

### Charnwood u3a

#### Covid-19 Risk Assessment for Monthly General Meeting, held at Emmanuel Church.

Hazard Getting or spreading the virus by:	Actions taken to minimise risk	Responsibility for taking these actions
Members coming to the meeting who have symptoms of Covid-19	<ul style="list-style-type: none"> <li>• Members will be asked not to attend the meeting if they are feeling unwell.</li> <li>• It is our expectation that all members wishing to attend meetings will be fully vaccinated and/or have received a negative PCR Covid test in the previous 48 hours.</li> </ul>	<p style="text-align: center;">All members</p> <p style="text-align: center;">All members</p>
Direct contact between members	<ul style="list-style-type: none"> <li>• There will be a greeter at the entrance doors reminding members to maintain social distancing.</li> <li>• We will provide hand sanitiser.</li> <li>• Please bring a face covering. A limited number of masks will be available at the entrance door should you forget.</li> <li>• Although the wearing of face coverings is no longer mandatory, we expect members to give consideration when approaching other members. Please wear when moving around the Church.</li> <li>• Members should proceed to their seat, and not congregate in the foyer on arrival.</li> <li>• Members are requested to occupy alternate seats in the church.</li> <li>• Members are requested to leave the church in an orderly fashion, and to maintain social distancing at all times including whilst queueing for refreshments.</li> </ul>	<p style="text-align: center;">Greeter</p> <p style="text-align: center;">Main Committee Main Committee All members</p> <p style="text-align: center;">All members</p> <p style="text-align: center;">All members</p> <p style="text-align: center;">All members</p>
Shared air	<ul style="list-style-type: none"> <li>• All doors and windows will remain open for the duration of the meeting.</li> </ul>	Main Committee
Shared equipment and facilities	<ul style="list-style-type: none"> <li>• We will be using the church kitchen for refreshments, and drinks will be served in church mugs. If preferred, members may bring their own mugs.</li> </ul>	All members
Test and Trace	<ul style="list-style-type: none"> <li>• We will record the names of all members and visitors who attend the meeting. Details will be supplied to the church manager if they are contacted by NHS Test and Trace. To facilitate this, all members are asked to bring their membership card – card scanning is much quicker than writing down names.</li> </ul>	<p style="text-align: center;">Sue Ronald</p> <p style="text-align: center;">All members</p>