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| **ACTIVITY:** | Indoor Group Meetings | **LOCATION:** | As appropriate |
| **ASSESSOR:** | XXXXXXX | **DATE:** | 25 June 2021 |

| **HAZARD** | **PROBABILITY** | **SAFETY MEASURES** |
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| Medical condition of participants and vulnerability to CoViD-19 infection. Because of the incidence of coronavirus variants vaccination should not be assumed to eliminate the risk of infection.  [People at high risk from coronavirus include people who have had an organ transplant, are undergoing treatment for cancer, have had a bone marrow or stem cell transplant in the past six months, have a severe lung condition, and/or are taking medicine that makes them much more likely to get infections.] | Assess the condition of each member of the group and their vulnerability to infection.  Members who have been advised by the NHS that they are ‘highly clinically vulnerable’ and others at high risk of infection are a **High Risk**.  Members aged over 70 years of age and others who have been advised that they are ‘clinically vulnerable’ are a **Medium Risk**.  Members in good health, irrespective of their age, are **Low Risk**. | Members should be made fully aware of the hazards and the measures in place to control them.  They should also be made aware of the actions they will need to take to support and enforce those measures.  If they don’t feel confident in the adequacy of the measures or in their ability to comply they should be discouraged from taking part. |
| Lack of adequate ventilation.  There is evidence that CoViD-19 may spread more effectively in stuffy rooms with poor ventilation. | Assess the level of ventilation at the proposed venue.  Venues with no opening windows and no mechanical extraction system are **High Risk**.  Venues with opening windows or a mechanical extraction system are **Medium Risk**.  Venues with both opening windows and a mechanical extraction system are **Low Risk**. | Venues assessed as High Risk should not be used for U3A activities.  Venues assessed as Medium Risk should only be used for quieter U3A activities ie not those involving any form of exercise.  Venues assessed as Low Risk can be used for U3A activities but if any form of exercise is involved control measures should be put in place to control identified hazards.  To ensure good ventilation within the venue:   * The mechanical extraction system should be turned on * Wherever possible and appropriate all available doors and windows should be kept open   During activities the temperature in the room should be carefully monitored to ensure the comfort of those attending. If the temperature drops below a level the group is comfortable with, or the room becomes too stuffy, the activity should be curtailed. |
| Lack of space to ensure social distancing of one metre plus. | Assess the useable space available at the venue proposed for the group meeting.  Small venues used by a larger group are **High Risk**.  Small venues used by small groups and large venues used by larger groups are **Medium Risk**.  Large venues used by small groups are **Low Risk**. | Venues assessed as High Risk should not be used for U3A activities.  Venues assessed as Medium Risk should only be used for U3A activities if adequate measures can be put in place to ensure social distancing of one metre plus.  Venues assessed as Low Risk can be used for U3A activities but it is essential that a ‘low risk’ classification for a venue is not used as a reason to relax the control measures put in place to control identified hazards.  To ensure social distancing within the venue:   * Appropriate barriers, such as paper tape or a line of chairs, should be put in place to prevent close contact between the group members attending the event * Direction arrows should be installed for group members to follow when accessing and leaving the venue and necessary facilities such as toilets * Activities involving properly distanced contact should be carefully managed with clear instructions issued to those attending   [If the group activity could be held outdoors this option should be considered wherever practical.] |
| Contact with other group members as part of the group’s activities. | Assess the proposed group activities to identify the extent to which close contact is required.  Activities requiring any contact less than one metre apart - or where those involved are at greater risk of infection (such as singing, chanting and playing wind instruments) - are **High Risk**.  Activities requiring contact from one and two metres apart are **Medium Risk**.  Activities requiring no contact less than two metres apart are **Low Risk**. | High risk activities should not be attempted.  Medium risk activities should only go ahead if adequate measures can be put in place to ensure the hazards associated with close contact.  Low risk activities can go ahead provided adequate measures can be put in place to control the other hazards identified in this risk assessment.  To ensure the hazards associated with activities involving medium risk contact are properly managed the following measures should be considered:   * Ensure all participants have properly sanitised personal protective equipment relevant to the activity: such as face masks, or other coverings, and gloves * Ensure adequate hand sanitisation facilities are available at relevant points in the activity * Ensure sufficient access routes are available to all those involved so they can leave the activity, if required, without coming into close contact with other group members * Appoint one or more group members to monitor activities and alert the rest of the group to any issues arising |
| Contact with equipment and/or other accessories as part of the group’s activities. | Assess the proposed group activities to identify the extent to which contact with equipment and other activities is required.  Activities requiring any contact with equipment and/or other accessories are **Medium Risk**.  Activities requiring very limited or no contact with equipment and/or other accessories are **Low Risk**. | Medium risk activities should not be attempted unless adequate measures can be put in place to prevent contact with equipment and/or other accessories.  Low risk activities can go ahead without control measures in place, but should be continuously reviewed to identify if circumstances change.  To ensure the hazards associated with contact with equipment and/or other accessories are properly managed the following measures should be considered:   * Ensure all participants have properly sanitised personal protective equipment relevant to the activity such as gloves * Ensure adequate hand sanitisation facilities are available at relevant points in the activity * Sanitise equipment and/or other accessories at regular intervals during and after the activity * Appoint one or more group members to monitor activities and alert the rest of the group to any issues arising * Where possible issue equipment and/or accessories to each group member so they don’t have to share items |
| Contact with furniture, fixtures and fittings. | Assess the proposed group activities to identify the extent to which contact with furniture, fixtures and fittings is likely.  Activities likely to involve contact with furniture, fixtures and fittings are **Medium Risk**.  Activities which could possibly or are unlikely to involve contact with furniture, fixtures and fittings are **Low Risk**. | To ensure the hazards associated with contact with furniture, fixtures and fittings are properly managed the following measures should be considered:   * Ensure all participants have properly sanitised personal protective equipment relevant to the activity such as gloves * Ensure adequate hand sanitisation facilities are available at relevant points in the activity * Ensure all furniture items, fixtures and fittings likely to be used by group members are sanitised both before and after the activity, by wiping them with an appropriate surface cleanser * Ensure all door handles, window catches, curtain pulls and other fixtures and fittings likely to be used by group members are sanitised both before and after the activity, by wiping them with an appropriate surface cleanser * Appoint one or more group members to monitor activities and alert the rest of the group to any issues arising |
| Contact with facilities shared with others outside the group eg toilets and kitchen facilities. | Assess the proposed venue to identify the extent to which contact will be necessary with facilities shared with others outside the group.  Activities likely to involve contact with facilities shared with others outside the group are **Medium Risk**.  Activities which could involve contact with facilities shared with others outside the group are **Low Risk**.  [Venues with no shared facilities are **Low Risk**.] | To ensure the hazards associated with contact with facilities shared with others outside the group are properly managed the following measures should be considered:   * Identify all shared facilities such as toilets and kitchens * Ensure adequate hand sanitisation facilities are available at the entry points to shared facilities * Ensure group members sanitise their hands on entering and leaving shared facilities * Monitor the sanitisation points to ensure there is sufficient hand sanitiser to meet the demand * Identify the optimum route for group members to follow when accessing shared facilities to minimise contact with others outside the group and install clear direction signs to guide group members along the route * Where possible restrict the number of group members using shared facilities at any one time (to ensure social distancing) and liaise with other users of the venue to see if the use of shared facilities can be managed on a venue-wide basis, for example by allocating specific usage times to all groups using the facility. |
| Contact with fixed objects in the immediate external vicinity of the venue, such as handrails, cycle racks, and litter bins. | Assess the proposed venue to identify the extent to which contact will be necessary with fixed objects in the immediate external vicinity of the venue.  Venues which involve contact with fixed objects in the external neighbourhood are **Medium Risk**.  Venues which might involve contact with fixed objects in the neighbourhood are **Low Risk**.  [Venues with no external fixed objects are **Low Risk**.] | To ensure the hazards associated with contact with fixed objects in the environment neighbouring the venue are properly managed the following measures should be considered:   * Ensure adequate hand sanitisation facilities are available at the entry points to the venue * Ensure group members sanitise their hands on entering and leaving the venue * Monitor the sanitisation points to ensure there is sufficient hand sanitiser to meet the demand * Ensure all door handles, hand rails, cycle racks and other fixed objects in the immediate vicinity likely to be used by group members are sanitised both before and after the activity, by wiping them with an appropriate surface cleanser |
| Lack of activity planning.  The presence of CoViD-19 in the community demands that all U3A activities are carefully assessed and planned to minimise the risk of infection. Where necessary different elements of the activity should be rearranged, reorganised, or replaced as required. | Activities which have not been assessed for the risk of CoViD-19 infection are **High Risk**.  Activities which have been assessed and planned initially but not subject to continuous review and amended in the light of experience are **Medium Risk**.  Activities which have been assessed and planned, and subject to continuous review and amended in the light of experience, are **Low Risk**. | High risk activities should not go ahead.  Medium risk activities should be reviewed on an ongoing basis and, where necessary, amended to ensure the safety of the group members taking part.  Low risk activities can go ahead but should be kept under review. |
| Failure to make participants fully aware of the details of the CoViD-19 risk assessment.  Everyone is responsible for their own health and safety but it is essential that group members are made aware of the hazards they might face in undertaking U3A activities so they can decide for themselves whether to take part. | Activities where group members have not been apprised of the CoViD-19 hazards are **High Risk**.  Activities where only some of the group members have been apprised of the CoViD-19 hazards are **Medium Risk**.  Activities where all group members have been apprised of the CoViD-19 hazards are **Low Risk**. | High risk activities should not go ahead.  Medium risk activities can go ahead provided efforts are made to apprise all group members of the CoViD-19 hazards.  Low risk activities can go ahead but should be kept under review. |