# **South Solihull U3A Covid – 19 Risk Assessment**

**Event covered by this assessment:** Monthly meeting in Bentley Heath Community Centre (BHCC).

**Assessment undertaken by:** Richard Walton on behalf of the SSU3A Committee.

**Date Completed:** 5th August 2021 **Review Date:** 4th August 2022

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| **Risk Identified** | **Actions to Mitigate The Risks** | **Action by whom?** | **Completed** |
| Cleanliness of BHCC | BHCC have a cleaning schedule and the premises are cleaned immediately before our meeting. | BHCC | Yes |
| Transmission of Covid–19 from an infected member or carrier at the meeting | Invitation to the meeting stipulates;   * the need for attendees to have had both Covid-19 vaccinations or to have had a negative Covid test in the 48 hours prior to the meeting, * not to attend if the member or anyone in the same household is exhibiting any Covid-19 symptoms. | Meeting leader via meeting invitation. | Yes |
| Aerosol, droplet or surface transmission of Covid-19 | * Doors (except fire doors) and windows will be opened widely, weather permitting, to increase ventilation in the hall. * Hand gel is available for use in the hall. * Toilet and washroom areas are designated as ‘one person at a time’ by a notice on the outer washroom doors. * Use of face masks is at the discretion of the individual attendee. * Chairs and tables will be spread out to the capacity of the room, but ensuring circulation areas and exit routes are not impeded. | Meeting Leader.  BHCC  BHCC  Meeting leader via meeting invitation.  Those setting out the room before the meeting. | To be done on the day and closed on leaving.  Check on the day.  Check on the day.  Yes  To be done on the day.  *(continues)* |
| **Risk Identified** | * **Actions to Mitigate The Risks** | **Action by whom?** | **Completed** |
| Someone falls ill with Covid-19 symptoms and subsequently tests positive for Covid-19. | * Ensure all attendees are aware that their attendance is recorded on the signing-in sheet which is retained for 21 days. This information may be required by the NHS Track and Trace Service if any attendee subsequently tests positive for Covid -19. | Meeting leader. | To be done on the day. |
| Members are anxious or unsure about attending meetings because of the risk of contracting Covid - 19 | * Meeting invitations will show how we aim to take care of our members’ safety at the monthly meeting. * Publish this risk assessment on the website. * Include assurances of the actions taken to safeguard attendees at the beginning of each meeting. * Make laminated copies of this risk assessment available at each meeting whilst the risk still exists. | Meeting leader.  Richard Walton.  Meeting leader.  Richard Walton. | To be done each month.  Yes  To be done on the day.  Yes |