

### Risk Assessment Form

<b>Location: RSCH AA Meeting</b>			<b>Date: 09 July 2020</b>
<b>COVID 19 Risk Assessment</b>		<b>Assessment Type</b>	
		<b>Specific</b>	<b>Generic</b>
<b>Activity/Process: Evening Meeting 8pm – 9.15pm every Monday (STC)</b>		<b>Who is at risk:</b>	
		<b>All attendees</b>	
		<b>Group Service Officers</b>	
		<b>Visitors</b>	
Ref	Hazard	Existing Control Measures	Significant Residual Risk. Assessment Req'd
1	One ingress/egress point used for meeting.	Doors to be kept clear at all times.	No
2	Provision of refreshments	Teas and coffees served from kitchen hatch with milk, sugar and biscuits on table in hall.	No
3	Use of toilet facilities	Quaker House ensures that there are sufficient toilet rolls/hand towels and that the toilets are cleaned regularly.	No
4	Seating arrangements in Hall.	30 chairs laid out at beginning of meeting, keeping access routes clear.	No
5	Cleaning and hygiene	Soap dispensers and paper towels provided by Quaker House and also organises cleaning of premises.	No
6	Attendee contracts COVID-19.	None	No
7	Tradition 7.	Pot and PDQ Machine	No
8	Literature	Literature laid out on table in the main room.	No

Likelihood		Risk Matrix – New venue (Education Centre Lecture Theatre, Royal Surrey Hospital, Guildford, Surrey)		
Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Occasional occurrence.	2	2 Low	4 Med	6 High
Rare or improbable occurrence.	2	2 Low	2 Low	3 Med
Severity		2 Minor injury or illness.	2 Serious injury or illness.	3 Fatalities, major injury or illness.
Hazard Ref	RISK Associated with Hazard		Risk Rating	Additional Controls Required
1	Social distancing of 2 metres not able to be maintained when using one entrance for ingress/egress.		3 / 2 Low	One-way system to be used ie one entrance for ingress, second entrance for egress. No-one to enter the main hospital.
2	Transmission of virus possible from handling of mugs, milk jugs and sugar spoons.		2 / 2 Low	No refreshments to be served until further notice.
3	Transmission of virus possible from door and flush handles.		3 / 3 Med	People asked to use hand sanitiser prior to using facilities and to wash hands with soap and water for 20 seconds afterwards. Everyone to sanitise hands before leaving the building.
4	Social distancing of 2 metres.		3 / 2 Low	Move meeting into RSCH lecture theatre at the Education Centre where 2 metre distancing (+face masks) can be maintained. NHS to provide gloves and sanitizers. Numbers restricted to 35 in seating capacity of 200. Face coverings to be worn.
5	Surfaces, handles etc not cleaned/disinfected properly.		2 / 2 Low	Hand sanitiser to be provided by the NHS and they will also sanitize the room before and after the meeting. PPE (face covering) to be worn. Face coverings to be provided by individual attendees
6	Transmission of virus possible from affected attendee.		2 / 2 Med	People asked not to attend if they are or have displayed any symptoms of COVID-19 in the previous 14 days. List of attendees to be maintained (per meeting) for potential use in contact tracing.
7	Transmission of virus possible from pot collection.		2 / 2 Med	The pot is not circulated. Ask for donations to be placed in the pot left by the door as people leave the meeting. They can also make payment by using the PDQ machine.
8	Transmission of virus possible from display/handling of literature.		1 / 2 Low	Literature not to be displayed until further notice. If anyone requires any literature the Literature Secretary can retrieve it from the storage unit at the end of the meeting wearing gloves
9	Use of the group's Big Books by the attendees in the meeting		1 / 2 Low	Members to provide their own Big Books or to use the internet on their own device. Hand gel provided if books are shared

10	Increase in Covid-19 local infection rate		Meeting to be stopped and remain cancelled until further notice
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<b>Assessor 1</b>		<b>Assessor 2</b>		<b>Overall Risk Rating (highest risk)</b>
<b>Name:</b>	Paul W	<b>Name:</b>	Bob S	
<b>Signature:</b>		<b>Signature:</b>		<b>Medium</b>
<b>Role:</b>	Group Service Representative	<b>Role:</b>	Group member / Registration holder	

**Notes:**

- If using a 'Generic' risk assessment, Assessors are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are latterly identified they are to be recorded and the Generic assessment updated.
- 2 Only a simple description of the control measures is required. If the existing control measures reduce the risk to ALARP<sup>1</sup> and the residual risk is considered not to be significant then no further assessment should be needed for the risk relating to that hazard.
- 3 If the risk assessment identifies the need for additional control measures, the risk relating to that hazard and any other hazard s affected by the change will need to be reassessed once the additional controls have been implemented.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
<b>Risk Matrix Likelihood X Severity</b>			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

<b>High</b>	Rigorous scrutiny of control measures required to ensure ALARP, Improve control measures where possible; consider stopping operations. Conducting activities at this level of risk may require formal approval from the appropriate Health & Safety representative.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of operating.
<b>Low</b>	Maintain control measures and review regularly or if there are any changes.