

# General Outdoor Activity Risk Assessment Checklist

**U3A Name**

Kings Hill and District

**Interest Group**

Wine Appreciation Group 3 Convenor = Jim Spellane; Member hosting visit = Melanie Blewer

**Date Location/Postcode**

5/8/2020  
5 Torrington Close, Mereworth,  
Kent ME18 5LQ

**Nature and Description of Activity**

Meeting of Wine Appreciation Group 3 members to taste and enjoy a variety of wines.

Event will be held outdoors in the garden, which is big enough to allow social distancing. Individual garden seats will be provided and placed 1-2 metres apart. (NB ~ current Gov guidelines = social distancing of 1 metre).

Host lives on her own, so there is no risk to other members of the household from visitors.

In line with Gov guidelines, the event will be limited to 6 people.

Members will be asked to ensure that if they or any other members of their household are showing any signs of Covid-19, they will not attend.

Members will travel to site using own transport and car sharing will only be permitted with people from the same household.

Members should ensure they are wearing appropriate outdoor clothes and footwear, and provide own face-covering, and gloves if they wish.

Members will bring their own glasses for tasting wine, and for drinking water. Wine and water will be poured by the host, so there is only one person handling the bottles. Members to bring their own nibbles, if they wish. Individual plates with new/clean serviettes will be provided, but members may bring their own if preferred.

Toilet facilities will be available if required, accessed through Utility Room. Members should use at own risk, but spray disinfectant and antiviral wipes, hand sanitiser and soap and hot water will be provided. Members should wipe down surfaces before and after use, paying particular attention to door handles, taps etc.

NB Activity will only take place if weather conditions permit, and may be cancelled at short notice. There will be no possibility of the activity transferring to indoors.

Part 1: Before the activity Group Organiser Check list:	Yes ( )
<p>Toilet facilities and entry to them cleaned and entry kept clear of any other items. Disinfectant spray and wipes, hand sanitiser, soap provided in toilet.</p> <p>Garden seating arranged appropriately to ensure social distancing of 1-2 metres.</p> <p>Clean plates, serviettes available. All food to remain packaged until required. Opened by host ~ using gloves.</p>	
<ul style="list-style-type: none"> <li>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. (for example, currently outdoor activities are still restricted to work, shopping and exercise but this is changing and will need to be checked)</li> <li>B) Consider whether your activity involves the sharing of any equipment or shared spaces and make suitable arrangements to have antiviral cleaning products available.</li> <li>C) Where necessary inspect area prior to starting activity to ensure adequate social distancing can be maintained throughout and to remove/isolate any hazards.</li> <li>D) Ensure travel arrangements also meet the necessary requirements</li> <li>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</li> <li>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.</li> </ul>	

<b>Before Activity Personal Checklist:</b>	<b>Yes ( )</b>
<p>A) All participants to review their own personal health and circumstances and refer to current Government guidance for different risk categories in Covid19 and what measures are recommended for people over 70 and/or with various medical conditions.</p> <p>B) Consider the health risk category of anyone else you are isolating with in your household.</p> <p>C) Review the risk check list for the activity above completed by the group organiser and consider if you can take part without adverse risk to yourself or household.</p>	

<b>Part 1. Activity Checklist outcomes:</b>	<b>Yes ( )</b>
<p>Activity takes place safely and with risks minimised as far as possible. Members able to maintain social distancing, without putting selves or others at risk.</p>	
<b>Signed Group Organiser:</b>	<b>Dated</b>

<b>Part 2. Personal Checklist Outcomes:</b>	<b>Yes ( )</b>
<p>Members arrive, visit and leave safely and without risking their health or that of others.</p>	
<b>Signed</b>	<b>Dated</b>