

## **Dawlish & District U3A - Covid 19 - Risk Assessment**

### **Introduction**

The Dawlish & District U3A committee is aware of its duty to protect members from potential risk when taking part in activities. It has therefore decided, in accordance with guidance from the Third Age Trust, that a Risk Assessment Form must be completed by the Group Leader prior to all its activities. However, we want to make this process as straight forward and useful as possible.

A Risk Assessment will need to be completed for all activities as every venue and activity is different and what is appropriate for one may not be appropriate for another. Once the Risk Assessment form has been completed it needs to be agreed by a member of the Dawlish & District U3A Committee before the activity/event can go ahead. This is to ensure we are all working to the same high standards, enable us to share best practice and to update and remain effective in the light of changes in public health advice.

At present we are not undertaking any U3A indoor activities.

The Risk Assessment forms should be sent (which can be by email) to one of the following who will deal quickly with the authorisation process and contact you if there are any adjustments needed:

Steve Angove (U3A Secretary) - [steve.angove@btinternet.com](mailto:steve.angove@btinternet.com)

Anne Whitehead (Groups Co-ordinator) - [annewhitehead63@yahoo.com](mailto:annewhitehead63@yahoo.com)

Graham Carey (U3A Chair) - [gfcarey@outlook.com](mailto:gfcarey@outlook.com)

Once authorised, the Group Leader will need to share the form with intended participants so that they can see the proposed arrangements for the Group activity. This is important as we want our members to decide for themselves if they feel happy to attend. The notification to members should clearly state that 'each individual who attends a meeting is responsible for their own decisions. No one in any U3A is covered by insurance for the virus. Members should bear in mind any risks which taking part may pose for others in their household.'

This Risk Assessment consists of two parts. Part One is a series of statements that you must fully comply with and you must confirm this.

Part two is where you think about the possible risks associated with your activity that might cause transmission of the virus. Then set out the steps to be taken to remove or lessen those risks to an acceptable level for the activity to take place. You may decide on doing this exercise that the risk is too great.

As a guide to help your thinking I have given some examples below of the issues that often arise:

- Provision of hand washing and sanitiser
- Social distancing arrangements
- Ground markings and any one way flow of members
- Maintaining group size as per Government rules
- Sharing of equipment e.g. chairs; cups etc
- Protecting those helping with arrangements
- Any need for face masks
- Toilet provision
- Keeping names of attendees in case of need for the Government Trace System
- Procedures in place if someone becomes unwell.

Any difficulties or queries about this process then please contact us. We want to make it work and for our members to be safe.

Steve Angove (Secretary) July 2020  
26 Elm Grove Road, Dawlish EX7 0ES (01626 862486)

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### **Risk Assessment Form**

Name of the Group:

Date and location of proposed meeting:

Nature and description of proposed activity:

Name and contact details of Group Leader/ Person Responsible.

## **Part One**

### **Please confirm you have:**

Considered current Government and Public Health advice in relation to location and feasibility of carrying out this activity safely adhering to present social distancing and permissible out door activities

Considered whether your activity involves the sharing of any equipment or shared spaces and will make suitable arrangements to have antiviral cleaning products available

Where necessary, inspected the area to ensure adequate social distancing can be maintained throughout and that any hazards can be removed or isolated

Considered that any travel arrangements meet the necessary requirements

Considered the general hazards related to this type of activity, the impact accommodating Covid 19 requirements may have on the way it is organised. These relate to the location, numbers permitted to take part at any one time, potential congestion areas, obstacles, fitness levels required, appropriate dress, weather conditions etc

## **Part Two**

**Please note your considerations and actions to be taken to be taken to control the risks:**