**LMCC Covid Risk Assessment**

Members and guests are reminded that they should not attend club meetings if they display any of the following symptoms:

* High temperature; persistent cough; loss or change in senses of smell/taste.
* Nor should anyone attend if they have been advised to self-isolate or shield

|  |  |  |  |
| --- | --- | --- | --- |
| Identify hazards | Risk Mitigations | Actions to control Risk | Action |
| Spread of infection to:AttendeesClub officialsGuest Speakers | Social distancing protocols on entry and exit to the hallHand hygiene measureFace masksManaging capacity and distancing during activityRange of activityEquipment hygieneMinimising use of hallContact details – for track & trace | * 2m queuing to enter the hall: wait in car if necessary
* Reducing the time required to get people seated; contact details pre-loaded; seats pre set
* Dual options for egress – depending on seating
* Choice of washroom or sanitiser on entry (facilities are well located and notices very clear).
* Advice to sanitise hands on departure
* Not compulsory, but suggested for those intending use of washroom (in event of cross over)
* Maximum capacity will be 20 – rising to 22/23 if couples attend and sit together
* During restrictions no group activity/practicals to be programmed
* One person to use the projector/electronics equipment – and to wear disposable gloves (provided).
* Kitchen facilities will not be used
* In addition to member contact details already help, any guest/visitors will be asked to provide contact details
 | Chair/SecChairChairHallChairProg SecProg SecComp SecSec |
| Other hall users | Hygiene and waste disposal | In addition to measures above, we undertake to remove all personal effects, bottles wrappers etc. There is a bin for disposable gloves | Committeecheck |

Assessment dated 20th August 2020/RGP