Dorking Camera Club est. 1955



St Joseph’s Church Hall: Risk Assessment for meetings

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| Hazard | Who is at risk? | What controls are to be in place | Person responsible |
| Review of local and national circumstances.  | All attendees. | Changes in local and national levels of Covid to be kept under review and, if necessary, amendments made to DCC Covid plans.  | GB |
| Spread of disease. | All attendees | Members instructed not to attend if they feel **in any way** unwell. | DB/GB/RMW |
| Vaccination | All attendees | Only fully vaccinated members are permitted to attend face to face meetings unless medically exempt. To be circulated to members in the “Instructions to Attendees”.  | GB/DB |
| Communication with members.  | All members | Consider outcome of review of local and national circumstances. Amend Instructions to Attendees and Meeting Plan to reflect any changes considered necessary. Communicate amendments to members.  | GB / DB |
| Ventilation | All attendees | Meeting Manger to ensure ventilation is adequate.  | GB |
| Use of catering facilities | All attendees | Use of disposable cups to be avoided. Attendees advised to bring their own cups.Kitchen Helpers to be appointed.Kitchen to be adequately cleaned at the end of the meeting. | GB |
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