Activity Checklist: Cinema Group

Garforth, Kippax & District u3a	
Location: Odeon at The Springs (term time)	Date:
Nature of Activity: Attending Cinema & discussion afterwards	

Possible Hazards & To Whom

Accidents / incidents to all who may be attending, such as: by falling, tripping; incidents involving equipment / furniture provided by the venue; actions of attendees or staff of the venue; through risk of spreading infectious disease.

Minimising the Hazards:

Part 1: Personal Checklist for ALL Members	**Yes: ✓**
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 convenor needs to inform other participants.	

Part 2. Venue/Location Requirements

Please comply with any requirements of your venue Risk Assessment. This may be their own or your local u3a Risk Assessment.	
Comply with any PAT (portable appliance testing) requirements required by the venue management, if bringing electrical equipment to meetings.	
Please be aware of, and comply with, your venue Fire Policy including nearest fire exits, rendezvous points and testing procedures.	
Establish a rendezvous point for arrival, at various stages of the visit and prior to leaving to ensure no participants are lost or left behind. (omit this row if normal meeting venue)	
Please comply with any hygiene regulations as required by the venue management.	
Minimise trip risks by observing rooms for potential hazards such as wires across floors, loose carpets, seats, placement of furniture or equipment, with special attention for members with mobility or sensory impairments.	

Part 3. Convenor / Leader responsibilities

Confirm any PAT (portable appliance testing) requirements with the venue management if bringing your own electrical equipment to any meeting.	
Only GK&D U3A (& associate or CYGNET) members and prospective members can participate.	
Consider the need to restrict numbers, dependant on the venue capacity 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 / 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.	
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 a copy of our incident form, attach to a copy of this checklist and ensure that a member of the committee receive it with 7 days, or as soon as is practical, for possible insurance purposes.

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