

WINCHCOMBE AREA U3A - VENUE RISK ASSESSMENT COVID 19

People at Risk	Risk identified	Action required to control risk	Notes
<p>Members of Winchcombe Area u3a</p>	<p>Risk of Transmission of Covid 19 virus</p>	<p>Adherence to the venues specific Covid 19 guidelines at all times</p> <p>Participants to be made aware of risk assessment and expectations prior to attending via usual communication channels</p> <p>No one to attend if feeling unwell or showing any signs or symptoms of Covid 19</p> <p>Register of all attendees with contact details to be kept as per government contact tracing guidelines</p> <p>All regularly used surfaces, e.g. door handles, tables, toilets, plus any equipment used, to be cleaned <b>before</b> and <b>after</b> hire.</p> <p>All rubbish to be removed from venue at end of hire</p> <p>Hand sanitiser to be used by all on entry and exit</p> <p>Check bins provided for paper hand towels</p> <p>Social distancing to be maintained including use of facemasks as per current government guidelines throughout the venue</p> <p>Control numbers for accessing toilet facilities as per venues guidelines</p> <p>Ensure doors and windows are open appropriately to allow ventilation</p>	<p>Check if cleaning materials, sanitiser, paper towels and rubbish bags provided by venue</p> <p>Print attendance sheet</p> <p>Allow time for cleaning prior to event starting.</p> <p>Allocate person to entry point</p>