

RISK ASSESSMENT FOR MEETING LEADERS from August 2021

St Augustine's Parish Hall, Albert Rd, Penarth, CF64 1BX

<b>Name of Group leader:</b>			<b>Group:</b>	
<b>Phone/email:</b>			<b>Meeting date(s)</b>	
<b>Area of Focus</b>	<b>Control Measure</b> <i>(not all will be applicable)</i>	<b>Detailed arrangements</b> <i>Set out below the detailed arrangements you will implement under each control measure.</i>		
PREPARATIONS	Preparations/cleaning prior to group coming in			
	Ventilation			
	Seating			
	Registration of participants			
	Giving information to attendees before or on the day			
PHYSICAL DISTANCING	Entry and Exit arrangements			
	Maintaining social distancing			
	Limit of group size			
REFRESHMENTS	Preparation, distribution and cleaning up			
HYGIENE	Hand washing/sanitising			
	Toilet arrangements			
CLEANING after session	Cleaning regime			