

## BRACKNELL FOREST U3A GUITAR GROUP

### RISK ASSESSMENT

Bracknell Forest U3A Guitar Group has been given permission by Bracknell Methodist Church to allow up to 20 people to gather in their Church Hall at any one time (but see item 6. below of Mandatory Requirements).

Bracknell Methodist Church has confirmed that the building is a 'COVID secure environment' and therefore the current HM Government "Rule of 6" does not apply.

All members of the Bracknell Forest U3A Guitar Group when attending a tuition session at the Bracknell Methodist Church do so individually and at their own risk, not as a group as defined by the relevant and current HM Government Guidelines, Rules, Laws and other Requirements.

### RISKS

Therefore, on that basis, the risks in relation to the current COVID 19 pandemic are:

- The risk of transmitting the COVID 19 virus to others – likelihood of occurrence: **medium.**
- The risk of catching the COVID 19 virus from others, either from within the Group members or from others using the facilities – likelihood of occurrence: **medium.**

### AVOIDANCE OR MITIGATION OF RISKS

The 'Group' in this respect shall mean the Bracknell Forest U3A Guitar Group members.

In order to avoid or to mitigate the risks as outlined above, the following requirements will apply to ALL members of the Group attending Group tuition sessions in the Bracknell Methodist Church Hall, Bracknell.

## **Mandatory General Requirements:**

1. Comply with all relevant and current HM Government Guidelines, Rules, Laws and other Requirements relevant and current at the time of the tuition session;  
(<https://www.gov.uk/coronavirus>)
2. Comply with all relevant and current Bracknell Methodist Church Rules and Requirements (as normally contained in their Risk Assessment) relevant and current at the time of the tuition session (see attachments);
3. Familiarise yourself with 1. and 2. above prior to attending the tuition sessions;
4. Do not attend the tuition session, even if you have previously advised the Leader that you will be attending, if you are COVID 19 symptomatic, self-isolating, or sharing a household with anyone who is symptomatic or self-isolating;
5. Do not attend the tuition session if you have been contacted by NHS Test and Trace as being in close proximity to someone who has tested positive for COVID 19;
6. Give the Group Leader emailed prior notice of your wish to attend the tuition session and await a response. A maximum of only 6 members will be allowed to attend the tuition session at any one time and this will be on a first come first served basis.
7. Do not share a car with another member of the Group to attend the tuition session, unless that person is a member of your household and/or bubble;
8. Wear face masks covering mouth and nose on entry to and egress from the building which will be by the front door only;
9. Registering: on entering the building, sign in and leave your contact phone number; if you have the requisite NHS Test and Trace mobile phone app, register the QR code on your phone. You will not be allowed to enter the building without Registering by one of the above methods;
10. When inside the building, immediately sanitise your hands with the sanitisers provided;
11. When inside the building, do not leave again by the front door if there is anyone entering at the same time, wait until the exit is clear before exiting (but see 16. below);
12. When inside the building, wear a face mask at all times except when seated it is optional by personal preference;
13. Do not mingle or socialise with others in the Group in the Foyer or Main Hall, or with others using the building at the same time outside of the Group;
14. Take note of and action all requirements contained on signage in and around the building;
15. Do not use any part of the building other than the front door, entrance foyer, the Main Hall, the equipment Store and the toilets (but see 16. below);
16. Only in an emergency, exit the building by the designated Fire Exits;
17. Maintain 'social distance' requirements at all times when moving in and/or around the building;
18. Wear masks for arrival and departure, once seated at 2m separation this can be relaxed;
19. The kitchen will not be available; bring your own refreshments but do not share them.

## **Requirements for Guitar Tuition in the Main Hall**

1. Do not touch any equipment or instrument that is not your own;
2. When in the Main Hall sit a minimum of 2m apart on the chairs provided;
3. When in the Main Hall avoid mingling or socialising with others in the Group;
4. Maintain 'social distance' requirements whilst receiving tuition and at all other times;
5. Avoid touching door handles, window catches and the like where possible;
6. Wearing of face masks is recommended but not mandatory;
7. Avoid singing and speaking in loud voices;
8. All Group members will sanitise their chairs and other touch points before leaving the building if this is not being undertaken subsequently by Bracknell Methodist Church staff or members.

## **Liability**

Bracknell Forest Guitar Group members will be deemed to have carried out their own personal risk assessments based on the above criteria in relation to their knowledge of their own personal circumstances and general health.

Neither the Bracknell Methodist Church, nor the Bracknell Forest U3A, nor the Leader(s) of the Guitar Tuition Group for each tuition session will be held responsible for any COVID 19 or related consequences following non-compliance with the above.

*Alan Turner & Graham Dives*

*October 2020*

*Bracknell Forest U3A Blues, Rock, Jazz Group Leaders*