

Meetings during a Covid-19 pandemic

As of 14th September 2020, the rule of 6 came into force limiting gatherings to 6 people both indoors and outdoors. However, exceptions, where groups can be larger than 6, include where it is essential for work or the provision of charitable or voluntary services. It is up to you to decide whether your activities fall into this category.

For further information: <https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

As a volunteer organisation you have a duty to protect your volunteers from harm, including taking reasonable steps to protect your workers and other people from Covid-19.

Under current government guidance regarding Covid-19, it is recommended that non-essential meetings are conducted via an on-line platform or on the phone. For essential meetings you need to think about the steps that need to be taken to reduce any risk and protect your people.

To undertake a thorough risk assessment you need to consider:

- Is the meeting essential? If the meeting is not essential, can it be held in another format?
- Where will the meeting be held and is it a covid secure environment?
- Is anyone attending the meeting who could be considered to be vulnerable or at risk of contracting Covid-19?
- Is it likely that anyone could be exposed to contracting Covid-19?
- What steps need to be taken to ensure the meeting is covid secure?
- Are all attendees able to wear appropriate PPE e.g face covering?

The following risk assessment is for guidance only. Consider the questions against your own organisation, venues and needs and answer them as fully as possible. You may be asked to provide your risk assessment in the case of an insurance claim.

Please note that this risk assessment is not valid for periods of lockdown where meetings may be prohibited.

RISK ASSESSMENT

This is the statement of risk assessment policy and arrangements for:	Meetings during Covid-19 pandemic
Overall and final responsibility for health and safety is that of:	<i>[Insert name of responsible person]</i>
Day-to-day responsibility for ensuring this assessment is put into practice is delegated to:	<i>[Who has day-to-day responsibility]</i>

This assessment relates to: <i>[Name of organisation / department]</i>	Assessment carried out by: <i>[Who carried out this risk assessment]</i>
Date of assessment: <i>[Insert date]</i>	Date of next review: <i>[Reviews should be carried out annually or if anything changes]</i>

Risk Rating

Consequences	Insignificant (easily handled by day to day processes)	Minor (some disruption possible)	Moderate (Significant disruption or damage)	Major (Severe disruption or damage, risk to peoples health and safety)	Catastrophic (People and/or buildings at risk)
Likelihood					
Almost Certain	High	High	Very High	Very High	Very High
Likely	Moderate	High	High	Very High	Very High
Moderate	Low	Moderate	High	Very High	Very High
Unlikely	Low	Low	Moderate	High	Very High
Rare	Low	Low	Moderate	High	High

What are the hazards?	Who might be harmed	Risk rating	What are you already doing	What further action do you	Who needs to carry out	When is the action	Overall risk
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	and how?		to control the risks?	need to control the risks?	the action?	needed by?	rating
Essential meeting needs to be held	<i>[Who may be at risk if they attend this meeting?]</i>	<i>[Identify what level the risk might be by evaluating the risk level on the table above]</i>	<p><i>[Ask: Is the proposed meeting really essential?</i></p> <p><i>Does the meeting need to be held in a face to face manner?</i></p> <p><i>Are other options available and would they be suitable?</i></p> <p><i>Have you asked your attendees if they are happy to attend a face to face meeting?]</i></p>	<i>[Are the decisions you have taken acceptable and is there any other action which needs to be completed]</i>	<i>[Identify who is responsible for completing any action]</i>	<i>[Insert date]</i>	<i>[Review the level of risk after actions have been put in place]</i>
Venue needs to be Covid Secure (See link https://www.gov.uk/government/publications/covid-secure)	<i>[Who may be at risk if they attend]</i>		<i>[Ask: Is the venue you are using]</i>	<i>[Are the decisions you have taken]</i>	<i>[Identify who is responsible for completing]</i>	<i>[Insert date]</i>	<i>[Review the level of]</i>

<p>19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</p> <p><i>If the answer to any questions in this section is 'No' consider a different format for the meeting or another venue.</i></p>	<p><i>this meeting?]</i></p>		<p><i>covid secure and does it comply with government guidance?</i></p> <p><i>Who is responsible for the meeting venue and what is their risk assessment on meetings? If they are unable to provide a suitable risk assessment consider a different format for the meeting or another venue.</i></p> <p><i>Does the venue you are using have a maximum number capacity to allow for social distancing at 1-2 meters?</i></p> <p><i>Is the venue happy for you to hold your meeting there?</i></p> <p><i>Who is</i></p>	<p><i>acceptable and is there any other action which needs to be completed]</i></p>	<p><i>any action]</i></p>	<p><i>risk after actions have been put in place]</i></p>
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			<p><i>responsible for cleaning the environment before your use and afterwards?</i></p> <p><i>Are hand washing facilities available?</i></p> <p><i>Is hand sanitiser available?</i></p> <p><i>Can the area you will be using be ventilated before, during and after the meeting?]</i></p>				
Meeting attendees may be vulnerable or at risk of contracting Covid-19	<i>[Who may be at risk if they attend this meeting?]</i>	<i>[Identify what level the risk might be by evaluating the risk level on the table above]</i>	<i>[Ask: Do you have any attendees who may be vulnerable or at risk of contracting Covid-19? If the answer is yes, you may want to consider a different format for your</i>	<i>[Are the decisions you have taken acceptable and is there any other action which needs to be completed]</i>	<i>[Identify who is responsible for completing any action]</i>	<i>[Insert date]</i>	<i>[Review the level of risk after actions have been put in place]</i>

			<p><i>meeting.</i></p> <p><i>Are all attendees able to wear some form of face covering for the <u>duration of the meeting</u>? If no, you should consider an alternative meeting format.</i></p> <p><i>Check:</i> <i>Are any attendees displaying signs of covid prior to attendance at the meeting?]</i></p>				
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