

A sample risk assessment

<b>RISK ASSESSMENT: COVID-19 Specific – Resuming Meetings Outside, for example in a park or garden</b>		
<b>DATE:</b> .....	<b>MEETING LOCATION:</b> .....	
<p>If appropriate, discuss with the venue/location 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 venue'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.                  The following measures will be implemented.</i></p>
<b>HAZARD:</b>	<b>TO WHOM:</b>	<b>Measures in place</b>
<p><u>Managing Compliance</u>                  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>• 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, where distancing cannot be maintained.</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> <li>○ They are 'shielded' or have any underlying health conditions which might make them particularly vulnerable to coronavirus</li> </ul> </li> </ul>

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<p><b><u>Managing Social Distancing</u></b> Person to person transmission</p>	<p>Members Visitors 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 points.</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>• Where possible, members to bring their own chairs.</li> <li>• Chairs to be placed in position, maintaining 2 m distances, it is safer to have chairs facing in the same direction if possible.</li> <li>• Face coverings must be worn where distancing cannot be maintained</li> </ul>
<p><b><u>Poor Hand Hygiene</u></b> Person to person transmission Contaminated surface/equipment and risk of cross transmission</p>	<p>Members Visitors Speaker</p>	<ul style="list-style-type: none"> <li>• If handwashing and toilet facilities are available ensure adequate supplies of soap, water, and paper towels.</li> <li>• Where handwashing and toilet facilities are available ensure members are informed. In these circumstances sanitising gel (min 60% alcohol) to be provided or, members requested to bring their own.</li> <li>• Members should wash or sanitise their hands on arrival, regularly, after handling equipment, surfaces or using the toilet.</li> </ul>
<p><b><u>Lack of Respiratory Hygiene</u></b> Person to person transmission Contaminated surface/equipment and risk of cross transmission</p>	<p>Members Visitors 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>• People take their own rubbish away with them.</li> <li>• No singing</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>• Members reminded to bring face coverings to wear when 2 m distancing cannot be maintained:             <ul style="list-style-type: none"> <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 and needs to remove her face covering, she can do so.</li> </ul> </li> </ul>

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<p><b><u>Food and Drink</u></b>                  Person to person transmission                  Contaminated surfaces                  Person to person transmission</p>	<p>Members                  Visitors                  Speaker</p>	<ul style="list-style-type: none"> <li>• Ask members to bring their own drinks and food.</li> <li>• Members should not share their food or drink with anyone.</li> <li>• Members should all bring water either to take medication or to keep hydrated.</li> <li>• Bin bags available for any rubbish</li> </ul>
<p><b><u>Shared Facilities e.g. toilets</u></b>                  Contaminated surfaces/equipment,                  risk of cross transmission</p>	<p>Members                  Visitors                  Speaker</p>	<ul style="list-style-type: none"> <li>• Disinfectant wipes to be available for wiping surfaces and equipment</li> <li>• Members encouraged to clean as they go.</li> <li>• Limit the number of people in the area.</li> <li>• Mark out socially distanced queuing spaces if you have sole use of toilets</li> </ul>
<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 a separate 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>

**Emergency Arrangements & First Aid Requirements:**

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First Aid Kit, face covering, sanitiser and gloves are available from: .....

**Risk Assessment completed by:**

**Signed:**

**Date:**

SAMPLE