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| **ACTIVITY:** | Outdoor Group Meetings | **LOCATION:** | As appropriate |
| **ASSESSOR:** | Group Leader(s) | **DATE:** | XX XXXXXXXXXXX XXXX |

| **HAZARD** | **PROBABILITY** | **SAFETY MEASURES** |
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| Medical condition of participants and vulnerability to CoViD-19 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 assessed as High Risk should not take part in the activity unless they can be properly protected from the other hazards identified in this risk assessment.  Members assessed as Medium Risk 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 excluded from the activity.  Members at Low Risk of infection should be made aware of the hazards and the measures in place to control them, and discouraged from taking part if they don’t feel they will be able to play their part in supporting and enforcing those measures. |
| Travel to site(s). | Assess the travel arrangements required to access the site(s) proposed for group activities.  Journeys by public transport are **High Risk**.  Journeys involving car-sharing with others from outside individual member’s household are **Medium Risk**.  Journeys which don’t involve public transport or car-sharing are **Low Risk**. | High risk journeys should be avoided.  Medium risk journeys can go ahead if adequate measures can be put in place to control the hazards associated with close contact, and provided travel arrangements remain within current Government guidelines.  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 car-sharing are properly managed the following measures should be considered:   * Ensure adequate ventilation in the vehicle cabin * Ensure all participants have properly sanitised personal protective equipment: such as face masks, or other coverings, and gloves * Ensure members have adequate hand sanitisation materials * Arrange passenger seating so as to minimise face to face contact |
| Sharing equipment and/or other accessories - such as binoculars and telescopes - as part of the group’s activities. | Assess the proposed group activities to identify the extent to which the sharing of equipment and/or other accessories is likely.  Sharing which involves touching equipment and/or other accessories belonging to anyone outside the individual member’s household, is **High Risk**.  Sharing equipment and/or other accessories which does not require touching is **Medium Risk**.  Activities requiring no sharing of equipment and other accessories are **Low Risk**. | High risk sharing of equipment and/or other accessories should not be attempted.  Medium risk sharing of equipment and/or other accessories can go ahead if adequate measures can be put in place to control the hazards associated with touching.  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 appropriate personal protective equipment such as gloves * Ensure adequate hand sanitisation facilities are available if required * Sanitise shared equipment and/or other accessories at regular intervals during and after the activity * Appoint one or more group members to monitor the sharing of equipment and/or accessories and alert the rest of the group to any issues arising |
| Contact with gates, stiles and other fixed landscape features. | Assess the proposed group activities to identify the extent to which contact with gates, stiles and other fixed landscape features is likely.  Activities likely to involve contact with gates, stiles and other fixed landscape features are **High Risk**.  Activities which could possibly involve contact with gates, stiles and other fixed landscape features are **Medium Risk**.  Activities unlikely to involve contact with gates, stiles and other fixed landscape features are **Low Risk**. | To ensure the hazards associated with contact with gates, stiles and other fixed landscape features are properly managed the following measures should be considered:   * Ensure all participants have appropriate personal protective equipment such as gloves * Ensure all participants have appropriate hand sanitiser with them during the activity * Appoint one or more group members to monitor activities and alert the rest of the group to any issues arising |
| Use of shared public facilities such as footpaths, public toilets, cafes, and bird observation hides. | Assess the proposed site(s) that the group is to visit and identify the extent to which the use of shared public facilities - such as narrow footpaths, public toilets, cafes, and bird observation hides - is likely to involve contact with others outside the group.  Shared facilities likely to expose group members to contact of less than one metre with others outside the group are **High Risk**.  Shared facilities which could require contact of less than two metres with others outside the group are **Medium Risk**.  Shared facilities which involve no contact less than two metres with others outside the group are **Low Risk**. | High risk facilities should be avoided.  To ensure the hazards associated with medium and low risk facilities are properly managed the following measures should be considered:   * Devise simple procedures to ensure social distancing at each shared facility the group will use as part of the activity, and supervise activities to ensure group members follow them. * Ensure group members sanitise their hands on entering and leaving shared facilities such as public toilets, cafes and bird observation hides. * Identify the optimum route for group members to follow around each site to be visited so as to minimise contact with others outside the group. * Where possible restrict the number of group members using shared facilities at any one time (to ensure social distancing). * Activities involving properly distanced contact should be carefully managed with clear instructions issued to those attending. |
| 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. |