

COVID-19 Risk Assessment – Southampton Archaeology Society Lecture Meetings at St Joseph’s Hall

Updated: 2nd February 2022

Area of Risk	Risk Identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Hall cleaner has not cleaned hall or equipment used to standard required	Checked with Diocese when hall is cleaned and made sure regularly used surfaces are cleaned eg tables, sinks, door and toilet handles. Confirmed weekly clean. Receptacle provided for collection of fees and subs, to minimise use of cash.	Ensure food handling kept to a minimum, through use of gloves and items laid out to facilitate ease of picking up. Use gloves for washing up.
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain social distancing	Advise group to comply with social distancing as far as possible. Hall layout to have gaps between chairs, request that members wear face coverings during meeting. All toilets will be in use but please keep social distance when queuing. (Those who may be hard of hearing encouraged to sit nearest to speaker).	Send advice to members & others before the meeting. Remind people on arrival at contact free “check-in”
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues and ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Empty any bins used into kitchen bin at end of hire.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, and wash hands regularly using soap and paper towels.	Provide supplies
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner. Membership records to follow up for “Test and Trace”.	Send advice to members & others before meeting. Record guests as well as members
Air Quality	Residual risk from static air	Open hall windows at start of session	Keep most curtains open to aid ventilation
Numbers attending	Overcrowding – greater than expected attendance	Committee members vacate seating in favour of attendees. Warning that late arrivals could be turned away issued to members, in case of excess numbers.	Issue warning about late arrivals in advance

