

## Bridport & District u3a – Group Activities Risk Assessment Protocol

### General

As Covid-19 lockdown measures start to ease, it is important that Group Leaders carry out a risk assessment before their groups meet-up again face to face (as permitted under the government guidelines). Two forms are available for this purpose:

- Group Walks Risk Assessment (Form 1), which should be completed before each planned walk.
- General Activity Risk Assessment (Form 2) for all other group activities. This form needs to be completed only once for regular group activities that involve a consistent venue and format, but each time where the activity varies in terms of venue or nature of activity.

Each of these risk assessments includes two elements:-

1. An assessment of possible hazards and ways to control identified risks for completion by the Group Leader. Any specific risks and control measures should be communicated to all participants by email **in advance of the activity taking place**.
2. Personal Checklist (Form 3) is for consideration by each participant in advance of any planned group activity, which includes the identification of any Covid-19 risks to the member and anyone else with whom they share accommodation, together with consideration of any risk identified from the Group Leader's risk assessment. It is a member's responsibility not to take part in a planned activity if there is likely to be an adverse risk to themselves or their household. All members for whom it is safe to attend a group activity, must notify their Group Leader (preferably by email) that they have completed a Personal Checklist. It is not necessary for the completed form to be sent to the Group Leader. The Group Leader should make a note of all members who have confirmed their completion of a Personal Checklist on the appropriate risk assessment form together with a note of any special measures that need to be taken.

### Record keeping

The Group Leader should:

- Keep all completed risk assessments for one year after the date of the activity, sight of which may be required for compliance and/or insurance purposes.
- Maintain a record of the names of members attending each activity, in case this information is required for "Track and Trace" purposes.

Any queries relating to the process should be referred to the Group Coordinator by email at [groups@bridportu3a.org.uk](mailto:groups@bridportu3a.org.uk)

We thank all Group Leaders and members in advance for their co-operation with this process, which is necessary to ensure the safety and well-being of all our members and the public in general and compliance with government regulations and The u3a Trust insurance cover conditions.