

Risk assessment

Covid-19



WI name: **ASHTEAD Wing – Member and Interest Groups**

Assessment carried out by: Ashtead Wing Committee

Date assessment was carried out: 03/01/22

Prepared using Guidance from NFWI: 14/12/21

Date of next review: By Ashtead Wing Committee, on receipt of new guidance from NFWI, central or local Government

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Number of people at the meeting. Social distance.	Members taking part Risk of transmission.	<ul style="list-style-type: none"> ● Names of attendees noted and kept for 21 days ● If an attendee tests positive for COVID-19 they must inform interest Group Co-ordinator/ Wing President ● Members should not attend if: <ul style="list-style-type: none"> ○ they have symptoms of Covid-19, ○ they are in the vulnerable group, ○ they don't feel safe doing so. ○ If they have been advised to isolate by NHS test and trace ○ Keep room well ventilated. 		<ul style="list-style-type: none"> ● Interest Group Co-ordinator. ● Members of the group. 	After 14/12/21	
Transmission control.	Members, risk of transmission.	<ul style="list-style-type: none"> ● Members to bring & use their own hand sanitizer. ● Members to wear a face covering at all times unless eating or drinking 		<ul style="list-style-type: none"> ● Interest Group Co-ordinator. ● Members of the group. 	After 14/12/21	

Travel to meeting place	Members, risk of transmission.	<ul style="list-style-type: none"> ● Informing members to walk or cycle if possible. 	<ul style="list-style-type: none"> ● Using public transport, members to wear face coverings, use hand sanitizer 	<ul style="list-style-type: none"> ● Interest Group Co-ordinator. ● Members of the group. 	After 14/12/21	
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Online meetings e.g. via Zoom are exempt from these guidelines.

At all times follow Government Guidelines.