

SOUTHEND ON SEA U3A - GENERAL RISK ASSESSMENT (updated August 2024) Health and Safety Officer Chair or Vice Chair

Venue – HALL – check doors are open/shut fire exits are clear. Light/ heating on/off, chairs and tables out safely

Aisles are clear- walking sticks/ frames stored safely, handbags safely stored.

Members reminded of notices, Tea queue by windows/ leave aisles free.

Registration – all members and visitors to be recorded on entry, Name, address, phone no. e-mail address should be recorded

Electrical equipment - placed safely, PAT tested, wires covered, members reminded in notices at beginning of meeting

Emergency procedure – marshals/ hi vis jackets/ yellow lanyard, duty cards, members reminded in notices a beginning of meeting

Kettles – placed safely, steam away from members, limited number in kitchen

Corridor/toilets -automatic lights

Mini first aid bag (blue) – kept on back table/ chair responsible to refill

Incident book – any minor concerns/accidents recorded and signed by member involved check up next day, major incidents/ accidents recorded on form/ head office informed

Groups – adhere to venue rules, check emergency exits, be aware of bags/ wires blocking pathways, any incidents/ accidents should be recorded and Health and Safety Officer should be informed

Members – Need to adhere to venue rules and guidelines, listen to notices and procedures, be responsible for their own possessions and keep them placed safely, be responsible for their personal safety.

COVID

Adhere to Government rules and regulations, adhere to the venue rules and regulations. Be aware of advice from Government, Venue and U3A re symptoms, self-tests, isolating etc.

Masks- 1) Government advice <https://www.gov.uk/coronavirus> 2) venue advice 3) Personal choice

Registration – 1) name 2) phone no. 3)e-mail address for contact purposes. Provide disposable gloves for those dealing with money

Ventilation - as much as possible in venue

Hand sanitisers/ Dettol wipes - available at front door kitchen toilets - check soap and towels (paper) Wipe down surfaces, shared equipment

Members – Personal responsibilities - Be aware of all rules and regulations, guidelines and advice. Be aware of own health and safety, others health and safety and take appropriate precautions. It is the expectation that members attending general or group meetings will have either had 2 doses of vaccine or a negative test, have a natural immunity or have exemption. If test positive for COVID, inform 1) Health and Safety Officer 2) Group Leader.