

## for interest groups in private homes

As a Convener or host holding a u3a interest group meeting in your home the Third Age Trust advises that, to facilitate cover under the u3a insurance policy, it is worth completing a risk assessment showing 'due diligence'. This means that you have advised participants in advance of any potential risks. Please note you do not have to complete this but the Trust advice is that it adds a further secure dimension to our cover and perhaps most importantly reassures group members wishing to come to group meetings. It is for you to adapt to your own requirements.

Conveners should complete this form in conjunction with the home owner and send a copy of it to your interest group members. They do not have to sign it or return it, but if they have any queries or concerns they should contact you. If you have any queries, contact me.

Diana Pavey-Groups' Coordinator

<b>Interest Group Name :</b>	
<b>Convener :</b>	
<b>Location of Interest Group :</b>	
<b>Potential Risks</b>	
Ease of access to property e.g. number of Steps, lift.	
Potential hazards within the property e.g. building works, wires/cables, open fires, loose carpets	
Ease of access to toilet facilities e.g. stairs to reach them.	
Any other relevant factors e.g. pets which may enter room	
Covid safeguards: e.g. number of people attending, room size, social distancing, ventilation. Availability of hand sanitizer.	
Would you be asking only those 'double jabbed' to attend or un-vaccinated members to have taken a PCR test/ Lateral Flow test before attending? Please indicate,	

Conveners please sign and date the completed form and send a copy of it to all members of the Interest Group to be kept on file. This only needs to be done for each location, unless circumstances change.

Convener's name

Date: