

GROUP RISK ASSESSMENT

[Complete once. Review the completed form before meetings. Update (if necessary) when government or other relevant advice changes]

Date	Date of risk assessment		
Interest Group	The name of the group	Venue	Place where meeting is normally held
No. of members	Typical number of attendees	Meets on	Day/time; e.g. 2 nd Tues of month at 10h00.

U3A activities must comply with current government guidance as well as the rules of any venue the group uses.

Assessment

Consider each question and answer Yes (Y), No (N) or enter a DASH (-) if the item does not apply to your activity.
If you answer No to any question, this may mean that more needs to be done to reduce the risk of Covid 19 infection.

Before the Activity	YN-
Have you advised any members who is showing symptoms similar to Covid 19 to not attend?	
Have you advised attendees to assess personal risks?	
Are attendees' contact details up to date (possible track n trace)?	
Is each attendee aware of, and can follow, government Covid guidelines for meetings and sharing transport to/from the activity?	
Are you and attendees familiar with the specific requirements of any venue you are using?	
Have you considered reducing risk of pinch points around arrival and departure (e.g. staggered arrivals)?	
Facilities	
Will any shared facilities be cleaned before and after the activity?	
Have you considered reducing risk around touch points (e.g. surfaces, door handles)?	
Is there sufficient space for social distancing?	
For outside meetings, are there inclement weather plans that do not conflict with guidelines on indoor meetings (e.g. curtailment)?	
Are there toilet and handwashing facilities are available for members to safely use?	
Will there be hand sanitizer available?	
Is there somewhere to dispose of waste (e.g. tissues, handwipes)?	
Equipment	
Have you considered reducing risk around shared equipment (e.g. packs of cards, shuttlecocks, tea cups, urns and papers)?	
Is shared equipment cleaned before and after use?	
After the activity	
Are attendees aware that any socializing after an activity (e.g. pub, coffee) is an individual responsibility?	
Is there a record of who attended the meeting?	

Other risks

Are there other actions your group is taking to reduce the risk of Covid 19 infection?

Completed by: