

General U3A Activity Risk Assessment Checklist in Covid-19

U3A Name Woodhall Spa U3a.	
Interest Group Monthly meeting.	
Date Location/Postcode 2 September 2021, Coronation Hall Woodhall Spa, LN10 6PZ.	
Nature and Description of Activity The first monthly open meeting with a speaker attending. All Woodhall Spa members are invited to attend.	

Part 1: Before the activity Group Check list: Prior to the meeting the Chairman will email all members advising members of the following precautions: 1) All members who will be attending will be asked to undertake a self-assessment. Members who have any possible Covid symptoms, or who feel unwell should not attend. 2) Members attending the meeting will be asked to demonstrate that they have one of the following: a) a negative lateral flow test undertaken within 24 hours prior to the meeting being held or b) they have received two Covid vaccinations. (The card issued at the time that members had their vaccinations will be sufficient for this) 3) Coronation Hall will be thoroughly inspected prior to the meeting, and will have as many doors and windows open as possible to provide as much fresh air in the building as possible	Yes
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<p>4) Hand gel will be provided at the entrance to Coronation Hall, members will be asked to use it as they enter the building prior to the meeting.</p> <p>5) A register of all members attending the meeting will be taken, so that those that have attended can be contacted in the unlikely event that there are any alerts.</p> <p>6) Social distancing will be encouraged: Seating will be spaced 1m apart in groups of 2/3 chairs so that those in a bubble can still sit together, whilst other members can maintain social distancing.</p> <p>7) Tea, coffee, and biscuits will still be served. Depending on the number of people attending, members may be called up in sections, in order that social distancing can be maintained. Cups are disposable so will be discarded after the meeting. Any plates, cutlery or containers used will be thoroughly washed. Only designated members will serve tea and coffee and will maintain regular hand hygiene.</p> <p>8) The wearing of face masks will be optional, members should be made aware that the presentation may involve members singing at some part of the meeting.</p>	
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Part 1. Activity Checklist outcomes:	Yes ()
<p>To be reviewed after the meeting</p>	
<p>Signed : David Bennett Woodhall Spa u3a Secretary</p>	<p>Dated 19/8/21</p>