

Activity Checklist for Photography Visits

Garforth, Kippax & District u3a	
Location:	Date:
Nature of Activity:	

Possible Hazards & To Whom

Accidents / incidents to all who may be attending, such as: by falling, tripping or through risk of spreading infectious disease. These may also apply to members of the public or staff of the site.

Minimising the Hazards:

Part 1: Personal Checklist for All Members
Before commencing any U3A activity, make sure you have not had recent contact with persons who may be infectious, ie: chicken pox/shingles; respiratory disease such as Flu or Covid; other communicative diseases. For clarity, please refer to https://www.nhs.uk/conditions/
Make an informed decision whether you can take part without adverse risk to yourself or to others. Please notify your convenor / leader of any physical impairment you have that may need additional consideration.
Check you have provided the convenor an emergency contact name and number (if you have one) and ensure that you bring any medical aids/personal medication that may be needed for emergency use.
Inform your convenor if you develop any symptoms of infectious disease within the week(s) following the activity, in case the convener needs to inform other participants.
Part 2: Venue/Location Requirements
The convenor / leader should research the selected venue and satisfy themselves that it has suitable facilities, with special attention for members with mobility or sensory impairments.
Please comply with any requirements of your venue Risk Assessment and / or Fire Policy to include any rendezvous points, including building fire exits, if available and applicable.
Minimise risks by enquiring at start of visits to any potential hazards such as changes in levels, difficult surfaces, steep steps, equipment, other known features or unstable tables or seating, with particular reference to members with mobility or sensory impairments.
Establish a rendezvous point, or points, at various stages of the visit, if necessary, and prior to leaving to ensure no participants are lost or left behind.
Please comply with any hygiene regulations as required by the venue management.
Part 3. Convenor / Leader responsibilities
Only GK&D U3A (& associate or CYGNET) members and prospective members may participate.
Consider the need to restrict numbers, dependant on the complexity of the site/s or buildings and number of participants that can safely be accommodated; controlled, if necessary, by requiring members to sign up in advance. Ensure you take into consideration any member with mobility or sensory requirements.

Check attendees against your register, adding names and emergency contact details for new or prospective members, for Health & Safety purposes. Pass names & tel number of new/prospective members to Group Co-ordinator please.
Carry a copy of this activity checklist OR ensure all participants have received a copy prior to arriving and that everyone has read and understood it.
Brief all participants at the start of the activity. This should include any special requirements or behaviours requested by the owners/venue.
Make a collection, if applicable, from all members, to cover any group costs, and make payment or save as required.

Reference documents:

GKD U3A Equality, Diversity and Inclusion Policy

GKD U3A Incident Form

GKD U3A Data Protection Guidelines for Members & Convenors

GKD U3A Health & Safety Policy

Remarks:

In the event of an incident to property of visit site, or to members while on-site please complete an incident form, attach to a copy of this checklist and ensure that a member of the committee receive it as soon as is practical for possible insurance purposes.

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Renewal date: As required