

Explanation of Activity Checklist, and changes for individual groups: 2022 (updated 2024)

The rationale behind the new format was to try and reduce the amount of paperwork convenors need to deal with for meetings.

The personal RA was specifically introduced by the Trust as a response to Covid-19, however we wanted to future proof that concept beyond Covid-19, and our local review panel felt the format would be better incorporated into the new activity checklist.

Clear demarcation of the separate elements of the form has been achieved by separating them from each other.

It was stressed at the Convenors meeting in March 2022, and again at the October 2022 meeting that these activity checklists are intended as an aide memoire only, and as an indication to group members that these are the aspects that are considered when planning a visit.

In response to original feedback, it was felt that we should omit or amend the following sections of Parts 2 & 3 where groups are not meeting regularly, or in the same venue each time:

Remove mention of a venue RA and/or Fire policies altogether if only using remote venues once. All public venues should probably automatically have these regardless, but that's another matter altogether!

However, when booking a visit, you could ask the venue if they have either an RA or Fire policy, but you need not worry if not forthcoming.

Add: the two following sections:

Please request that any guided tour or introductory talk begins with an explanation of nearest fire exits, rendezvous points and testing procedures, if necessary.

Please remind all members to be mindful, on arrival, to check for locations of nearest fire exits, rendezvous points and testing procedures, if appropriate.

Adapt the rendezvous points to read 'as appropriate' for both various stages and prior to leaving, otherwise if you have a visit with no specific end point how do you resolve that.

Adapt minimise risks to read 'by observation of rooms as you progress' and if anything untoward is spotted you could possibly mention to group members.

Once the visit is concluded it's entirely up to the convenor as to what to do with the checklist. It may be that if the group were likely to re-visit at any time, then maybe keeping it may be useful – had any specific remarks been made, for example.

On reflection we felt that for experienced convenors the tick column can be ignored, so there are now two versions for each activity group: for experienced convenors this has been removed completely; at the time of introduction all convenors were sent this version. For any new or temporary convenors, a version including the tick column may be useful, and copies of these are also available should these be required.

Emailing the checklist to members – this may be sent only once to current members of the group, with a rider to explain this is the checklist that will be used for any/all visits. No-one is expecting members to print these off unless they particularly want to.

However, **convenors must remember** that new members will need receipt of the form prior to their first attendance or once they have been accepted as full members of the group. **For those members without access to email** please have printed copies available.

Should an incident occur then it may be prudent to attach a titled and dated copy to our U3A Incident form, which would need to be completed either at the time or on your return and passed to the committee for recording, along with your register of all attending members.

Please be assured that should an incident occur, you would not be liable for any such incidents while at a venue, the liability is theirs not yours or ours.

The generic Activity Checklist was then adapted for various venue scenarios covering the following:

Private Houses	Public Indoor Venues
Single Visit Indoor Venues	Public Outdoor Venues

For some of our groups specific Activity Checklists were devised, again using the generic form as a guide, with relevant sections added:

Cycling	Motorcycling
Walking groups	Walking Netball

All of the variations were formally introduced in April 2022 and had a review date of 2024. It is anticipated that convenors will be asked to participate in reviews of their respective checklist along with a member of the committee.

Any striking changes will need to be incorporated into the original template moving forward. As with any documentation a review of such can be done before the renewal date if the checklist is no longer appropriate for any group and re-issued accordingly. Please contact Penny Brighten if this is the case.

These activity checklists are to replace all the previous issued forms relating to venues and personal risk.

Penny Brighten, DPO & Policies,
Garforth, Kippax & District U3A

During the review undertaken in 2024 we have now incorporated other criteria on the appropriate checklists, to cover changes in our policies and procedures, to add in requirement to check venue procedures for PAT testing, and finally to add in that our CYGNET network members may be able to attend.

We have also added the appropriate Activity Checklist under the individual Group on the Groups tab of the website, and please be aware that some groups may have two.

Penny Brighten, DPO & Policies,
Garforth, Kippax & District U3A