

Covid 19 - UCC Club and Club Member Information form for the attention of every Club Member

This document is specifically designed to manage a potential return by Upminster Camera Club, to physical meetings at Cranham Community Centre. NB: The ongoing position and policies in the UK for managing the containment of Covid 19 is constantly under review and subject to change. This document will be updated to reflect change requirements as necessary. To ensure you have the most up to date version, please check on UCC's web site at the following address: <https://www.upminstercameraclub.org.uk/risk-assessment/>

Precursor:

The UCC committee are constantly reviewing the best way to run the club through these difficult times. The implementation of club activity, has the interests and safety of its members at its heart. The committee respect that a return to physical meetings is very much a personal decision. The use of Zoom meetings has been successful but has not suited every single member. Going forward, the use of Zoom and or Physical meetings will be subject to continual review and the preferences of individual members will be taken into account. The implementation may not suit every members preference, but will be the committee's best endeavours.

Individual Preference:

We are asking all members to read through this document including the Risk Management section, and to let us know **as soon as possible** their preference for continuing with Zoom meetings or returning to Physical Meetings at Cranham Community Centre from the 8th September.

Please let us know asap by emailing: secretary@upminstercameraclub.co.uk

TRACK and TRACE:

If your preference is NOT to resume to Physical meetings and you do not intend to attend any Physical meetings which may be scheduled, then you do not need to provide contact details as follows. If at any time, you change your mind, the club will require your contact details to satisfy its policy as continued below.

The first time you attend a physical meeting, you will be required to complete a form with the following details:

Name, Contact Telephone number - Landline and Mobile if possible. Emergency Contact name and Contact telephone number. email address.

GDPR (General Data and Protection Regulation)

The clubs policy is implemented by requiring just an individuals name as a minimum, and the use of Mail Chimp for communication. Mail Chimp allows individuals to 'Subscribe' or 'Unsubscribe' and has its own policies on GDPR.

The requirements of The Track and Trace during the Covid 19 pandemic exceeds the Clubs minimal information requirements. The additional information however will be securely disposed of, once Track and Trace is no longer required unless individuals have agreed that it may be retained for Club records.

Upminster Camera Club Covid 19 Risk Management for return to Physical Meetings at Cranham Community Centre

Introduction

We are looking forward to resuming our meetings and are confident that Upminster Camera Club committee and Cranham Community Centre have done all they can to keep our meetings safe and Covid free, but ultimately members are responsible for their own safety and should not hold the club liable for any infection caught whilst at the centre.

If any member tests positive to Covid 19 following a meeting, they must inform the committee immediately for government track and trace requirements.

Risk	Mitigation
Infection	Members should not attend any meeting if they feel unwell or are showing any signs of cough, cold or high temperature.
Crossover of groups using main hall	<p>UCC members to arrive no earlier than 7.45pm</p> <p>A one way system is marked at the centre. Entry only via car park entrance. Exit only by main entrance (facing street) at the front. (or the fire doors in the Hall which also face the front)</p> <p>Masks to be worn in all areas outside of main hall and can only be removed once in the main hall and after paying door money.</p> <p>Social distance in corridor and reception.</p> <p>Be aware of other groups leaving via reception area.</p> <p>Previous group in main hall to leave via fire exit to front of building.</p>

Risk	Mitigation
Signing in and paying subs	Members will be temperature checked on arrival and required to leave immediately if their reading is out of required range.
	Lin to be separated by two tables wide.
	Hand sanitiser and disinfectant spray on desk for general use of members
	Lin to wear face shield.
	Members encouraged to spray clean their own chair.
	Members to bring correct change.
Meeting	Chairs to be spaced at 2mtrs except family bubbles.
	Fire exit doors and windows to be left open...weather permitting.
Break	Members to bring their own refreshments and be aware of social distancing when not sitting down during the break
Equipment and Microphone	Disinfectant wipe microphone before and after use.
	Only one person to use each microphone each session.

Risk	Mitigation
	Change microphone covers after each person. People that set up equipment to sanitize hands after setting up.
Judges and lecturers	To be given a copy of club’s risk assessment prior to attending, in an effort to promote confidence.
After meeting	Tables to be spray wiped before being put away. Members to sanitise hands on leaving main hall. Leave via main entrance or fire exit.

Club Member Details

The following will be requested of all members that attend physical meetings at Cranham Community Centre:

Name:

Landline:

Mobile:

email:

Emergency Contact Name:.....

Emergency Contact Telephone Number:.....

Agree / Disagree that Upminster Camera Club can retain these records after Pandemic emergency and after Track and Trace no longer required. (Cross out as appropriate)

END