

## Bridport & District u3a General Activity Risk Assessment (Form 2)

This form should be completed by the Group Leader in respect of all group activities aside from Group Walks, for which Form 1 should be used. Following completion, it should be sent to each group member (preferably by email) for their consideration. Confirmation that they have read the form and completed

a Personal Checklist (Form 3) should be noted in Part 2. Once fully completed the form should be retained by the Group Leader for one year following the date of the activity.

**Name of interest group:**

**Date and location/postcode:**

**Nature and description of activity:**

### Part 1

**Before the planned activity, please consider the following and record any outcomes and required actions in the space provided below:**

- (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 present social distancing requirements and permissible indoor and outdoor group sizes.
- (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) Advise all wishing to take part that they should allow Group Leaders take a register with contact details of participants to share with the NHS Contact and Trace service, if required.
- (d) Where necessary, inspect area prior to starting activity to ensure adequate social distancing can be maintained throughout and to remove/isolate any hazards.
- (e) Ensure travel arrangements also meet necessary requirements.
- (f) Consider the general hazards related to this type of activity, the impact accommodating Covid-19 requirements may have on the way it is organised.

**Record of any outcome and required actions:**

**Part 2**

**Please record below the names of all participants who have confirmed that they have completed a Personal Checklist (Form 3) and will be taking part, together with a note of any reasonable, special considerations/measures that are deemed necessary for their participation:**

**Signed Group Leader:**

**Date:**