

Safety Checklist

U3A Name BFU3A	
Interest Group Local History	
Date / Location or Postcode 27 th August, 2020 at Birch Hill Community Centre	
Nature and Description of Activity - checklist	
<p>A) Consider the current Government and Public Health advice in relation to your location and the feasibility of carrying out this activity safely adhering to current social distancing requirements and permissible out-door activities.</p> <p>B) Consider whether your activity involves the sharing of any equipment or spaces and make suitable arrangements to have antiviral cleaning products available.</p> <p>C) Where necessary inspect area prior to starting activity to ensure adequate social distancing can be maintained throughout and to remove/isolate any hazards.</p> <p>D) Ensure travel arrangements meet the current requirements</p> <p>E) Consider the general hazards related to this type of activity and the impact that accommodating Covid19 requirements may have on the way it is organised. For example these may include considering the numbers permitted to take part at any one time, the location, potential congestion areas, obstacles, fitness levels required, appropriate dress, and weather conditions.</p> <p>F) Record the outcome of these considerations in writing prior to the activity and share with participants so they can complete their personal checklist in line with the information in your checklist.</p>	

Part 1. Activity Checklist outcomes:	Yes ()	
	<p>We will be using the main hall for the Local History meeting and will abide by all the requirements from BHCA listed in the COVID-19 Hire Agreement (supplementary) and the Cleaning Checklist to comply with Government Guidelines.</p> <p>Twelve members will be attending, and will be seated in two groups of 6, all socially distanced.</p> <p>To meet the latest Government requirements, all members will be asked to wear face masks while in the community centre.</p> <p>Members have been asked to bring their own drinks as needed</p> <p>The groups will be discussing what we have learnt about Cissie Simmons, a resident of Binfield and Warfield from 1907 to 1991.</p> <p>We will also discuss proposed participation in the National U3A High Street project which takes place in September, and how we will manage our participation</p> <p>There will be no sharing of equipment or transport</p> <p>Members will be asked not to attend if they or anyone they live with have any signs of Covid infection.</p> <p>Hand sanitiser will be available and will be used on entry and exit from the hall.</p> <p>Contact details for all members attending will be held by the group leader.</p> <p>Janet Russell 22nd August, 2020</p>	

BFU3A Local History group Covid-19 Risk Assessment & Mitigating Practices:

For meeting on 27 August 2020

Janet Russell, Group Co-ordinator

This document describes the operational mitigation measures specific to the Local History group to avoid the transmission and spread of the Covid-19 Virus.

The measures described in the Birch Hill Community Association's (BHCA) own Hall Facilities Risk Assessment will apply foremost.

Preparing the centre cleanliness:

The Group co-ordinator will arrive early to setup the hall, set tables and chairs out and de-sanitise all equipment and surfaces likely to be used in line with the cleansing procedures listed in the BHCA checklist. Only when this is complete will the doors be opened and participants allowed to enter the hall.

Social distancing:

On Arrival:

Everyone must maintain social distancing and not queue outside the centre doors whilst awaiting for them to be opened. A strict one-way movement system will be operated whilst in the centre and participants **must** follow the routing signs.

In Centre:

The distance of 2m must be maintained within the hall or foyer, unless masks are worn.

Face coverings should be worn at all times in the hall and foyer.

If someone wishes to use the toilet then the hall door may be used to re-enter the foyer but we will remain outside the marked boxes until social distancing can be maintained.

General Cleanliness:

Everyone will sanitise their hands at one of the hand sanitiser stations on arrival and when leaving the centre. (There are three in the foyer and one in the main hall)

All used cleaning cloths and tissues will be taken away for disposal.

Covid-19 symptoms:

Members will be asked not to attend if they or anyone they live with have any signs of Covid infection.

Any group member showing symptoms will be required to leave the session immediately, and if necessary, helped to a safe location.

The contact details for each person attending are held by the Group Co-ordinator, and will only be shared externally to the U3A in response to an NHS Track & Trace request.

On finishing our hire session:

At the end of the session, everyone shall leave the hall from the rear fire exit door. In an emergency, the front door and all other fire exits may be used.

The final hall sanitising will be completed by the Group Co-ordinator when the hall is empty.