



Guidance for Committee Members and Group Leaders to
Formulate and Prepare Risk Assessment and Safety
Procedure Documents.

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1. INTRODUCTION

This guide is for all Committee Members and Group Leaders. It helps you to carry out a Health and Safety Risk Assessment and identify the general precautions you need to have in place.

It is intended for all premises and outdoor locations where U3A members attend.

The guide has been formulated to assist a responsible person to help carry out a risk assessment and determine the necessary precautions to take to minimise the likelihood of the Members being hurt, and to avoid any hazard that might cause harm.

You must bear in mind that for all premises our Members visit, a Risk Assessment should have been carried out by the Management of that particular building, so you must work alongside the Management to ensure you have all the relevant information to formulate a risk assessment on behalf of U3A Welwyn/Hatfield.

2. STEPS NEEDED TO MANAGE RISKS

Risk Management is a step-by-step process for controlling Health and Safety risks caused by hazards in our meeting venues.

Identify Hazards

Look around the venues or outdoor locations and think about what can cause harm.

Think about;

How people enter and exit the building.

The general state of the building.

Any safe or unsafe practices exist.

Are floors free from trip hazards and are escape routes clear.

Are precautions in place to prevent or respond in the event of a fire.

For each hazard to health think about how our Members may be harmed.

Assess the Risk

Once you have identified the hazards decide how likely it is that someone could be harmed and how serious it could be. This is assessing the level of risk.

Decide

Who might be harmed and how

What you are already doing to control the risk

What further action you need to take to control the risks

Who needs to carry out the action, and when the action is needed by

Control the Risks

Look at what you are already doing and the controls the Management have in place.

Ask yourself

Can I get rid of the hazard altogether?

If not, how can I control the risks so that harm is unlikely?

Put the controls you have identified in place. You may not be able to eliminate all risks but you need to do everything 'reasonably practicable' to protect people from harm.

Record Your Findings

You should record your significant findings including:-

- a) The hazards (things that may cause harm)
- b) Who might be harmed and how
- c) What you are doing to control the risks.

Health & Safety

If a group meets in a public venue rather than in a private home, the Group Leader needs to be aware of the Health and Safety regulations of the venue in which the group meetings are held. If you hold your meetings in a public venue, such as a Church or Community Hall, Library or Church rooms, make sure that a venue risk assessment is carried out. Although this may in practice mean no more than making sure the group knows where the emergency exits and assembly points are in the event of fire, identify any potential obstructions and tripping hazards and availability of disabled access, in addition establish the room/facility capacity limitations. It is important that this assessment is completed prior to the meeting.

To help you a pro-forma **Venue Risk Assessment Checklist** is attached in **Appendix 1a** which should be completed prior to use of the venue. When you arrive for your meeting, a **Day of Use Checklist** should be completed to reassure yourself that everything is in place. A pro-forma of this 'Day of Use' checklist is also attached in **Appendix 1b**. If you have any safety concerns, then do not continue if they cannot be resolved at the time to your satisfaction.

For your convenience, you will also find in **Appendix 2a, b & c. pre-prepared Risk Assessment Checklist for public venues** in Welwyn/Hatfield which are currently used by some groups.

Copies of all the Venue Risk Assessment Checklists, both open and pre-prepared, are available from the Groups Co-ordinator if you require them.

3. CORONAVIRUS RISK ASSESSMENT

When completing the Venue Risk Assessment Checklist you must follow the their own risk assessment and have consideration of the latest relevant advice that is detailed in :-

GOV.UK web site: Coronavirus (COVID 19) Guidance and Support.

In particular, at this present time: Staying Alert and Safe (Social Distancing) and Protect Yourself and Others from Coronavirus.

Guidance on the phased return of sport and recreation.

Guidance COVID-19: Guidance for the safe use of multi-purpose community facilities,

In addition, the Advice for Restarting Interest Groups Guidance from the U3A Trust.

Everyone can help and support the UK's response by following public health authority's advice, for example, hand & face washing and social distancing, this may include assessing the meeting room or facility capacity limitations of numbers allowed.

Checking and following the latest travel advice when travelling or planning to travel.

Continue to maintain social distancing from those you don't live with.

It is critical that you follow those guidelines to keep both yourself and others safe.

Keep your hands and face as clean as possible and consider providing spare cleaning gel.

Keep indoor places well ventilated.

Follow face covering requirements and consider providing spare face masks.

To check any limitation that may now be applicable to this facility at the time of booking regarding use of kitchen and toilet use.

Any devices such as microphones, projectors and laptops etc. must be wiped down with disinfectant or sanitisers at every use.

APPENDIX 1A

Venue Risk Assessment Checklist

WELWYN/HATFIELD U3A	
Interest Group	
Date	Location/Postcode
Description of Activity	

Hazard	Yes	No	N/A	Comments
1				Is the access suitable for the group attending the activity especially anybody with limited mobility?
2				Is wheelchair access adequate?
3				Is the area free from obstructions & trip hazards?
4				Are there adequate means of escape in an emergency?
5				Are there appropriate direction signs to aid escape?
6				Is there a Fire Alarm?
7				Is there Emergency Lighting?
8				Is there a designated assembly point? Where is it?
9				Is there an emergency procedure for the building? Do you have a copy?
10				Is seating always laid out? Is it a U3A responsibility before and after the activity to lay out seating
11				Is there a kitchen? Is the kitchen adequate and hygienic? Are food safe cleaning materials available? Has the kettle been visually safety checked?
12				Are the toilet facilities adequate & accessible?
13				Is equipment being brought to the venue? Has it been checked?
14				Is there a First Aid box and if so where is it located?
15				Does it have a sound system? has the associated equipment, ie microphone been cleaned.
16				Other (define)
Additional information:				

Signed:

Position:

Date:

APPENDIX 1B

Venue Checklist (Day of Use)

WELWYN/HATFIELD U3A	
Interest Group	
Date	Location/Postcode
Description of Activity	

Check	Date (✓)	Date	Date	Date	Date
1	Emergency Exits unobstructed				
2	Emergency Exits unlocked				
3	Fire Extinguishers in place				
4	Toilet facilities open, clean, paper available etc				
5	Walkways free from trip hazards				
6	Kitchen facilities accessible & clean				
7	Kettle leads in good condition, free from wear and fraying, plug securely attached				
8	Refreshment items available				
9	First Aid equipment accessible				
10	Safety Briefing given <ul style="list-style-type: none"> a. Emergency exits b. Assembly point c. What to do if fire discovered d. What to do if the alarm sounds e. Accident / injury reporting f. Toilet and washing facility location 				
11	Other (specify)				
12	Other (specify)				

APPENDIX 2A

Venue Risk Assessment Checklist

WELWYN/HATFIELD U3A	
Ludwick Family Centre, Hall Grove, Welwyn Garden City.	
Date March 2020	Location/Postcode AL7 4PH
Description of Activity	Wednesday Members Meeting

Hazard	Yes	No	N/A	Comments
1 Is the access suitable for the group attending the activity especially anybody with limited mobility?	YES			
2 Is wheelchair access adequate?	YES			
3 Is the area free from obstructions & trip hazards?	YES			
4 Are there adequate means of escape in an emergency?	YES			
5 Are there appropriate direction signs to aid escape?	YES			
6 Is there a Fire Alarm?	YES			
7 Is there Emergency Lighting?	YES			
8 Is there a designated assembly point? Where is it?	YES			OUTSIDE MAIN ENTRANCE
9 Is there an emergency procedure for the building? Do you have a copy?	YES			COPIES ARE AVAILABLE
10 Is seating always laid out?	YES			
Is it a U3A responsibility before and after the activity to lay out seating	NO			
11 Is there a kitchen?	YES			
Is the kitchen adequate and hygienic?	YES			
Are food safe cleaning materials available?	YES			
Has the kettle been visually safety checked?	YES			
12 Are the toilet facilities adequate & accessible?	YES			
13 Is equipment being brought to the venue?	YES			
Has it been checked?	YES			
14 Is there a First Aid box and if so where is it located?				TO BE ADDED WHEN PREMISES ARE OPEN
15 Does it have a sound system? Has the associated equipment ie microphone been cleaned.	NO			
16 Other (define)				
Additional information: Due to Covid-19 Check with Management capacity of meeting room, toilets and kitchen facilities.				

SIGNED

POSITION

DATE

APPENDIX 2B

Venue Risk Assessment Checklist

WELWYN/HATFIELD U3A	
Breaks Manor Youth Centre, Link Drive, Hatfield.	
Date MARCH 2020	Location/Postcode AL10 8TP
Description of Activity Wednesday Members Meeting	

Hazard	Yes	No	N/A	Comments
1 Is the access suitable for the group attending the activity especially anybody with limited mobility?	YES			
2 Is wheelchair access adequate?	YES			
3 Is the area free from obstructions & trip hazards?	YES			
4 Are there adequate means of escape in an emergency?	YES			
5 Are there appropriate direction signs to aid escape?	YES			
6 Is there a Fire Alarm?	YES			
7 Is there Emergency Lighting?	YES			
8 Is there a designated assembly point? Where is it?	YES			REAR CAR PARK
9 Is there an emergency procedure for the building? Do you have a copy?	YES			COPIES ARE AVAILABLE
10 Is seating always laid out?	YES			
Is it a U3A responsibility before and after the activity to lay out seating	NO			
11 Is there a kitchen?	YES			
Is the kitchen adequate and hygienic?	YES			
Are food safe cleaning materials available?	YES			
Has the kettle been visually safety checked?	YES			
12 Are the toilet facilities adequate & accessible?	YES			
13 Is equipment being brought to the venue?	YES			
Has it been checked?	YES			
14 Is there a First Aid box and if so where is it located?				TO BE ADDED WHEN PREMISES ARE OPEN
15 Does it have a sound system? Has the associated equipment ie microphone been cleaned.	NO			
16 Other (define)				

Additional information:

Due to Covid-19 Check with Management capacity of meeting room, toilets and kitchen facilities.

SIGNED

POSITION

DATE

APPENDIX 2C

Venue Risk Assessment Checklist

WELWYN/HATFIELD U3A	
Digswell Tennis Club, Digswell Park Rd, Digswell, Welwyn,	
Date March 2020	Location/Postcode AL6 0DB
Description of Activity Table Tennis Group	

Hazard	Yes	No	N/A	Comments
1 Is the access suitable for the group attending the activity especially anybody with limited mobility?	YES			
2 Is wheelchair access adequate?	YES			
3 Is the area free from obstructions & trip hazards?	YES			
4 Are there adequate means of escape in an emergency?	YES			
5 Are there appropriate direction signs to aid escape?	YES			
6 Is there a Fire Alarm?	NO			
7 Is there Emergency Lighting?	NO			
8 Is there a designated assembly point? Where is it?	YES			Outside in Park
9 Is there an emergency procedure for the building? Do you have a copy?	YES			
10 Is seating always laid out?	NO			
Is it a U3A responsibility before and after the activity to lay out seating	NO			
11 Is there a kitchen?	YES			
Is the kitchen adequate and hygienic?	YES			
Are food safe cleaning materials available?	YES			
Has the kettle been visually safety checked?	YES			
12 Are the toilet facilities adequate & accessible?	YES			
13 Is equipment being brought to the venue?	NO			
Has it been checked?				
14 Is there a First Aid box and if so where is it located?	NO			
15 Does it have a sound system.	NO			
16 Other (define)				
Additional information: Due to Covid-19 Check with Management capacity of meeting room, toilets and kitchen facilities.				

SIGNED

POSITION

DATE

Appendix 3 – U3A Accident Report Form

Witnessed by:	
Address:	
Telephone Number:	
Name of Member:	
Address:	
Name and Address of Others Involved:	
Date of Accident:	Time of Accident:
Location:	
Nature of Accident:	
Injury Details/ Circumstances	
Action Taken	
Was any specialised assistance required at the scene? If so, give details:	
Was medical advice sought afterwards? If so, give details	

Signed.....(Group Leader) Dated..... Telephone No:.....

When completed, please return to the U3A Secretary as soon as possible.

Appendix 4

Walk Leader Risk Assessment Checklist

WELWYN/HATFIELD U3A	
Interest Group	
Date	Walk Name
Distance	Terrain Type

Before the walk		Yes (✓)
1	Provision of information to prospective walkers: <ul style="list-style-type: none"> a) Location b) Distance c) Timing d) Linear / Circular Route e) Terrain f) Height and climbs involved g) Level of fitness required h) Identification of any 'break off' points (e.g. if members feel unable to continue) i) Appropriate footwear & clothing j) Toilet / refreshment facilities en route k) What to bring – food / drink / compass / map / mobile phone l) Dogs permitted? m) Meeting point n) Public transport options o) Car parking facilities p) Need of walkers to bring emergency telephone numbers for next of kin and relevant medical details 	

On the day		Yes (✓)
1	Check first aid kit & emergency blanket. Consider leader to carry a basic first aid pack including emergency blanket.	
2	Briefing before starting out: <ul style="list-style-type: none"> a. Route b. Duration c. Terrain d. Known Hazards e. Emergency Arrangements – illness, exhaustion, accident, weather problems, terrain problems, lost contact with group f. Be prepared to advise inadequately equipped walkers not to go 	
3	Appoint a backmarker	

During the walk		Yes (✓)
1	Stay at the front but make sure you can always see the backmarker	
2	Set an appropriate pace for the level of walk	
3	Check the route frequently	
4	Periodically count the number in the group	
5	Other(specify)	

Exceptional Circumstances

There may be reasons why additional conditions may have to be taken into consideration when completing this risk assessment.

When completing a risk assessment in exceptional circumstances you need to consider how this will impact on the activity, what additional measures or changes you will need to make for each identified hazard in order to reduce risks involved in running the activity. These changes will need to be incorporated into the assessment of how hazards can be reduced or avoided to respond appropriately to the exceptional circumstances you are facing.

Notes for exceptional circumstances:

Signed

Dated

FURTHER NOTES

Appendix 5

Outdoor Activity Risk Assessment Checklist

WELWYN/HATFIELD U3A	
Interest Group	
Date Location/Postcode	
Nature and Description of Activity	

Part 1: Before the activity Group Organiser Check list:	Yes ()
Risk Assessment Completed (attach)	
<p>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 out-door activities.</p> <p>B) Consider whether your activity involves the sharing of any equipment or shared spaces and make suitable arrangements to have antiviral cleaning products available.</p> <p>C) Where necessary inspect area prior to starting activity to ensure adequate social distancing can be maintained throughout and to remove/isolate any hazards.</p> <p>D) Ensure travel arrangements also meet the necessary requirements</p> <p>E) Consider the general hazards related to this type of activity, the impact accommodating Covid19 requirements may have on the way it is organised. These may relate to the numbers permitted to take part at any one time, location and potential congestion areas, obstacles, fitness levels required, appropriate dress, weather conditions etc</p> <p>F) Record outcome of these considerations in writing prior to the activity and share with participants so they can complete their personal checklist in line with the information in your checklist.</p>	

Before Activity Personal Checklist:	Yes ()
<ol style="list-style-type: none"> 1) Review your own health and situation, referring to NHS website in England for more information if you are at higher risk of getting seriously ill from coronavirus. 2) Consider the health risk of anyone else you in your household. 3) Refer to your u3a Group Organisers risk checklist for the activity, reviewing if it is suitable for you at this time. 4) Do not take part if you or anyone in your household has covid-19 symptoms which include high temperature, continuous cough and loss or change to your sense of smell or taste. 5) If you do attend any social or group activity and subsequently show covid-19 symptoms or test positive you must inform the Group Leader immediately so they can initiate a 'track and trace' system to all members that attended that particular session. 	

Part 1. Activity Checklist outcomes:	Yes ()
Signed Group Organiser:	Dated