

Potton History Society Event Risk Assessment

Church Walk 12th August 2021

Hazard Getting or spreading the Covid-19 virus by:	Who could be harmed?	Actions taken to minimise risk	Who is responsible for taking these actions?
Direct contact between people	Committee Members Group participants	We will have a committee member at the Church door to remind people to allow an appropriate social distance from others in the Churchyard and to follow the route given on the 'Graveyard Detectives' leaflet	Committee member(s). Supervised by PHS Chairman
		PHS 1 st Aid Box at Event	Chris Miles (1 st Aider) to check any incident. We have Event Insurance via Society Policy with Zurich Insurance
Shared equipment and facilities		Participants will be reminded to wash their hands thoroughly after using the toilet	Committee member at Church Hall
		We will sign in participants at the Church Porch with name & a contact address. We will keep the record of who attended for 21 days and supply it to the venue manager if they are contacted by NHS Test and Trace	Committee Member(s) supervised by PHS Chairman

Potton History Society Event Risk Assessment

Church Exhibition 12th August 2021

Hazard Getting or spreading the Covid-19 virus by:	Who could be harmed?	Actions taken to minimise risk	Who is responsible for taking these actions?
Direct contact between people	Staff Visitors	We will allow a maximum of 30 people at a time in the Church. We will provide hand sanitiser at the entrance At the entrance, asking people to disinfect their hands and wear a mask All committee members to wear face coverings inside the Church	Committee Members supervised by PHS chairman
Shared air	Church users	We will keep church door open to allow ventilation.	Committee Members supervised by PHS chairman
Shared equipment and facilities	Church users	End of event cleaning routine to include: Disinfect all door handles and light switches Clean toilets, flush lever, taps, hand soap dispensers in both toilets	Committee Members supervised by PHS chairman
Failure to take part in NHS Test and Trace	Staff	We will ask hirers to collect contact details for everyone attending their	Centre manager

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	Volunteers Centre users	activities Everyone to sign in at the Church Porch with contact details. Sign-in sheet to be kept as usual in the society archives	Committee Members supervised by PHS chairman

Last updated: 08/08/2021