety and take appropriate precautions. It is the expectation that members attending general or group meetings will have either had 2 doses of vaccine or a negative test, have a natural immunity or have exemption. If test positive for COVID, inform 1) Health and Safety Officer 2) group leader.