

# General U3A Activity Risk Assessment Checklist in Covid-19

<b>U3A Name</b> <b>Sudbury</b>	
<b>Interest Group</b>	
<b>Date Location/Postcode</b>	
<b>Nature and Description of Activity</b> <b>Brief description of your activity, including number taking part.</b>	

<b>Part 1: Before the activity Group Organiser Check list:</b>	<b>Yes ( )</b>
<b>The venue has carried out Covid-19-Secure Risk Assessment, the conditions of which have been followed when drawing up this checklist</b>	<b>✓</b>
<b>All parts of the checklist considered and recorded in Activity List Outcomes below</b>	<b>✓</b>

<p>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.</p> <p>B) Consider whether your activity involves the sharing of any equipment or shared spaces and make suitable arrangements to have antiviral cleaning products available.</p> <p>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.</p> <p>D) Where necessary inspect area prior to starting activity to ensure adequate social distancing can be maintained throughout and to remove/isolate any hazards.</p> <p>E) Ensure travel arrangements also meet the necessary requirements</p> <p>F) Consider the general hazards related to this type of activity, the impact accommodating Covid19 requirements may have on the way it is organised.</p> <p>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.</p>	
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<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>	

<b>Part 1. Activity Checklist outcomes:</b>		<b>Yes ( )</b>
<b>A</b>	<p>Size of group is acceptable level for the room hired.                      Social distancing of two metres whilst waiting for entry.                      Face masks must be worn.                      Follow the one way system within the premises.                      Doors and windows to be opened as far as convenient, to maintain good ventilation.                      Social distancing of two metres, members sitting side by side.                      Premises cleaned before arrival, group to clean surfaces during hire and before leaving.                      Hand sanitising on entry, hand washing facilities available, signage in place.                      No more than one person to enter toilet suite at a time.</p>	✓
<b>B</b>	No sharing of equipment or space.	✓
<b>C</b>	Group Leader will take contact details of attendees.	✓
<b>D</b>	No transport involved.	✓
<b>E</b>	No general hazards, social distancing will be maintained throughout.	✓
<b>F</b>	This document will be circulated to members. They will then complete their Personal Checklist and confirm verbally that it has been done.	✓
<b>Signed Group Organiser:</b>		<b>Dated</b>

	<b>Yes ( )</b>
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<b>Part 2. Personal Checklist Outcomes:</b>		