

**Government directives are constantly changing. You must ensure you are using the correct version of this risk assessment. In other words, always download the blank copy on our website and do not make blank copies or photocopies of this form. Save the completed risk assessment as a unique document and forward it to the Groups Coordinator at [groups@stalbansu3a.org.uk](mailto:groups@stalbansu3a.org.uk)**

**The Group Organiser and/or the member hosting the activity, must first complete Part 1 of this form and forward it to the proposed participants, preferably by email, prior to the activity, so that each of them can complete their personal checklist (Part 2 of this document) after consideration of the contents of Part 1.**

<b>U3A Name</b>	St Albans U3A
<b>Name of Group</b>	
<b>Groups Organiser</b>	
<b>Proposed Date of Activity</b>	
<b>Location/Postcode</b>	
<b>Nature and Description of Activity</b>	
<p>It is safer to meet people outdoors. This is because COVID-19 spreads much more easily indoors. However, you can meet up indoors with friends and family you do not live with, either:</p> <ul style="list-style-type: none"> <li>• in a group of up to 6 from any number of households</li> <li>• in a group of any size from up to two households (each household can include an existing support bubble, if eligible) – unlikely to be applicable to u3a activities.</li> </ul> <p>If you are meeting friends and family, you can make a personal choice on whether to keep your distance from them, but you should still be cautious. You should read the guidance on <a href="#">meeting friends and family</a>.</p> <p>You can meet in a group of 6 indoors in places such as:</p> <ul style="list-style-type: none"> <li>• private homes</li> <li>• retail</li> <li>• indoor hospitality venues, such as restaurants, bars and cafes</li> <li>• indoor sports and leisure facilities, such as gyms, sports courts, and swimming pools</li> <li>• personal care, such as spas</li> <li>• indoor entertainment and visitor attractions, such as museums and theatres</li> </ul>	
<b>Part 1: Pre-activity Group Organiser Check list:</b>	
<p>A. Consider current Government and Public Health directives and advice in relation to the proposed location and the feasibility of carrying out this activity safely, adhering to present social distancing requirements, number of participants wanting to take</p>	



**ST ALBANS U3A COVID-19 General Indoor Activity Risk Assessment Checklist**

part and permissible Indoor activities. Currently participants are limited to six from different households

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

C. Inspect the area prior to starting the activity to ensure adequate social distancing can be maintained throughout. Consider any hazards and how to remove/isolate them.

D. Ensure travel arrangements meet the current requirements for all participants.



**ST ALBANS U3A COVID-19 General Indoor Activity Risk Assessment Checklist**

E. Consider the general hazards related to this activity. Consider the impact accommodating Covid-19 requirements may have on the way it is organised, the number of participants permitted to take part at any one time, location and potential congestion areas, obstacles, fitness levels required, appropriate dress, weather conditions etc.

**Part 1. Activity Checklist outcomes:**

A)	
B)	
C)	
D)	
E)	
<b>Activity can take place</b>	<b>Yes/No</b>
<b>Name of Group Organiser:</b>	<b>Dated</b>

**Part 2 Pre-Activity Participant's Personal Checklist:**

A) As a participant you should consider your own personal health and circumstances. Refer to current Government directives and guidance for different risk categories in Covid-19. Consider what precautions are required if you are aged over 70 and/or suffer from any medical conditions that put you at risk.

B) Consider the health risk category of anyone else you are isolating within your household.

C) Review the risk checklist for the activity above completed by the group organiser and consider if you can take part without adverse risk to yourself or your household.

**Part 2 Personal Checklist Outcomes:**

A)

B)

C)

**I can safely take part in this activity.**

**Yes/No**



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<b>Name of Group Member</b>	<b>Date</b>	
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