

# REVISED Advice for Restarting Interest Groups

England 21 September 2020

**ALL ITEMS CHANGED FROM THE PREVIOUS ADVICE WILL BE IN RED**

**Note this version contains updated advice following further clarification and guidance being published. This is in Green.**

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## General

**The government advice is currently - the rule of 6. This means 6 individuals from different households can meet with social distancing measures in place.**

**Track and Trace: when you are meeting with members for whatever purposes the organisers must keep a record and contact details for those people who meet. That information must be kept for 21 days.**

### **Vulnerable people**

The government advice is that "Certain groups of people are at increased risk of severe disease from coronavirus (COVID-19), including all people aged 70 or over. Such individuals are advised to stay at home as much as possible and, if they do go out, to take particular care to minimise contact with others outside of their household."

**Please ensure your interest group members have fully considered whether they should attend an interest group in person or whether attending a virtual may be more appropriate. All members should have completed for themselves a personal risk assessment before deciding to participate in any face to face U3A activity.**

### **Approach to Guidance**

The new government rules relating to Covid-19 allow the police to have the powers to enforce legal limits, including to issue fines (fixed penalty notice) of £100, doubling for further breaches up to a maximum of £3,200

The government has introduced the rule of 6. The government regulations are that from Monday 14 September, when meeting friends and family you do not live with you must not meet in a group of more than 6, indoors or outdoors. Contained in The Health Protection (Coronavirus, Restrictions) (No. 2) (England) (Amendment) (No. 4) Regulations 2020

**Please note that changes to the accompanying government guidance made this week means that there are currently NO U3A charity exemptions to this advice**

### **Commencing Interest Group Activity**

Prior to restarting any interest group activity, a Group Leader/Convenor MUST notify their U3A committee.

Group Leaders/Convenors should then follow the advice below.

The advice for restarting interest groups considers the:-

- Location of interest group
- Activity involved in the interest group
- Personal Member Assessment prior to participating in the activity.

It is important that Group Leaders/Convenors undertake an assessment of the location and activity and how members will participate in the activity prior to commencement. A written record of this assessment must be retained.

**NOTE:** Members should be advised NOT to share cars with non-household members when travelling to interest group venues and to follow guidance for travelling on public transport

**NOTE:** If there is a local lockdown arrangement, the lockdown arrangements will take precedence over the guidance below. You **must** follow local lockdown guidance at all time. Please be aware that the locations and restrictions relating to local lockdowns are constantly changing so please keep up to date with what is happening in your local area by visiting your local authority website.

This guidance should be read in conjunction with current Government Guidance at all times including:-

1. **Guidance on the phased return of sport and recreation - updated 15<sup>th</sup> September 2020**  
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>
2. **Guidance COVID-19: Guidance for the safe use of multi-purpose community facilities - updated 14 September 2020**  
<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>
3. You should keep up to date with NHS guidance on social distancing at all times\_  
<https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/>
4. **The guidance; Covid-19 Meeting with other safely - published 15 September 2020**  
<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

## Personal Member Assessment

Prior to participating in any interest group, members must undertake their own personal assessment to enable them to decide and be confident that they should attend.

This assessment is personal, and does NOT need to be shared with any other person. It does not need to be provided to a Group Leader/Convenor, it is purely for personal use. Find the risk assessment behind your personal member login. <https://www.u3a.org.uk/advice/running-your-u3a-during-covid-19/776-risk-checklist-for-outdoor-activities-u3a-kms-doc-073>

## Location

In all venues it is important to ensure they are Covid-Secure, adopt a Covid-Secure approach to usage and that you follow their guidance for use. Covid-Secure means that the venue has carried out a Covid-19 risk assessment that demonstrates it can meet social distancing and hygiene recommendations.

In addition it is recommended that all members visiting a third party venue have and use their own personal hand sanitiser, use gloves in areas of multiple use and use a mask where appropriate.

Do not share any refreshments of any nature.

## Sports Facility

The government has implemented the Rule of 6, meaning activity is limited to 6 people, this is the starting point for considering whether any organised sporting or recreational activity for U3A groups can take place. However under the government guidance for the phased return of sport and recreation:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>

where a national governing or sporting body has provided approved guidelines that allow a number greater than 6 to meet, this can be permitted as long as the relevant guidance provided by the sporting body is followed completely.

This guidance has been put together taking into account the government guidance

- If you are using a sports facility you must ensure that
  - a) you have details of how the facility providers have ensured that the facility is Covid-Secure
  - b) **and** that measures are in place to ensure all those using the facility must do so in a way that is Covid-Secure
- The Group Leader/Convenor should contact the venue prior to commencing the interest group and should visit it to satisfy themselves of a) and b) above
- A record should be kept of how the building and its use is Covid-Secure by the Group Leader/Convenor.
- The Group Leader/Convenor should keep a record of the date and time of using the facility and note on each occasion that the facility was complying with its Covid-Secure arrangements
- The Group Leader/Convenor should advise all members that they **MUST** use the facility in line with the guidance provided.

## Community Hall

The use of community halls should be in line with Guidance COVID-19: Guidance for the safe use of multi-purpose community facilities **Updated 15 September 2020. This restricts U3As meeting to the Rule of 6**

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>.

It is important for all parties to maintain socially distant, 2 metres or 1 metre with actions taken to reduce the risk of transmission (where 2 metres is not viable) between households. For example, use of face coverings and encouraging good hand hygiene on entering premises and throughout visit.

- If you are using a community hall you must ensure that:-

a) you have details of how the facility providers have ensured that the facility is Covid-secure  
b) **and** that measures are in place to ensure all those using the facility must do so in a way that is Covid-Secure including the maximum number that can be safely accommodated

- The Group Leader/Convenor should contact the venue prior to commencing the interest group and should visit it to satisfy themselves of a) and b) above
- A record should be kept of how the building and its use is Covid-Secure by the Group Leader.
- The Group Leader/Convenor should keep a record of the date and time of using the building and note on each occasion that the building was complying with its Covid-Secure arrangements
- The Group Leader/Convenor should advise all members that they **MUST** use the facility in line with the guidance provided to users at all times [and should keep a record of having done so]
- The opening up of activity following the COVID-19 outbreak is being supported by NHS Test and Trace. U3A interest groups must keep a record of attendees at each U3A session for 21 days and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.

### Private Home Inside

From 14 September the rule of 6 applies - allowing groups of up to 6 individuals from different households to meet within a private dwelling. This allows U3A activity to re-commence in private homes.

The interest group host must carry out a Covid-19 risk assessment that demonstrates it use can meet social distancing and hygiene recommendations within the private dwelling.

- To reduce the risk of catching or spreading coronavirus, try to keep at least 2 metres away from people you do not live with
- Where you cannot stay 2 metres apart you should stay more than 1 metre apart, as well as taking extra steps to stay safe. For example:
  - wear a face unless you are exempt
  - make sure rooms are well ventilated by keeping windows and doors open
- It is recommended that all members have and use their own personal hand sanitiser, use gloves in areas of multiple use and use a mask where appropriate.
- Do not share any refreshments of any nature.
- Avoid using toilets in other people's home wherever possible and wipe down surfaces as frequently as possible
- Using disinfectant, wipe down any surfaces or door handles people from outside of the interest leaders household come into contact with if walking through your home
- Avoid sharing plates and utensils with people outside of their household

The guidance; Covid-19 Meeting with other safely **updated 14th September 2020** should be followed at all times

<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

## Private Home Outside

### Interest groups

- The interest group host must carry out a Covid-19 risk assessment that demonstrates it use can meet social distancing and hygiene recommendations within the private dwelling including the number that can safely meet after undertaking the risk assessment.
- Interest groups can then meet in any **outdoor space** in a group of up to 6 people from different households
- Must continue to follow strict social distancing guidelines
- Advise members to take hygiene precautions by washing their hands as soon as you are home for at least 20 seconds
- Use their own hand sanitiser when attending the interest group
- Access private gardens externally wherever possible – if a member needs to go through someone else’s home to do so, avoid touching surfaces
- Avoid using toilets in other people’s home wherever possible and wipe down surfaces as frequently as possible
- Using disinfectant, wipe down any surfaces or door handles people from outside of the interest leaders household come into contact with if walking through your home
- Avoid sharing plates and utensils with people outside of their household

## Activity

### Sports

**The government has implemented the Rule of 6, meaning activity is limited to 6 people.**

General guidance about running sporting activity during Covid can be found in the government document “Guidance on the phased return of sport and recreation” **updated 15 September 2020**

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

- Each U3A sport club activity must **only return to sport when they have the appropriate measures in place as developed by the sporting national governing body and general government guidance in relation to recreational sport.**
- **NOTE YOU SHOULD CHECK THE GUIDANCE ISSUED AS AT 15 SEPTEMBER AS MANY SPORTING BODIES HAVE UPDATED THEIR ADVICE**
- All U3A interest group sport activity must develop a written COVID-19 plan and risk assessment prior to activity.
- Preparation must include those in charge of the session taking part in specific training as required by their sporting body as necessary
- Participants being asked to consider if their underlying health, may caution against participation.
- A checklist to support sports clubs to put the appropriate measures in place will be made available by the relevant sporting national governing body
- All the above documents must be promulgated to all those involved in coaching the participants in the activity

Where a national sporting body has provided guidance enabling community sports to commence that guidance must be **followed at all times**.

A list of current sports providing guidance is being compiled and will be available soon.

A Group Leader/Convenor wishing to commence a sport activity must:

- Check whether there is national sporting body guidance available for community groups and follow this
- Record an assessment of how the sport interest group will comply with the national body Covid guidelines
- Advise all members participating in the sport how they must comply with the Covid guidance when participating in the sport
- Complete a risk assessment for all other non-Covid elements of undertaking the activity

Prior to each sporting interest group session the Group Leader/Convenor must

- Remind members of hygiene requirements, for example to bring hand sanitiser, face masks and not to share refreshments.
- **Remind participants not to travel together in the same car**
- Not share equipment e.g. racquets, tabbards etc. and regularly disinfect any balls or equivalent.
- Ask each member to complete details of registration for the session for track and trace which must be kept by the Group Leader/Convenor for 21 days
- Remind members not to participate if they are experiencing Covid-19 symptoms
- Ensure their compliance record relating to Covid-Secure sports participation is up to date
- Ensure the risk assessment of the activity is up to date
- **Remind participants to avoid shouting or raising their voices**

**During the sporting session**

- **Social distancing must be maintained on arrival and during all breaks**
- **Social distancing should be maintained during the sporting activity wherever possible.**
- **Spectators should follow the guidance on grouping of six people laid out in the return to sport guidance (see link above)**

## Walking

The Ramblers Association has provided guidance on walking safely during Covid.

Prior to commencing walking groups a walking Group Leader/Convenor must

- Record an assessment of how the sport interest group will comply with the Rambler Covid guidelines
- Advise all members participating in the walking how they must comply with the Covid guidance when participating in the walk
- Complete a risk assessment for all other non-Covid elements of undertaking the walk

Prior to each walking group session the Group Leader/Convenor must

- Remind members of hygiene requirements, for example to bring hand sanitiser, face masks and not to share refreshments.
- Ask each member to complete details of registration for the session for track and trace which must be kept by the Group Leader/Convenor for 21 days
- Remind members not to participate if they are experiencing Covid-19 symptoms
- Ensure their compliance record relating to Covid-Secure walk is up to date
- Ensure the risk assessment of the walk is up to date

### External (outside) non-sporting activity

E.g. gardening in a community space or facility, dry stone walling etc

#### **This is limited to the Rule of 6 people meeting**

Group Leaders/Convenors must;

- Complete a written assessment of how many participants can attend the location and how they have ensured social distancing is maintained.
- If the location also includes a building for example a shed, outhouse, office, the assessment must include whether the building is Covid-Secure and if it is Covid-Secure
  - a) Whether the interest group will use the building
  - b) How they will use the building in line with Covid- guidance provided by the building providers

NOTE: It is recommended that groups DO NOT use external buildings where no Covid-Secure guidance has been provided by the owner or building manager.

- Advise members that all tools required in the session must be brought by themselves to the session and used individually and must not be shared.
- If any specialist tools are provided by the venue, what guidance for their use is provided by the venue and how these are to be used by member to ensure their use is Covid-Secure

Prior to each group session the Group Leader/Convenor must

- Remind members of hygiene requirements, for example to bring hand sanitiser, face masks and not to share refreshments.
- Ask each member to complete details of registration for the session for track and trace which must be kept by the Group Leader/Convenor for 21 days
- Remind members not to participate if they are experiencing Covid-19 symptoms.

### Sedentary Interest Group Activity

**This is limited to the Rule of 6 people meeting.**



Interest groups such as social sciences, languages or any other topic that does not require sharing or handling items should follow these guidelines.

Group Leaders/Convenors must;

- Complete a written assessment of how many participants can attend the Covid-Secure venue whilst ensuring social distancing is maintained.
- Advise members that all materials required in the session must be brought by themselves to the session and used individually e.g books or similar materials must not be shared.
- Any devices used to show a recording must be operated by one person and they should be wiped with appropriate anti-virus wipes before and after use.
- If venue chairs/ tables are being used, check with hall providers how these are sanitised before and after use.

Prior to the interest group meeting the Group Leader/Convenor must

- Remind members of hygiene requirements, for example to bring hand sanitiser, face masks and not to share refreshments.
- Ask each member to complete details of registration for the session for track and trace which must be kept by the Group Leader for 21 days
- Remind members not to participate if they are experiencing Covid-19 symptoms
- Ensure the risk assessment of the activity is up to date

### Art and Craft, Model building or Creative Interest Groups

**This is limited to the Rule of 6 people meeting.**

Interest groups such as art, quilting, individual model making.

Group Leaders/Convenors must;

- Complete a written assessment of how many participants can attend the Covid-Secure venue whilst ensuring social distancing is maintained.
- Advise members that all materials required in the session must be brought by themselves to the session and used individually **materials must not be shared**
- If venue chairs/ tables are being used, check with hall providers how these are sanitised before and after use.

Prior to the interest group meeting the Group Leader/Convenor must

- Remind members of hygiene requirements, for example to bring hand sanitiser, face masks and not to share refreshments.
- Ask each member to complete details of registration for the session for track and trace which must be kept by the Group Leader/Convenor for 21 days
- Remind members not to participate if they are experiencing Covid-19 symptoms
- Ensure the risk assessment of the activity is up to date


**Guidance on crafts requiring shared electronic devices such as sewing machines, wood turning, and interest groups such as board games and bridge is still being investigated.**

## Example risk assessment for an outdoor sporting activity

### COVID-19 Risk Assessment for Barnsley U3A

COVID-19 Risk Assessment for Barnsley U3A Walking Cricket Group at Dodworth Miners Welfare Club commencing 6 <sup>th</sup> August.	
<b>Hazard identified</b>	Covid 19 Infection
<b>Who might be harmed</b>	Players, visitors, and club staff
<b>How might people be harmed</b>	Infected by virus
<b>Existing risk control measures</b>	Nil
<b>Additional control Measures &amp; reference documents</b>	<b>Are the Hazards identified, acceptable after control measures are implemented? Yes or no</b>
<p>ECB Cricket guidance (step 4) given to all participants – Attendee’s compliance with relevant parts form part of this risk assessment</p> <p>Walking Cricket guidelines given to all participants, - and attendees compliance with relevant parts form part of this risk assessment</p>	<b>YES</b>

<p>1. If anyone (in a person wishing to attend's) household has displayed symptoms, they must self-isolate for a period of 14 days, order a test and contact NHS Test &amp; Trace. They should not make themselves available for sessions, nor should any other members of their household.</p> <p>Anyone who attends a session of Walking Cricket must adhere to the following general hygiene conditions.</p> <ul style="list-style-type: none"> <li>• Wash hands regularly for a minimum of 20 seconds, rinse with warm water and dry thoroughly. This should be completed before and after walking cricket sessions.</li> <li>• Use hand sanitiser prior to beginning a session, or between drills, i.e. moving from fielding to bowling.</li> <li>• No spit, sweat or other substance other than sanitiser should be applied to the ball at anytime.</li> <li>• Avoid coughing or sneezing in the direction of anyone, and ensure that they use a tissue and bin it immediately after use. Attendees can also sneeze into the crook of their arm if no tissues are available.</li> <li>• Maintain as close to 2m but a minimum of 1m between themselves and others at all times.</li> <li>• In order to reduce the risk that an asymptomatic individual could contaminate other attendee's the measure's outlined in this risk assessment must be followed.</li> </ul>	
<p>2. Individuals from different households should not share a vehicle unless absolutely necessary, as per current government guidelines. In the event that carpooling is essential, the vehicle should be well ventilated and all occupants should wear face masks.</p>	<b>YES</b>
<p>3. All attendees who are participating should bring sanitiser to every session they attend. Additionally, at a point on the field boundary there will be a supply of sanitiser There will be one designated person known as the "kit person" for the session by the coordinator, who will ensure that the single-entry point gate handle is wiped before individuals arrive, and at every 4 over played point, at the same time as designated umpire calls a hygiene break, when all participants are to wash or sanitise hands.</p>	<b>YES</b>
<p>4. Equipment other than balls / bats should not be shared. The designated "Kit person" will sanitise bats / balls prior to anyone touching them, and likewise at the end of play, and at every 4 over point at same time as hygiene break.</p>	<b>YES</b>
<p>5. A maximum of 30 individuals only in any capacity allowed to be involved in sessions.</p>	
<p>6. Social distance of at least 1 mtr but preferably 2 mtrs needs to be observed at all times by attendees. Main umpire needs to step back at least a mtr from the bowlers' stumps, and likewise the wicket keeper at the batter's stumps. (unless engaged in an activity with the stumps) Non-striking batsman needs to be at least 1 mtr the opposite side of the stumps to the bowler. Attendees should stand (or sit on astro turf during breaks) OR are encouraged to bring a easily</p>	<b>YES</b>

<p>recognizable garden chair with them, which must be social distanced at 2 mtrs apart, and should only be used by the owner, and must only be handled by the owner) and removed at end of play.</p>	<p><b>YES</b></p>
<p>7. No sweat or saliva to be used on the ball at any time.</p>	<p><b>YES</b></p>
<p>8. Minimal ball handling should take place, the ball should not be thrown around fielders between deliveries, but must be returned to the bowler.</p>	
<p>9. Umpire should have minimal contact with the ball. Only umpires should remake collapsed wickets, things like sunglasses caps etc, should not be given to umpires to hold by bowlers, but should be placed on the boundary line by players.</p>	<p><b>YES</b></p>
<p>10. Designated scorer should manage the scoresheets, which should not be passed around among players.</p>	<p><b>YES</b></p>
<p>11. In event of for example rain, attendees should shelter in their vehicles, there is no provision at DMWC to use any other facility other than attached WC block to the clubhouse.</p>	<p><b>YES</b></p>
<p>12. Food / drink must not be shared, those taking part should bring their own refreshments to the ground, and take remains/rubbish home with them.</p>	<p><b>YES</b></p>
<p>13. The attendees to each session will be recorded and details (including phone numbers) for a rolling 21day period. This applies to everyone including visitors.</p>	<p><b>YES</b></p>
<p> Before Activity</p>	<p><b>YES</b></p>
<p>14. Personal Checklist (r  Players are to complete their own personal risk checklist (issued by Third Age Trust) before taking Part</p>	<p><b>YES</b></p>

<p>15. Attendees cannot access any area of DMWC apart from the Astro turf pitch, and the WC block adjacent the clubhouse. This toilet block will be sanitised before attendees arrive, and it is individuals responsibly to leave as they find it, only one person to enter block at a time, normal hygiene regime with hand washing and sanitiser must be adhered to by all.</p> <p>16. Cash transactions. – Participants who attend where the practice is to pay session “pitch hire” fees, should bring exact change, and after showing it to the group “treasurer” for the session, drop it directly into the treasurer’s cash box. All cash handling must be minimized, and hands should immediately be sanitised if this does occur.</p> <p>17. Coloured Bibs should not be used to differentiate different teams. One solution is that all participants bring a cap of some kind (any kind) and once teams are selected, one team plays the session without wearing a cap. (and manages their own cap appropriately) – That is the best we can do, - any sharing /swapping of any part of clothing must not happen.</p>	<p><b>YES</b></p> <p><b>YES</b></p> <p><b>YES</b></p> <p><b>YES</b></p>
<p><b>Covid 19 Risk Assessment completed by:- NAME AND DATE</b></p>	
<p><b>Date of next review:</b></p>	<p><b>Carried out?</b></p>

## Example checklist for an outdoor sporting activity

### General Outdoor Activity Risk Assessment Checklist

<b>U3A Name</b> <b>Barnsley And District U3A</b>	
<b>Interest Group</b> <b>Walking Cricket</b>	
Date Location/Postcode	
Nature and Description of Activity  2 - hour sessions of  Commencing XXX and then Weekly	
<b>Part 1: Before the activity Group Organiser Check list:</b>	<b>Yes (Y)</b>
Risk assessment Completed (attach)	

<p>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.</p>	<p>Y</p>
<p>B) Consider whether your activity involves the sharing of any equipment or shared spaces and make suitable arrangements to have antiviral cleaning products available.</p>	<p>Y</p>
<p>C) Where necessary inspect area prior to starting activity to ensure adequate social distancing can be maintained throughout and to remove/isolate any hazards.</p>	<p>Y</p>
<p>D) Ensure travel arrangements also meet the necessary requirements</p>	<p>Y</p>
<p>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 location and potential congestion areas, obstacles, fitness levels required, appropriate dress, weather conditions etc</p>	<p>Y</p>
<p>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.</p>	<p>Y</p>

<p><b>Before Activity Personal Checklist:</b></p>	<p><b>Yes (y)</b></p>
<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>a) 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>	<p><b>(Attached to risk assessment)</b></p>



<b>Part 1. Activity Checklist outcomes:</b>		<b>Yes (Y)</b>
	Completed attached risk assessment indicates satisfactory outcomes for the activity with identified control measures to manage the risk	
<b>Signed Group Organiser:</b>		<b>Dated</b>
<b>Part 2. Personal Checklist Outcomes:</b>		<b>Yes (y)</b>
	Personal Outcomes Checklist has been issued to all anticipated attendees for the activity in line with U3A Requirements. (attached to risk assessment) and copy below.	
<b>Signed</b>		<b>Dated</b>