

Indoor Activity Risk Assessment Checklist

U3A Name: Winchcombe Area u3a	
Interest group :	
Location:	Date:
Nature and description of activity:	

Part 1: Before the activity Group Organiser Check list:	Yes (√)
1. Travel to the activity	
a The reference standard is to walk, cycle or use a car with only members of the same household in the car.	
b If anyone does have to travel with people outside their household, they should try to mitigate the risks by minimising the number of people; travelling with the same group of people; maximising ventilation; maximising distance between people in the vehicle; cleaning the car between journeys; and wearing a face covering.	
c Anyone using public transport must wash or sanitize their hands before entering the venue/area being used for group activities. Minibuses or coaches should not be used.	
2. Venue Requirements	
a The venue's Covid-specific requirements shall be complied with at all times.	
b You will be responsible for cleaning surfaces used before, during and at the end of hire.	
3. First Aid and Personal Protective Equipment	
a The group lead should consider bringing a First Aid Kit if one is not provided by the venue	
b Participants should bring a face covering and hand sanitizer for Covid-19 hygiene purposes and use in case of emergency where social distancing as per current government guidelines cannot be maintained.	
C First Aid may be given in order to protect life, with appropriate hygiene measures employed.	
4. Group lead responsibilities	
a Plan the activity with all of the above in mind.	
b Only U3A members or prospective new members can participate.	
c The maximum number of participants that can be accommodated is set by the venue. This should be controlled if necessary by requiring members to sign up in advance.	
d Record the names and contact details of each member. (Group lead to retain for 21 days and then destroy).	

e Carry a copy of this risk assessment, ensure all participants have seen a copy prior to the activity and ensure everyone has read and understood it.	
f Brief all participants at the start of the activity. This should include relevant elements of the venue's Covid-specific requirements.	
5. Participants' responsibilities	
a Be self-reliant, hand sanitizer, face covering, etc	
c Maintain social distancing from all other participants and hand and respiratory hygiene in line with current Government guidelines.	

Part 2: Personal Checklist:	Yes (✓)
a Before commencing any U3A activity, make sure you are fit, and that all in your household have been symptom free for at least the previous 14 days and have not been required to quarantine or self-isolate. For symptoms, see: Symptoms of coronavirus (COVID-19) - NHS (www.nhs.uk)	
b Review your own personal health and circumstances and refer to current Government guidance for different risk categories in Covid-19 and what measures are recommended for people of your age and/or medical conditions.	
c Consider the health risk category of anyone else you are with in your household	
d When engaged on a U3A activity, it is important that, when in any premises, you follow their requirements for minimising coronavirus risk.	
e Inform the group lead if you have any Covid-19 symptoms within 14 days following the activity. The group lead will then inform other participants.	
F If you are informed that you may have been in contact with someone exhibiting Covid-19 symptoms, or you exhibit any Covid-19 symptoms, please follow the advice contained in: When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)	