

Risk Assessment for Meetings of Thorley U3A Groups

This form is to help you to consider any risks - particularly Covid risks – that there may be when you run an activity for Thorley U3A and to take action to minimise the risk.

Simply tick all the options that apply to your meeting or trip.

Please send a copy of this completed form to our Secretary, Duncan Palmer at 217A Birchanger Lane, Birchanger, Bishop's Stortford CM23 5QJ or email it to him at secretary.thorleyu3a@gmail.com Existing risk assessments still stand, so if you have already sent one to Duncan there is no need to do this one.

You may also find this form helpful if you hire a hall for your meetings and need to provide the hall with a risk assessment.

Date of Assessment:

Name of Group:

Location of meetings:

When meetings are held:

Name of Group Leader(s):

Email address(es):

Phone number(s):

Government Rules and Advice

Communication

Good Hygiene, cleaning & hand washing

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-
-
-
-

Manage Suspected Covid-19 Cases

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Transport

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-

Coach Outings & Holidays

-
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-
-

Ensure Sufficient Ventilation

-
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-
-

Equipment (Covid and Other Risks)

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-
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NHS QR code (and contact details if asked)

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Crowding

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