

# Evesham and District u3a

## 1 General Activity Risk Assessment (Checklist)

<b>u3a Name</b> Evesham & District	<b>Interest Group</b>
<b>Date (or Day and Time if a regular event) and Location/Postcode</b>	
<b>Nature and Description of Activity</b>	

<b>Part 1: BEFORE ACTIVITY Group Leader / Contact Check list (Risk Assessment):</b>	<b>Action Required (please detail all actions required and who is responsible for completing them)</b>
A) Consider any current Government and Public Health advice in relation to COVID 19 in respect of the Location or Activity being carried out. (Note: All legal limits on social contact have been removed, although it is recommended that people wear face masks in crowded settings and that emphasis on cleaning hands and equipment continues).	<b>Action:</b>  <b>Responsibility:</b>
B) Consider the general hazards relating to the Activity being carried out that impact on the way the Activity should be organised. Is there a need for a qualified first aider to be present?	<b>Action:</b>  <b>Responsibility:</b>
C) Inspect Venue to be used and ensure that it is appropriate for the Activity to be carried out. Ask for a copy of the Risk Assessment for the venue if appropriate.	<b>Action:</b>  <b>Responsibility:</b>
D) Record outcomes of the above considerations / inspections in writing prior to the Activity commencing and share with participants so that they can complete a personal risk assessment of the Activity	<b>Action:</b>  <b>Responsibility:</b>
<b>Part 2: ON THE DAY Group Leader / Contact checklist</b>	
A) Ensure participants are all fit to participate and have made their own assessment that this is the case (using the Personal Risk Assessment checklist below if appropriate)	Take action as necessary
B) Prevention of Accidents (Slips, Trips and Falls) – ensure that the condition of the venue is appropriate	Take action as necessary

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for the activity to be carried out, floor surface safe, any obstructions removed etc.	
C) Prevention of Accidents (other) – ensure that appropriate instructions are given if participants are involved in lifting heavy items of equipment etc. Ensure that participants have been trained to use any specialist equipment. Ensure that there is access to first aid kit and telephone	Take action as necessary
D) Fire Evacuation Procedures – ensure that these are in place at the venue and that all Participants are aware of them.	Take action as necessary
<b>Signed Group Leader / contact:</b>	<b>Dated</b>

<b>Part 3: Suggested Personal Checklist:</b>	<b>Action Required</b>
<p>A) As an Activity Participant, review own personal health and circumstances, referring to Public Health advice and Government guidance for different risk categories if appropriate, to determine whether the Activity should be carried out. NOTE: It is still recommended that participants should stay at home and not attend the u3a activity if they are known to have COVID 19</p> <p>B) As an Activity Participant, review the checklist at Part 1 above and determine whether it is appropriate to attend and take part in the Activity NOTE: It is the intention of the u3a that all Activities should be as inclusive as possible so please report any concerns to the Group Leader / contact as they may be able to put arrangements in place that facilitate all participants ability to attend an Activity.</p>	