

COVID-19 Risk Assessment

Risk

Action

<p>Spread of pathogens during a pandemic (COVID-19).</p> <p>Objective: to reduce risk of COVID-19 transmission to the lowest reasonably practicable level by taking preventative measures.</p> <p>At live events -</p> <p>Reduce risk of transmitting the virus from venue to audience, speaker and committee members; within the audience and across committee members; from audience and committee members to speaker; from speaker to audience and committee members.</p> <p>Committee meetings -</p> <p>Reduce risk of transmitting the virus between committee members.</p>	<ul style="list-style-type: none"> • Members to book in advance online if they wish to attend the talk in the church. Names and contact details to be recorded and kept for 21 days for TEST AND TRACE. • Total number of guests to be capped following Government guidelines. • BLS to confirm with members intending to come to the church that they must not do so if they display COVID-19 symptoms or have been with anyone in the last 14 days who has displayed symptoms. • BLS Committee to arrive with time to clean chairs, door handles, speaker's green room prior to members arriving. • Committee to ensure socially distanced seating plan clearly marked on all seats. • Managed entrance of members via main doors to ensure social distancing. • Hand sanitiser to be provided at the entrance of the church and at the exit. • Members to go straight to the front to fill up seating in order, from the front of the church to the back. • Hand sanitiser to be provided for speaker in the green room. • Speaker's lectern to be placed at least 2m away from audience. • After the talk, a managed exit via the side entrance, slowly, keeping members 2m apart. • No sale of drinks. • Toilets with 2m waiting area and signage to ensure social distancing. • Members who would like a copy of the author's book to request by email before the event.
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- Author to sign books at the event and BLS committee members to drop round to members the following day.
- At the end of the evening, BLS Committee to clean the chairs, door handles, lectern, green room after the event.
- Committee members to observe social distancing rules at the venue before, during and after the event.

In addition, there must be strict adherence to any additional church guidelines put in place.

All BLS committee meetings to follow government guidelines regarding social distancing. Zoom meetings to be implemented where necessary.