



## Astley Ainslie Community Trust AGM COVID-19 Risk Assessment

### Event Details

- Event: Astley Ainslie Community Trust AGM.
- Date of Event: 7:30pm, Wednesday 1<sup>st</sup> December 2021
- Type of Event: AGM held in person. Maximum of 70 attendees.
- Venue: Morningside United Church, 15 Chamberlain Road, Edinburgh, EH10 4DJ.

### Risk Assessment Details:

- Risk Assessment Completed By: Stuart Buchanan, Convener, AACT
- Risk Assessment Reviewed By: Mike Hall, Treasurer, AACT
- Date Completed: 15 November 2021

### Risk Assessment

<b>Hazard</b>  <b>Getting or spreading the Covid-19 virus by:</b>	<b>Who could be harmed?</b>	<b>Actions taken to minimise risk</b>	<b>Who is responsible for taking these actions?</b>
People coming to the activity who have symptoms of Covid-19	Facilitator  Group participants	<ul style="list-style-type: none"> <li>• People will be asked not to come to the activity if they are feeling unwell</li> <li>• Signs will be up at the door asking people not to come in if they have specific symptoms</li> <li>• People will be asked to confirm they do not have specific symptoms when their attendance is recorded at the door.</li> </ul>	Group member setting up  Greeter  All participants
Direct contact	Facilitator	<ul style="list-style-type: none"> <li>• Participant numbers will be limited to 70 – everyone will</li> </ul>	Greeter

<b>Hazard</b>  <b>Getting or spreading the Covid-19 virus by:</b>	<b>Who could be harmed?</b>	<b>Actions taken to minimise risk</b>	<b>Who is responsible for taking these actions?</b>
between people	Group participants	<p>book their place in advance via Eventbrite</p> <ul style="list-style-type: none"> <li>• Venue has previously assessed room as suitable for 70 people</li> <li>• Participants will be 1m apart throughout the session, wearing masks. (Those speaking will be permitted to remove their mask for as long as they are speaking, for the purpose of ensuring that messages are clearly heard and to assist anyone who may be partially relying on lip reading. Such people will be encouraged to sit near the front.</li> <li>• We will have a greeter at the door to remind people to keep a distance and to put on their masks on as they arrive</li> <li>• We will supply masks for anyone who arrives without one</li> <li>• Participants will be asked to sanitise their hands on arrival, and after leaving the room for any reason during the session</li> <li>• We will provide hand sanitiser</li> <li>• Signs will be up around the venue reminding people to keep a 2m distance (1m with mask)</li> </ul>	Group member setting up  All participants
Shared air	Facilitator  Group participants	<ul style="list-style-type: none"> <li>• Group is being held in a venue with adequate ventilation, as assessed by MUC</li> <li>• Any extractor fans will be turned on before participants arrive and kept on for the duration of the session</li> </ul>	Group member setting up

<b>Hazard</b>  <b>Getting or spreading the Covid-19 virus by:</b>	<b>Who could be harmed?</b>	<b>Actions taken to minimise risk</b>	<b>Who is responsible for taking these actions?</b>
Shared equipment and facilities	Facilitator  Group participants  Greeter	<ul style="list-style-type: none"> <li>• MUC has an induction loop system for the hard-of-hearing. It will be confirmed before the event whether the system is in operation, and this will be highlighted to participants on arrival.</li> <li>• Participants will be asked to stay in the same chair throughout the session</li> <li>• Microphone will be sanitized between speakers.</li> <li>• Projection equipment and the sound control console will each be handled by no more than one user.</li> </ul>	Facilitator
Failure to take part in NHS Test and Trace	Facilitator  Group participants  Greeter	<ul style="list-style-type: none"> <li>• We will check people in on arrival, using our advance booking list</li> <li>• We will keep the record of who attended each session for 21 days and supply it to the venue manager if they are contacted by NHS Test and Trace</li> </ul>	Greeter  Facilitator