

Risk Assessment – Covid Secure Event – Members Meetings



Company Name: MSAS	Assessment carried out by: M Lowe
Date assessment carried out: 10/12/21	Date of next review: January Committee Meeting

What are the hazards?	Who might be harmed and how?	Control measure	Details of control measure	Who needs to carry out the action?	When is the action needed by?
Spread of Covid-19 resulting in illness or death	Members and visitors by being infected with active virus	Distancing, mask wearing and sanitising surfaces and equipment	<p>Refer to specific activity risks below. It is the joint responsibility of the members using the observatory at any particular time to ensure that the control measures set out below are followed. Events such as open days and group visits are to be covered by a separate specific risk assessment</p> <p>Members are reminded that our Covid-19 policy requires that the wishes of other members present are respected at all times.</p>	See below for specific actions	At all times during the meeting
a) Infected members	People attending the observatory through contact with an infected person	Personal assessment of health to reduce risk of infected members attending	<p>Members must not attend if feeling unwell, are displaying symptoms associated with Covid-19 (note that some variants can mimic cold-like symptoms) or have been in contact with someone who has tested positive within the last 10 days.</p> <p>It is recommended (but not mandatory) that members conduct lateral flow tests in the 24 hours before attending a</p>	All attending members	On the day of the meeting

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b) lack of social distancing	Members through contact with an infected person	Raise awareness of and police social distancing rules	<p>meeting (particularly where there are anticipated to be large numbers of people attending)</p> <p>Seating will be placed in such a way as to maintain 2m social distancing where possible to do so (does not apply to people who were already part of the same social ‘bubble’)</p> <p>Signage will be placed in visible locations around the observatory to remind people of the social distancing advice.</p>	Members	During set up before opening the meeting
c) Spread of virus through exhaled droplets	Members through direct inhalation of droplets	Wearing of face coverings	<p>Face coverings must be worn in all internal areas (including Radio Astronomy Centre). Signage will be placed to remind people of the requirements.</p> <p>When in the meeting room, both extractor fans will be switched on and the double doors left open. If possible, hall and main door will be opened too.</p>	Members	During the meeting

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d) Surface transmission of virus	People touching a contaminated surface and then touching their face	Personal hygiene and cleaning or quarantining of potentially contaminated items	<p>Members are asked to respect the wishes of other members who are present and accept that views of risk may differ</p> <p>It is advisable to meet outside where possible</p> <p>Hand sanitiser and hand washing facilities to be made available to all attendees at defined locations. Visitors asked to minimise hand contact with surfaces and not to share equipment.</p> <p>At the end of the meeting all potentially contaminated surfaces will be wiped down.</p> <p>It is a mandatory requirement that any crockery (cups, plates etc) and cutlery that has been used is washed before leaving. Persistent failure to do this will result in the withdrawal of access to the kitchen</p>	Members	During the meeting

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e) Record keeping	Social contacts in the wider community	All members must sign in and out using the usual logbook	It is a condition of attending that members give their consent for the logbook to be used to provide names to contact tracing services in the event of a positive Covid-19 test by someone who has recently attended. If any member tests positive within 5 days of attending the observatory they must inform a member of the Committee so that the necessary steps can be taken to inform members who may also be at risk of infection.	Attendees	On entry into the building (logbook) and up to 5 days after attending (positive test)

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