

TOWCESTER U3A
CHECKLIST FOR GROUP LOOKING TO RE-START

The group leader should complete and date the appropriate section of this checklist for each meeting of the group and this must be kept by the Leader for at least 21 days after the meeting (for track and trace purposes)

You need only complete **the appropriate sections** of the checklist, depending in where you are meeting.

This checklist has been developed to ensure members are safe and insured. This protects us all.

General

- 1. The current national requirements are guidance, but you are strongly advised to follow them.**
- 2. Any local or national lockdown arrangements that may be put in place in the future will take precedence over this guidance.**
- 3. Inform the Committee (katebartlett@btinternet.com) when you intend to re-start.**
- 4. You are advised not to use a building where no Covid-secure guidance has been provided.**
- 5. General advice is to stay 2 metres apart, or 1 metre with additional actions (e.g. masks), bring your own sanitiser and wear gloves in areas of multiple use.**
- 6. Avoid sharing cars if this is feasible.**

CHECKLIST

GROUP:

LEADER:

DATE OF MEETING:

TIME OF MEETING:

| | | <input type="checkbox"/> /x | Comment |
|----------|---|-----------------------------|---------|
| 1 | Are you using a public venue? If so, have you | | |
| | a) Checked the Covid arrangements at the venue and kept a copy of any written requirements? | | |
| | b) Told the group that they must comply with these, and what they need to do? | | |
| | c) Advised the group to bring their own equipment, refreshments and cutlery etc. and that craft equipment? | | |
| | d) Sanitised chairs and tables before and after meeting? | | |
| | e) Checked that the venue is carrying out its own arrangements on this occasion? | | |
| | f) Ensured that any equipment (projectors etc) are used by only one person and disinfected before and after use? | | |
| | g) Set up a register of attendees for this meeting, with membership numbers and contact details, and confirming they have completed the personal risk assessment? (Must be kept by the leader for at least 21 days) | | |
| | h) Checked that you can socially distance within the venue with those numbers? | | |
| 2 | Are you using a member's garden? If so, have you | | |
| | a) Carried out a Covid assessment, including hygiene arrangement, and kept a copy? | | |
| | b) Advised that they bring their own refreshments and cutlery etc? | | |
| | c) Ensured members use hand sanitiser? | | |
| | d) Made safe toilet arrangements? (see below) | | |
| | e) Members access the garden from the outside if possible? | | |
| | f) Told members to wash their hands for at least 20 seconds on returning home? | | |
| | g) Ensured all surfaces touched by members outside the household are disinfected before and after the meeting? | | |
| | h) Set up a register of attendees for this meeting, with membership numbers and contact details and confirming they have completed the personal risk assessment? (Must be kept by the leader for at least 21 days) | | |

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| 3 | Are you meeting in a member's house? If so, have you | | |
| | a) Carried out a Covid assessment and kept a copy? | | |
| | b) Told members they are advised to stay 2 metres apart? | | |
| | c) Advised that they bring their own refreshments and cutlery etc? | | |
| | d) Ensured members bring use hand sanitiser? | | |
| | e) Made safe toilet arrangements? (see below) | | |
| | f) Advised members to wash their hands for at least 20 seconds on returning home? | | |
| | g) Ensured all surfaces touched by members outside the household are disinfected before and after the meeting? | | |
| | h) Set up a register of attendees for this meeting, with membership numbers and contact details and confirming they have completed the personal risk assessment? (Must be kept by the leader for at least 21 days) | | |
| 4 | Are you meeting outside for a walking activity? If so, have you | | |
| | a) Ensured that you have complied with the advice from The Ramblers Association, as set out in the plan submitted to the Committee? (NB Check that the Ramblers Association guidance has not changed) | | |
| | b) Ensured that numbers do not exceed the safe amount (maximum 30)? | | |
| | c) Ensured members use sanitiser? | | |
| | d) Recommended that social distancing can be maintained throughout the walk? | | |
| | e) Advised members to wash their hands for at least 20 seconds on returning home? | | |
| | f) Set up a register of attendees for this meeting, with membership numbers and contact details and confirming they have completed the personal risk assessment? (Must be kept by the leader for at least 21 days) | | |
| 5 | Are you running a sporting activity? | | |
| | a) Ensured that you have complied with the advice from the governing body of your sport, and set this out in a plan submitted to the Committee? (NB Check that the Association guidance does not change) | | |
| | b) Followed Section 1 above for use of public buildings? | | |
| | c) Ensured that numbers do not exceed what is safe for the venue? | | |
| | d) Ensured members use hand sanitiser? | | |
| | e) Advised members to wash their hands for at least 20 seconds on returning home? | | |

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| | f) Set up a register of attendees for this meeting, with membership numbers and contact details and confirming they have completed the personal risk assessment? (Must be kept by the leader for at least 21 days) | | |
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Advice on toileting arrangements in private homes:

- Disinfect all surfaces before the meeting
- Use liquid soap in a dispenser and paper towels
- Leave disinfectant wipes for members to use on leaving the bathroom
- Ask them to close the toilet lid when flushing (this minimises droplets in the air)
- Disinfect all surfaces after the meeting