**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

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| Identify hazards | Risk Mitigations | Actions to control Risk | Action |
| Spread of infection to:  Attendees  Club officials  Guest Speakers | Social distancing protocols on entry and exit to the hall  Hand hygiene measure  Face masks  Managing capacity and distancing during activity  Range of activity  Equipment hygiene  Minimising use of hall  Contact 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/Sec  Chair  Chair  Hall  Chair  Prog Sec  Prog Sec  Comp Sec  Sec |
| 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 | Committee  check |

Assessment dated 20th August 2020/RGP