



<b>RISK ASSESSMENT: COVID-19 Specific – Resuming Meetings Inside</b>		
<b>DATE:</b> .....	<b>MEETING LOCATION:</b> .....	
<p>Discuss with the venue management the procedures which they have in place and require you to follow.                  Ask for a copy of their risk assessment.                  Use this to ensure that the WI’s risk assessment is in line with the hall’s risk assessment.</p>		
<p><u>Hazards Identified and Risks Arising</u>  <i>Identify &amp; list what hazards could cause significant harm, how &amp; to whom. This includes anybody who may be present affected by your activity, not only your members e.g. public, venue management &amp; those who may be more vulnerable to certain hazards.</i></p>		<p><u>Risk Assessment &amp; Precautions Required:</u>  <i>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Consider information from all available authoritative sources.</i>  <i>The following measures will be in implemented.</i></p>
<b>HAZARD:</b>	<b>TO WHOM:</b>	<b>Measures in place</b>
<p><b><u>Managing Compliance</u></b>                  Lack of Understanding by members and committee</p>	Members Visitors Speaker	<ul style="list-style-type: none"> <li>• Members given a copy of the procedures in place and informed of their responsibilities.</li> <li>• COVID Signage to remind members of basic precautions:                         <ul style="list-style-type: none"> <li>○ Maintain social distancing,</li> <li>○ Avoid queuing</li> <li>○ Follow any one way routes</li> <li>○ Maintain good hand hygiene on arrival and departure</li> <li>○ Use of face coverings</li> <li>○ Avoid touching mouth, nose, and eyes</li> </ul> </li> <li>• Members reminded that they should not attend a meeting if:                         <ul style="list-style-type: none"> <li>○ They are suffering from any coronavirus symptoms or have had any symptoms within the previous 10 days</li> <li>○ They have been in contact with anyone with coronavirus symptoms within the previous 14 days</li> </ul> </li> </ul>

## A sample risk assessment

		<ul style="list-style-type: none"> <li>○ They are 'shielded' or have any underlying health conditions which might make them particularly vulnerable to coronavirus</li> </ul>
<p><b><u>Managing Social Distancing</u></b></p> <p>Person to person transmission</p>	<p>Members</p> <p>Visitors</p> <p>Speaker</p>	<ul style="list-style-type: none"> <li>● A designated person to manage people arriving and leaving at the same time with socially distanced queuing and if possible have a different entrance and exit door.</li> <li>● General interaction between people should be limited as much as possible.</li> <li>● 2m social distancing to be maintained at all times.</li> <li>● 2m distances to be marked out.</li> <li>● Chairs to be wiped down and placed in position and members asked not to move them.</li> <li>● All chairs facing same direction, side by side (not facing each other)</li> <li>● Ensure numbers in the room do not exceed the maximum permitted for the space allocated.</li> <li>● Face coverings must be worn</li> <li>● A speaker can remove their mask when delivering their talk but there but there must be 3m between speaker and audience.</li> <li>● Good ventilation and air change will be maintained (keep windows and doors open at all times)</li> </ul>
<p><b><u>Poor Hand Hygiene</u></b></p> <p>Person to person transmission</p> <p>Contaminated surface/equipment and risk of cross transmission</p>	<p>Members</p> <p>Visitors</p> <p>Speaker</p>	<ul style="list-style-type: none"> <li>● Handwashing facilities are available in toilet with soap, water, and paper towels. Where not possible sanitising gel (min 60% alcohol) to be provided.</li> <li>● Members should wash or sanitise their hands on arrival, regularly, after handling equipment, touching door handles, surfaces or using the toilet.</li> </ul>
<p><b><u>Lack of Respiratory Hygiene</u></b></p> <p>Person to person transmission</p> <p>Contaminated surface/equipment and risk of cross transmission</p>	<p>Members</p> <p>Visitors</p> <p>Speaker</p>	<ul style="list-style-type: none"> <li>● Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose.</li> <li>● Request members to bring their own tissues and hand sanitiser.</li> <li>● No singing allowed.</li> <li>● People take their own rubbish away with them.</li> </ul>
<p><b><u>Shared Facilities e.g. kitchen, toilets</u></b></p> <p>Contaminated surfaces/equipment, risk of cross transmission</p>	<p>Members</p> <p>Visitors</p> <p>Speaker</p>	<ul style="list-style-type: none"> <li>● Disinfectant wipes to be available for wiping surfaces and equipment</li> <li>● All tables, benches, surfaces chairs to be wiped down with disinfectant wipes before use and regularly whenever used by different individuals – with particular attention to 'touch points' such as doorknobs,, cupboard handles, light switches.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Member designated with maintaining the cleanliness of venue, but everyone encouraged to clean as they go.</li> <li>• Limit the number of people in the area.</li> <li>• Mark out socially distanced queuing spaces</li> <li>• Ask members to bring their own drinks and food.</li> <li>• Members should not share their food or drink with anyone.</li> <li>• When eating face masks can be removed but the 2m distance must be maintained.</li> <li>• Members must bring water either to take medication or to keep hydrated</li> <li>• Bin bags available for any rubbish</li> </ul>
<p><b><u>Lack of Face Coverings/PPE</u></b>            Person to person transmission            Contaminated surfaces/equipment transmission</p>	<p>Members            Visitors            Speaker</p>	<ul style="list-style-type: none"> <li>• Committee to provide disposable face coverings to members who arrive without.</li> <li>• Members reminded:               <ul style="list-style-type: none"> <li>○ Anyone who is unable to wear a face covering for health reasons should let the president know beforehand.</li> <li>○ Before putting on a mask, clean hands with soap and water or alcohol based handwash</li> <li>○ Cover mouth and nose with mask and make sure there are no gaps between your face and the mask</li> <li>○ Avoid touching the mask while using it – if you do you must clean your hands immediately</li> <li>○ To remove the mask, remove it from behind do not touch the front of mask – discard immediately in a closed bin &amp; clean hands immediately</li> <li>○ If a member feels unwell they can remove the face covering.</li> </ul> </li> <li>• A speaker can remove their face covering when delivering their talk, however there must be 3m distance between the speaker and the audience.</li> </ul>
<p><b><u>Handling Money</u></b>            Person to person transmission            Contaminated cash</p>		<ul style="list-style-type: none"> <li>• Online banking where possible</li> <li>• Payment desk with distanced queuing (2m markings on floor)</li> <li>• Treasurer to wear gloves and face covering (hands to be sanitised before donning and before removing each item)</li> <li>• Members to wear face covering</li> <li>• Members advised to bring correct money</li> <li>• Ideally, cash not to be handled by treasurer.</li> <li>• All notes and coins to be sanitised on receipt and when issuing change.</li> </ul>

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<p><b><u>Someone falls ill with COVID-19</u></b>  <b><u>Symptoms</u></b>                  Person to person transmission</p>		<ul style="list-style-type: none"> <li>• Provide first aid kit with masks , gloves, and disposable aprons.</li> <li>• Anyone developing symptoms while at the meeting should be placed in the designated area to wait for the ambulance or transport home. Situation to be handled sensitively and with consideration</li> <li>• To enable support of PHE Track and Trace, a detailed register of all members, visitors, and speakers to be maintained. This should include:                         <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Contact details (telephone and email)</li> <li>○ Travel arrangements (fellow passenger/driver if sharing a car)</li> </ul> </li> <li>• Data subject to GDPR and must be kept secure. It should be deleted after 21 days.</li> </ul>
<p><b><u>Travel</u></b>                  Person to person transmission                  Sharing cars</p>		<ul style="list-style-type: none"> <li>• Wherever possible members are encouraged to travel in their own car or with members of their own household.</li> <li>• Where this is not possible:                         <ul style="list-style-type: none"> <li>○ the passenger should sit in the back behind the passenger seat</li> <li>○ driver and passenger should wear face covering</li> <li>○ All touch points (e.g. door handles and seat belts) should be sanitised before and after use</li> <li>○ Ensure good ventilation at all times, keep windows open</li> </ul> </li> </ul>

<b><u>Emergency Arrangements &amp; First Aid Requirements:</u></b>		
First Aid Kit, face covering, sanitiser and gloves are available from: .....		
<b>Risk Assessment completed by:</b>	<b>Signed:</b>	<b>Date:</b>