

1 BACKGROUND AND CONTEXT

With the easing of Covid 19 Restrictions and advice from government, the following information is provided as simply as possible about the steps needed before any meetings, events or other gathering are held.

The steps include a risk assessment and the introduction of safeguards which need to be in place. There is also a check list to help in that process.

2 GOVERNMENT GUIDELINES -RISK ASSESSMENT AND KEY CONSIDERATIONS

Depending where meetings, events or other gathering are held, there may be a need to follow any risk assessment and safeguards introduced by those who manage the venue.

The guidance issued by the government of England, Wales and Scotland is similar but are subject to change. Relevant detailed information can be found by following these links:

- England
<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Scotland
<https://www.gov.scot/collections/coronavirus-covid-19-guidance/>
- Wales
<https://gov.wales/topic/980/latest>

A risk assessment form is attached which must be completed.

3 ENFORCEMENT

3.1 It could constitute a breach of health and safety law by failing to complete a risk assessment which takes account of COVID-19, or after completing a risk assessment, failing to put in place sufficient measures to manage the risk.

3.2 The enforcing authority can provide specific advice to support people in achieving the required standards, issue enforcement notices to impose improvements and prosecute for serious breaches and failures to comply with enforcement notices. Penalties include fines and imprisonment.

4 GOOD PRACTICE GUIDELINES

Social distancing

- Maintain the two-metre social distancing rule.
- Use the social distancing rule to decide how many people the venue can hold,
- Use that number to restrict attendance and consider holding an additional meeting
- for those who are excluded by that restriction.

Hygiene and face coverings

- Everyone entering and leaving the venue, should wash their hands thoroughly for at least 20 seconds using soap and water or use a hand sanitiser.

- Face coverings should be worn in enclosed public spaces where there are people who do not normally meet together.

Drinks and Food

- Food and drinks should not be provided to avoid the risk of virus transmission.

Cleaning and Hygiene

- Wipe down all surfaces, tables and chairs with sanitiser both before and after use.

Toilets and hand washing

- Toilets should be kept open but provide sanitiser wipes for each user to clean surfaces after each use.

Signs and posters

- Use signs and posters to promote good handwashing.
- Cough or sneeze into a tissue which is binned safely, or into the arm if a tissue is not available.
- Use social distancing marking in areas where queues normally form and adopt a limited entry approach; one in, one out.
- Consider *socially distanced* transport to and from meetings by foot, bike or car as appropriate.

Noise

- Take steps to avoid people needing to unduly raise their voices to each other. This is because of the potential for increased risk of transmission – particularly from aerosol and droplet transmission.

5 COVID 19 SYMPTOMS

- Do not allow in anyone who has Covid 19 symptoms. These include:
 - **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

6 NHS TEST AND TRACE

- Keep a record for 21 days of people attending. This will help NHS Test and Trace to trace people if necessary. It could help contain clusters or outbreaks.

NHSRF Risk Assessment

1. Risk Control Summary

Branch	Assessment undertaken by
Address of venue	Area of venue assessed
Date of Assessment	Date of Assessment review
Signed	

Risk Assessment Summary

Hazards and Risks	Who is affected?	Likelihood 1 = Low (seldom) 2 = Medium (frequently) 3 = High (certain or near certain)	Severity 1 = Low 2 = Medium 3 = High	Additional Covid-19 Controls – Reducing Risk Think of what changes could be made in the 10 areas to reduce the spread of Covid-19	What actions are necessary	By Whom and when?
1-2 = low priority 3-4 = medium priority 5-6 = high priority						
Social distancing						
Hygiene and Face covering						
Drinks and food						
Cleaning & hygiene						
Toilets and hand washing						

Signs, posters & transport						
Noise						
Covid 19 Symptoms						
NHS Test and Trace						
Other specific risk areas						