**RISK ASSESSSMENT / CHECKLISTS AUGUST 2020**

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| **Name** | |
| **Group** | |
| Date |  |
| Nature and Description of Activity | |

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| **Part 1. FOR GROUP LEADERS. Activity Checklist outcomes:** | | **Please tick** |
|  | Consider the current **Government and Public Health advice** in relation to the feasibility of carrying out this activity safely.  Where necessary inspect area prior to starting activity to ensure **adequate social distancing** can be maintained throughout and to remove/isolate any hazards. Adjust the number of participants accordingly.  Surfaces in the **toilet areas** to be wiped with sanitising fluid before participants arrive and depart.  **Showers** to wash away any traces of the virus as well as mud and dirt, must be cleaned before leaving the premises. **Alternate showers** only can be used, (maximum of 3 people at the same time).  **Upholstered chairs** to be used as priority by infirm people. However, the fabric surface must be sanitised and use should be rotated to increase time between uses. Plastic gloves must be worn to move the chairs.  Participants will adhere to the **one- way system** of entry and exit from **LCA downstairs.**  Participants must **avoid pinch points** in doorways and on the stairs, following the arrows where a one- way system is not possible **upstairs.**  Group leader to keep a register of **attendance**.  **Inform** the group members of the **LCA rules** and help us to enforce them.  Face coverings or visors must be worn in the building unless your group leader has given permission not to.  Ensure your group participants will have completed the **TRACK AND TRACE** slip of paper. There are post boxes in the reception areas UPSTAIRS and DOWNSTAIRS.  Consider whether your activity involves the **sharing of any equipment or shared spaces** and make suitable arrangements to have antiviral cleaning products available.  **Dispose** of paper towels in the bins provided.  **Wipe all surfaces including the floor, light switches, window catches, bannister rails, door handles and any LCA equipment** used during the session with the cloth, cleanser and disposable gloves provided before leaving the premises.  Group leader **to take home** all rubbish collected during the session **and dispose** of safely. |  |

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| **Signed Group Organiser:** | **Dated** |

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| **Part 2. Personal Checklist Outcomes:** | | **Please tick (✓)** |
|  | All participants to **review their own personal health** and circumstances and refer to current Government guidance for different risk categories in Covid19.  Consider the **health risk category** of anyone else in your household.  Review the **risk check list for the activity** completed by the group leader and consider if you can take part without adverse risk to yourself or household.  **No LCA crockery** will be available for your use except in the Chatty Café when open.  Bring your **own refreshments** if required. Consider the use of Eco cups.  **IT IS OF UTMOST IMPORTANCE**  **That you do not attend any sessions at LCA if you are feeling unwell.**  **To contact LCA (Fran Rushworth Chairperson, Gill Radford Secretary) if you show signs of illness after attending an event at LCA.** |  |
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| **Signed** |  |