**Sandbach and District U3A COVID-19 Risk Assessment for groups**

**Background**

This Risk Assessment can be used for planning to minimise the risk of infection when U3A groups meet face to face. It is essential that this is completed before any Group Leader restarts their group. It is specific to risks from COVID-19 and is **in addition to** the usual Risk Assessment that is completed for the group activity and venue. It includes a Risk Assessment for individuals which must also be completed by each member of the group.

The questions in the Risk Assessment will help to identify whether risks can be minimised to the point where a face to face meeting can be planned and what modifications might need to be made to the group’s activities. The Risk Assessment may need to be reviewed by the Group Leader and by individual members if there are further waves of infection.

Before completing this you need to ensure that you are familiar with the latest Government and Public Health guidelines (available at <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>). These will be posted on the Sandbach & District U3A website.

Risks can be minimised by:

* locating activity outdoors where possible
* physical distancing (2 metres is ideal but not essential)
* increasing distancing where people sing or speak in loud voices
* minimising the time when people might be in close contact
* minimising the time and/or intensity of physical exercise
* frequent handwashing
* controlling coughs or sneezes and securely disposing of tissues
* use of PPE (personal protective equipment)

**Using the Risk Assessment checklist: Group Leaders**

Before starting a group you should complete the first part of the checklist below. If you decide that some restrictions or modifications are necessary then you should state clearly what these are in the ‘Comments’ column.

Your group members need to see the completed checklist before the first meeting. You can send it by email or post, but each group member needs to see a copy.

Then each of your group members must complete their own personal Risk Assessment. Ideally they will do this by email or post before the first meeting. Alternatively you can have a simple form that they sign on arrival to say that they have completed their personal Risk Assessment using the second part of the checklist.

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| **Interest Group** |
| **Location(s) and Date(s)** |
| **Description of activity** |
| **Aspects to consider** | **Response** (e.g. Y/N/NA) | **Comments** |
| Size of group – is any restriction necessary? |  |  |
| Nature, size and layout of venue – is any modification necessary? |  |  |
| Seating or spacing – what layout will minimise risk? |  |  |
| Is any movement involved and is any restriction necessary? |  |  |
| Potential congestion areas – is any restriction necessary? |  |  |
| Nature of activity – is any modification necessary? |  |  |
| Using/sharing equipment – is any restriction necessary? |  |  |
| Are adequate handwashing and toilet facilities available? |  |  |
| Is an adequate supply of hand sanitiser available? |  |  |
| Are tissues and disposal bin or bag available? |  |  |
| Is it necessary to clean or sanitise equipment? |  |  |
| Is any PPE (e.g. masks, gloves) needed and is it available? |  |  |
| Have all participants completed a personal Risk Assessment? |  | See below |
| **Name of group organiser** | **Date** |

**Using the Risk Assessment checklist: Group members**

Before beginning any activity it will be necessary for all participants to complete their own personal Risk Assessment.

This means that you need to review your personal circumstances **and** the nature of the activity and any potential risks to your health. Use the Risk Assessment checklist below to help you decide whether you can join this group without significant risks to your health or others in your household.

|  |  |
| --- | --- |
| **Personal Risk Assessment** | **Yes (✓)** |
| I have reviewed my age, personal health and circumstances, taking account of current Government and Public Health guidelines and recommendations |  |
| I have reviewed the age, personal health and circumstances of members of my household |  |
| I have reviewed the activity Risk Assessment above and considered whether I can take part without putting myself or members of my household at risk |  |
| **Name** | **Date** |