

NORTH WALSHAM U3A – INTEREST GROUP SAFETY CHECKLIST (version 2, revised 23/8/21)

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| Interest group | |
| Description of activity | |
| Location | |
| Checklist completed by | |
| Date checklist completed | |
| Date/s checklist reviewed | |

GENERAL ADVICE TO GROUP MEMBERS

Please take the time to read this checklist carefully and make sure you follow any health and safety precautions contained in it. Some of these related to Covid-19 but others deal with different risks.

Before taking part in this activity, please consider:

- How safe the activity will be for you, taking into account your fitness, health and degree of vulnerability to any illness or injury that may arise from it
- Whether the activity is likely to expose you to Covid-19 or any other illness that could harm someone you live with, especially if they are clinically vulnerable
- The government's latest Covid-19 guidance

You are much less likely to catch Covid-19 and much less likely to be seriously ill if you do catch it if you are fully vaccinated. You should **NOT** take part in u3a activities except online if you have Covid-19 symptoms, a recent positive Covid-19 test and/or have been advised to self-isolate by NHS Test and Trace or the Covid app.

THE ACTIVITY

| | | |
|---|--|---|
| Does the activity give rise to any significant hazards? <i>i.e. Does the activity make people more likely to suffer significant injury or harm than if they hadn't taken part? If YES, complete the rest of this table.</i> | | YES / NO (Delete as applicable) |
| Hazard/s | Measures to Mitigate the Hazard | |
| | | |

THE VENUE

This section deals with venue such as village and church halls, members' homes, etc. where a safety check should be done by u3a. It does NOT apply to venues open to the public at the same time as u3a activities such as pubs, hotels, museums, galleries, etc; these are responsible for ensuring they are safe for all visitors.

Group leaders should use their judgement to ensure that, overall, relevant venues are suitable and safe for the activity and for the group's members.

Group leaders may need to ask the owners of venues for some of this information; this may be provided in the form of the venue's own risk assessment.

New venues should be checked before a decision is made to use them. It is also good practice to complete a quick visual inspection of venues before each session.

Some of the issues listed may be not applicable (N/A), especially for groups meeting in private homes.

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|---|------------|-----------|------------|---|
| Does the activity take place in a relevant indoor venue? <i>See above for an explanation of which venues are 'relevant'. If YES, complete the rest of this table.</i> | | | | YES / NO (Delete as applicable) |
| Issues to Consider | Yes | No | N/A | Notes |
| Is the venue suitable and accessible for group members? | | | | |
| Is the venue free from obstructions and trip hazards? | | | | |
| If refreshments are provided, are appropriate hygiene practices followed? | | | | |
| Are the toilet facilities adequate and accessible? | | | | |
| Has the venue been confirmed as electrically safe by a qualified electrician? | | | | |

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|---|--|--|--|-----------------------------------|
| Has relevant portable electrical equipment been PAT tested? (This includes equipment provided by the venue and by North Walsham u3a.) | | | | |
| Is there a working fire / smoke alarm? | | | | |
| Is there working emergency lighting? | | | | |
| Are there appropriate direction signs and adequate means of escape in an emergency? | | | | |
| Is there a designated assembly point? | | | | |
| Is there a first aid box and if so where is it located? | | | | |
| Is the venue covered by suitable public liability insurance? | | | | Activity covered by TAT insurance |
| Other (define): | | | | |

TRAVEL

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|--|------------|-----------|------------|---------------------------------|
| Do participants travel DURING the activity? <i>This does NOT include travel to and from the activity before and after meetings.</i> <i>If YES, complete the rest of this table.</i> | | | | Yes / (Delete as applicable) |
| Issues to Consider | Yes | No | N/A | Notes |
| If travel is by private car/s, are they and their drivers compliant with all relevant laws and regulations? | | | | |
| If travel is by taxi, coach, minibus and/or public transport, is the provider licensed by North Norfolk District Council? | | | | |

COVID-19

Groups must take reasonable steps to mitigate the risk of Covid-19 infection, taking account of the most recent government advice. Suitable measures are likely to include at least some of those listed below, depending on what is reasonable and practical in the circumstances.

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|---|------------|-----------|------------|--------------|
| Actions to Reduce Covid-19 Transmission | Yes | No | N/A | Notes |
| Participants advised on the first page of this checklist on what they should do to stay safe | | | | |
| Using a venue large enough allow reasonable social distancing and/or which is well ventilated | | | | |
| Wearing face masks if the venue is crowded and/or poorly ventilated venues | | | | |
| Meeting outdoors | | | | |
| Regular hand washing and/or use of hand sanitiser | | | | |

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|---|--|--|--|--|
| Regular cleaning and/or sanitisation of hard surfaces and shared equipment | | | | |
| Travelling in separate vehicles | | | | |
| Travelling in shared vehicles with social distancing and/or good ventilation | | | | |
| Following any relevant rules or guidelines at locations/ premises visited during meetings | | | | |
| Keeping a record of participants in line with current NHS Contact and Trace requirements | | | | |
| Other (identify): | | | | |