XXXXXXXXXXX QUAKER MEETING – RISK ASSESSMENT CHECKLIST TEMPLATE FOR HIRING GROUPS

XXXXXXXXXX Meeting has taken all the steps we can to make the meeting house Covid-19 secure. For hiring groups to return we need to know that you have considered each action you need to take to maintain Covid-19 security as set out in the additional section to our conditions of hire.

We are asking all groups to provide us with a copy of your risk assessment. If you do not have your own risk assessment/checklist you can use the template below to show your plan.

Name of Group:

Room to be used: Capacity specific to activity:

|  |  |
| --- | --- |
| Consideration: | Actions to be taken/taken |
| Which Government and /or organisational guidance have you followed? Please include the name and date of the guidance |  |
| How will you ensure everyone present knows what they need to do? |  |
| How will you make sure no-one with symptoms of Covid-19, who should be self-isolating or in quarantine attends? |  |
| How will you manage the room capacity either set by the meeting house or yourself? |  |
| Social distancing is no longer required but you may decide to keep some measures in place. If so, what? |  |
| What arrangements & time have you set for hand washing or sanitizing before and after your session? |  |
| Face coverings are no longer required but you may decide to keep some measures in place. If so, what? |  |
| How are you participating in NHS test & trace? |  |
| How will you reduce the risk of Covid-19 transmission through provided or shared equipment? |  |
| What will you do if someone becomes unwell while at the meeting house? (Whether with Covid-19 or something else) |  |
| Any other issue(s) specific to your group/activity |  |

Risk Assessment completed by: Date: