

-Ahead of session all surfaces and doors to be cleaned with disinfectant and room to be aired for an hour (Kara)

-On arrival all to clean hands with hand disinfectant / to be repeated on departure (Kara)

-Names and contact details are automatically noted by 'Minutes' of the meeting in case 'tracing' is required

Please note: capacity with 'distancing' of Gemeindesaal is 10 and Anglican Centre it is 6

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 Mask – for the protection of 'neighbour'	Persons to take own responsibility	<i>must</i>	
Task: drinks Risk: infection	Any	2	Each person to bring own water bottles / drinks in own containers	Persons to take own responsibility	<i>must</i>	
Task: Toilet facilities Risk: infection	Any	3	Meeting Room to have hand disinfectant available	Kara	<i>must</i>	
Task: Risk:						

Non-C-19 risks.....

Main entrance to Meeting Room is through side door which has five steps with (left) handrail – there are currently no mobility concerns.....

As hot drinks are not currently allowed to be made or served there is no danger of scalding.....