

COVID RISK ASSESSMENT: Monthly meetings at Eden Centre

Activity	First in person monthly meeting Tuesday 17 th August 2021
Description (including assumptions made for risk assessment)	Our AGM and first meeting since COVID lockdown – up to 100 participants This assessment is for the specific meeting and should be reviewed before any subsequent meetings.
Assessment Date	20/07/21
New review date	Before next meeting
Assessor(s)	Di Tebbutt (DT)
Reviewers(s)	Other Committee members

Hazard Category	Ref	Hazard Description	Who might be harmed	Existing controls	Y/N	Mitigation and further action
Infected person attending the event		A person infected with Covid 19 could attend the event and pass the virus to other members.	All attendees	All members to be sent an email or contacted by phone giving notice of the event and the precautions required following Government guidelines.	Y	Done. This without Internet have been phoned. Those with Internet have been e-mailed and all information is published on www.u3aKettering.co.uk AGM2021 page
				PPE provided includes: Hand sanitiser at the entrance.	Y	Provided by Eden Centre
				Disinfecting wipes	Y	
				Disposable gloves	Y	
				Masks?	Y	
				A track and trace system is in place using pre-existing u3a register.	Y	
				Paper copies will be kept for 14 days, then shredded if not needed to trace attendees in the event of a case being diagnosed	Y	
				If any member tests positive they MUST inform Di Tebbutt so others can be informed.	Y	

Physical contact between persons		Possible transmission of COVID	All Attendees	Use front entrance of Eden Centre Chairs to be spaced to ensure safe distance? Masks not needed when seated?	Y Y Y	
Airborne transmission		Possible transmission of COVID	All attendees	Social distancing will be monitored and masks worn until people are seated. Windows and doors to be open to ensure adequate ventilation. Air conditioning will be on as it has been fitted with blue light filters. Some members who are vulnerable may choose to be seated at the back or near an open door	Y Y Y	All attendees to be informed of the rules.
Surface transmission			All attendees	Eden Centre will clean and sanitise all chairs, toilets, door handles, doors and other surfaces prior to the meeting. Refreshments- will be provided by Eden Centre using disposable cups and wooden stirrers. Tea and coffee will be poured ready for people to take on arrival and move away from the service area. Individually wrapped biscuits have been purchased. Bins will be provided for disposal of rubbish, Eden Centre to provide hand sanitiser to be placed on registration table and people will be encouraged to use it. Eden Centre to provide wipes, spray and disposable gloves. After the event attendees will be asked to help stack chairs and will be asked to wipe down chairs etc.	Y Y Y Y	COVID controls in place at Eden Centre Check supplies are adequate for the event.
		Allergic reaction to sanitiser	Any attendees who are sensitive to the ingredients.	All sanitisers must have signage noting use of the item is at users' risk. Bring their own products or ask others to sanitise items for them.	Y	Inform members via email or phone in advance of the meeting.
Wider outbreak in the Community.		News of increased cases in the local area.	All attendees and family groups.	If news of a wider outbreak is forthcoming, we should consider cancelling the meeting.	Y	Cancel meeting and inform members.