

**Interest Group /Monthly Meeting Risk Assessment Checklist****Location(s) and Date(s) - Barbour Institute, August Meeting****Description of activity****Meeting of members and visitors –  
Tea Coffee provided**

<b>Aspects to consider</b>	<b>Response (e.g. Y/N/NA)</b>	<b>Comments</b>
Venue Risk Assessment has been reviewed and restrictions noted	y	There are now no additional Covid 19 restrictions on the numbers of people who can attend the BI  Toilets and kitchen are in use.  No BI requirement for social distancing r  BI requirement to provide details for Test and Trace.
Outdoor activity risks	N/A	
Organised shared transport to the venue	N/A	
Layout of venue required for the activity and to minimise the risk of infection transfer,	Y	Whilst there are no specific government requirements, the following will enable us to reduce the risk of infection transfer <ul style="list-style-type: none"><li>• Tables of 6 people distanced by 1m.</li><li>• Rear door open</li><li>• Windows open for ventilation</li><li>• We recommend that movement around the room is minimised</li><li>• One way system – entrance through front door, exit through rear fire door.</li></ul>
PPE requirements – Sanitiser, social distancing, sharing of equipment	Y	Tables of 6 people distanced by 1m.  We recommend that Members wear masks when moving around  Sanitiser is available at the entrance

Refreshments		<p>Use of Kitchen is allowed</p> <p>Kitchen members to wear mask and gloves.</p> <p>Entrance to the kitchen will be via the back of the main hall and exit will be in to the front corridor</p> <p>Cake to be served on serviettes</p> <p>Kitchen staff will add milk and sugar to drinks to avoid sharing of jugs and spoons.</p>
Test and Trace	Y	<p>A record of all attendees is completed and kept for 21 days</p> <p>Details will be provided to the BI</p>
Vaccinations and testing requirements to minimise the possibility of transmission of infection.	Y	<p>We recommend that members joining the meeting who have not had two vaccinations complete a lateral flow test before attending the meeting and only attend if the result is negative.</p> <p>Lateral Flow test kits are available free of charge from chemists.</p> <p>Please do not attend the meeting if you feel unwell or have any symptoms associated with Covid19</p>
First Aid for minor injuries available, Access to a defibrillator?	Y	First aid box and a defibrillator on site
Members contact information for emergency use available	Y	Available from Beacon.
Contacting emergency Services if required – location details including post code are available	Y	Available -
Post meeting Activities	Y	No additional cleaning is required
Have participants completed their own assessment of their ability to take part in the activity.	Y	Members confirm by attending that they have assessed their own risk in terms of taking part in this meeting

**Using the Risk Assessment checklist: Group members**

Before beginning any activity, all participants should complete their own personal Risk Assessment. This means that a member needs to review their personal circumstances **and** the nature of the activity and any potential risks to their health.

Use the Risk Assessment checklist below to help you decide whether you can join without significant risks to your health or others in your household. No formal response is required from individual members.

<b>Personal Risk Assessment</b>
I have considered my age, circumstances and personal health, taking account of current Government and Public Health guidelines and recommendations
I have considered the age, circumstances and personal health, of members of my household
I have considered my current vaccination status and that of members of my household
I have reviewed the Risk Assessment above and considered whether I can take part without putting myself or members of my household at risk