

**EQ Risk Assessment
for Covid-19**

Completed by B Thomas 18/09/20

Risk
Suitability of venue
Low risk

Steps to be taken

The hall is a "Covid secure" venue. It has the capacity to host large events. We plan to have a maximum of 12 people attending. Furniture will be disinfected and arranged to facilitate social distancing. The tutor and assisting member will monitor and enforce this.

Active Covid 19 in area
High risk

Should there be a local outbreak of concern, advice will be sought from Public Health officials locally. The events can be postponed or cancelled and refunds arranged.

**Indoor venue and
movement about venue of
those attending**
Medium risk

Windows and doors will remain open as much as possible and certainly at intervals to allow air flow. Face masks will be worn whenever attendees are moving around the room and /or unable to maintain 2m distancing.

**High risk individuals will
attend**
Low risk

Numbers attending will be low and the hall is large. There will be social distancing and masks will be worn when people move about.

**Individuals not wearing
masks**
Medium risk

Individuals exempt from wearing masks will be asked to be extra vigilant about social distancing. A supply of spare masks will be available.

**Event requires sharing of
items**
Low risk

A kit will be supplied for the workshop. The kits will have been quarantined prior to the event. Sharing of other items will be discouraged but where necessary items will be pre positioned and disinfected between users.

**Refreshments involved
causing risks of groups
gathering, sharing of
cutlery etc**
Low risk

Those attending will be asked to bring their own refreshments including drinks. Hot water will be available in the kitchen. One person at a time may enter the kitchen and surfaces will be disinfected between visits.

Payment
Low risk

Attendees will pre book and pay by cheque for the workshop. Exact amounts of cash will be requested when required and collected safely.