

- Ahead of session all surfaces and doors to be cleaned with disinfectant (Kara)
- On arrival all to clean hands with hand disinfectant / to be repeated on departure (Kara)
- Names and contact details to be noted (Alison)

RISK / HAZARD	PERSON(S) AFFECTED	RISK RATING	RISK CONTROL MEASURES	WHOM / WHEN		
Task: Travel to / from Risk: infection	All	3	C19-travel non-public transport if possible	Persons to take own responsibility	<i>suggest</i>	
Task: gathering Risk: infection	Any	3	Distancing to be observed at all times	Kara / Alison verbal reminder	<i>must</i>	
Task: refreshments Risk: infection	Any	3	Each person to bring own refreshments in own containers		<i>must</i>	
Rask: Toilet facilities Risk: infection	Any	3	Centre to have hand disinfectant available	All	<i>must</i>	
Task: Risk:						