

EHHPS Thursday night COVID-19 risk assessment supplement and EHHPS External Group events COVID-19 risk assessment.

Use this risk assessment to help understand the risks and any steps you need to take to stay safe before a group event.
Please complete and keep a copy for every type of activity.

Event		Date of event	<i>DD/MM/YY</i>
		Date of risk assessment	<i>DD/MM/YY</i>

Possible hazards	Who might be harmed and how?	Ways to control the risk	Action taken? (click on the box to tick)
Transmission of COVID-19 through close contact / meeting other people	EHHPS members, members of the public – risk of spreading COVID-19	Can the meeting take place outside?	<input type="checkbox"/>
		Avoid particularly busy or narrow areas where physical distancing is not possible. Lobby, loos.	<input type="checkbox"/>
		Obtain clear information in advance to limit the group size. What is the safe maximum for The BC hall?	<input type="checkbox"/>
		Remind members beforehand about the guidelines, including on travel & transport.	<input type="checkbox"/>
		Advise everyone at the start of the meeting to maintain physical distancing from others – this is everyone's responsibility.	<input type="checkbox"/>
		Advise people what to do at any pinch points to maintain physical distancing.	<input type="checkbox"/>
		Use a face covering. Who supplies these?	<input type="checkbox"/>
		Make a record of who attends and obtain contact details of all visitors, judges and speakers.	<input type="checkbox"/>
Transmission of COVID-19 through touching door handles, chairs or equipment	EHHPS members, members of the public – risk of spreading COVID-19	Plan entrance and exit routes which use the minimum number of doors. Can doors be held open?	<input type="checkbox"/>
		Suggest attendees bring hand sanitiser and/or wear gloves when setting up.	<input type="checkbox"/>
		Advise attendees not to share food or drink. Are communal refreshments permitted?	<input type="checkbox"/>

How to carry out a risk assessment

This template is a tool to help you plan EHHPS events safely. You must do a risk assessment for each new activity.

- Use the template to assess whether your event is safe to go ahead.
- It's important to carry out a risk assessment **before** the event takes place. You should start filling it out when planning your event, and update it with any extra hazards that you notice.
- Think about the different types of hazards and risks. Some common examples are included, but think carefully about your own event in case anything needs adding.

Examples of other risks might include:

- Unexpected numbers of people turning up.
- Last minute changes to the venue.
- Unusual equipment requirements

This isn't an exhaustive list, so think carefully about any specific risks you may encounter.

- Next, consider the steps you can take to minimise the risk. Remember that this may sometimes mean changing your original plan. For example:
 - I will arrive early to check the hall seating layout, and plan an alternative if necessary
 - I will check the local entrance and exit arrangements for social distance compliance. Queue markings.
 - I will read the Brentham Club warning signs and advise members about the risks in my welcome briefing
- If you're not sure what to do to reduce the risk, ask for help.

Your participation & COVID-19

Due to COVID-19, there are extra steps we need to take to organise events safely. Please visit the [Government](#) website for the latest updates and guidance.

It's **essential** to consider the following questions, when deciding whether to take part:

<p>Do you (or does someone else from your household) have COVID-19 symptoms?</p>	<p><i>If so, you should self-isolate for 7 days. If another person in your household has symptoms, you should self-isolate for 14 days.</i></p> <p><i>You must not take part in EHHPS activities during this time.</i></p> <p><i>Symptoms include a high temperature, a new continuous cough and the loss, or a change to your sense of smell or taste. Find out more about COVID-19, and what you should do if you have symptoms on the NHS website.</i></p>
<p>Are you 'clinically vulnerable'?</p>	<p><i>If you (or someone you live with) are at higher risk of getting seriously ill from coronavirus, you should take extra care to minimise contact with others from outside your household.</i></p> <p><i>Taking part in an EHHPS activity may put you and those around you at higher risk. Participation may not be the right decision at this time.</i></p> <p><i>Remember – everyone over 70, and those with certain underlying health conditions are considered to be 'clinically vulnerable'. You can find more information on the NHS website.</i></p>
<p>Do you want to participate, and do you feel safe and comfortable doing so?</p>	<p><i>Participation is a personal choice. There will never be any obligation or pressure to participate if you don't want to, or are not able to at this time.</i></p> <p><i>There are lots of ways to enjoy membership of EHHPS – get in touch to find out more: EHHPS website</i></p>