

Safety Checklist.

To assess whether you should undertake any activity the advice is that it is important to carry make a safety check as you would do for any U3A activity.

In the case of resuming an outdoor U3A exercise activity there would be two elements to any such check to be considered. It is strongly advised that you record any check before taking part in the activity.

The first part of the safety check is to identify the overall hazards and risks involved in the actual activity you intend taking part in and how the Government guidelines are accommodated in how you will undertake the activity. In particular there is clear advice from Government about ensuring social distancing and how this will be maintained throughout the activity.

Secondly you are strongly advised that each person participating undertakes a personal safety check considering the Covid-19 risks and hazards that taking part poses to the individual. It is important that everyone completes a personal assessment of this nature and records it.

This is important because there are differing requirements for

- people with different health conditions - clinically vulnerable, or clinically extremely vulnerable
- people of different ages
- members living in a household where there is someone who is considered clinically vulnerable, or clinically extremely vulnerable and therefore has limitations on contact with others.

The advice is that a personal safety check should take into consideration a person's physical health and any underlying issues, age, and the health and circumstances of those they may be living with or isolating with in their household.

The Safety Checklist below can be used to help you make a thorough assessment of your own and the activity risks involved. Everyone involved should complete the personal section before considering taking part

General Outdoor Activity Safety Checklist

U3A Name Bracknell Forest U3A

Interest Group

Knitting and Needlework Group - The group currently has 17 members however prior to Covid it normally had a maximum of 6 attending each week. Since the start of Covid it normally only has 3 members attending .

Date / Location or Postcode

South Hill Park from 24th August 2020 (other parks in the area may also be used)

Weekly, weather and current government guideline permitting

2 – 4 pm

Nature and Description of Activity - checklist

- 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.
- B) Consider whether your activity involves the sharing of any equipment or spaces and make suitable arrangements to have antiviral cleaning products available.
- C) Where necessary inspect area prior to starting activity to ensure adequate social distancing can be maintained throughout and to remove/isolate any hazards.
- D) Ensure travel arrangements meet the current requirements
- 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.
- 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.

Part 1. Activity Checklist outcomes:	Yes ()	
<p>A)</p> <p>B</p> <p>C</p> <p>D</p> <p>E</p>	<p>Event will take place outside on the lawn area in front of the terrace at South Hill Park or other local parks</p> <p>Members will be asked to confirm by email or telephone if they are planning on attending. Under current restrictions and space at South Hill Park we can only accommodate a maximum of 12 members split into two groups of six people</p> <p>Email will be sent to all group members asking them to review their own personal health, age and circumstances in line with Government guidance on Covid 19. Members should also consider the health of any other members in their household when considering whether to take part.</p> <p>Members to be reminded not to attend if they are in any way unwell on the day</p> <p>Group Leaders to allocated members to a group of no more than six people on arrival, requesting them to arrange themselves into a circle two meters apart.</p> <p>Members must remain with their group during the event</p> <p>Members can bring their own refreshments but will be advised not to share them with other members of the group</p> <p>Toilet facilities – Not currently available on a Monday</p> <p>A list of members attending and the group they were in will be kept by group organisers for 14 days in case there is a need for track and trace</p> <p>If a member subsequently becomes unwell they are to advise group leader so that other members of the group can be made aware and assess if they had close contact with that member</p> <p>Members will bring their own seating and equipment so there will be no need to share any items.</p> <p>Touching surfaces – members will be requested to bring hand sanitiser with them</p> <p>Group Leader will find a suitable location on grass and check for any hazards</p> <p>Car share will not be available, other than people from the same household or bubble.</p> <p>Weather conditions -the group will be cancelled if it is raining</p>	
Signed Group Organiser:	Dated	

Before Activity Personal Checklist:		Yes ()
	<p>A) All participants to review their own personal health and circumstances and refer to current Government guidance for different risk categories in Covid19 and what measures are recommended for people over 70 and/or with various medical conditions.</p> <p>B) Consider the health risk category of anyone else you are isolating with in your household.</p> <p>C) Review the risk check list for the activity above completed by the group organiser and consider if you can take part without adverse risk to yourself or household.</p>	
Part 2. Personal Checklist Outcomes:		Yes ()
Signed		Dated