

General U3A Activity Risk Assessment Checklist in Covid-19

U3A Name: MOSELEY AND KINGS HEATH AND DISTRICT u3a	
Interest Group:	
Date:	
Location/Postcode:	
Nature and Description of Activity:	

Before the Activity Group Organiser/Member Check list:		Yes
1	<p>General</p> <ul style="list-style-type: none"> - Consider the current Government and Public Health advice in relation to your location and venues National u3a advice can be found at https://www.u3a.org.uk/advice/running-your-u3a-covid-and-beyond/england-activities-advice where item 3.1 is the most relevant 	
2	<p>Specific</p> <ul style="list-style-type: none"> - Consider whether your activity involves the sharing of any equipment or shared spaces and make suitable arrangements to have antiviral cleaning products available. 	
3	<ul style="list-style-type: none"> - 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. Keep details for 21 days 	
4	<ul style="list-style-type: none"> - Where necessary inspect area prior to starting activity to ensure adequate social distancing and good ventilation can be maintained throughout and to remove/isolate any hazards. 	
5	<ul style="list-style-type: none"> - Advise members to dress warmly as there will be drafts for ventilation. 	
6	<ul style="list-style-type: none"> - Consider the general hazards related to this type of activity, and the impact accommodating Covid 19 requirements may have on the way it is organised. 	
7	<ul style="list-style-type: none"> - You might like to consider making sanitiser to be available for hands – members can bring their own if necessary, and it is advisable to carry a face covering <p>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>	

Before the Activity Personal health consideration:		Yes
	<ul style="list-style-type: none"> - Advise members not to attend if they experience any Covid symptoms and to take a Covid test, isolate and get support if they have a positive test result. 	

During the Coronavirus Pandemic it is important for all U3A members planning to participate in an activity or interest group to consider their own personal health circumstances before taking part. The form below is to provide guidance to you in this consideration

U3A Personal Members' Activity Checklist – (Pre-attendance)
Date of Group Activity:- _____

1.	All participants to review their own personal health and circumstances and refer to the NHS Website in England for further information if you are at higher risk of getting seriously ill from coronavirus.	
2.	Consider the health risk category of anyone else you are living with in your household.	
3.	Review the risk check list for the activity you intend to take part in - completed by your U3A group organiser - and consider if it is the right decision for you to take part without adverse risk to yourself or household at this time.	
4.	Do not take part if you or someone else from your household have covid-19 symptoms – these include a high temperature, a new continuous cough and the loss, or a change to your sense of smell or taste.	

Part 2. Personal Checklist Outcomes:

1.		
2.		
3.		
4		
	<p><i>If you develop symptoms within 48 hours of the activity it is recommended that you apply for a COVID-19 test, and support NHS contact tracing if requested.</i></p> <p><i>NB THERE IS NO REQUIREMENT TO SHARE YOUR PERSONAL RISK ASSESSMENT, BUT YOU SHOULD CONSIDER THESE FACTORS FOR YOURSELF, AND HAVE CONCLUDED THAT YOU CAN SAFELY TAKE PART IN THE ACTIVITY</i></p>	

Activity Checklist Outcomes		Yes
	<p><i>Signed</i></p> <p><i>Group Organiser</i></p>	

This Risk Assessment is that recommended by national u3a