

COVID-19 Risk Assessment – Southampton Archaeology Society Meetings at St Josephs Hall

Date: 1st September 2020

Area of Risk	Risk Identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Checked with Diocese when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles. Confirmed weekly clean. No handling of documentation or money on site. Receptacle provided for collection	Bring own supplies to facilitate cleaning before and after meeting-
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2m social distancing (1m+ with face covering)	Advise group they must comply with social distancing as far as possible and use one-way system. Hall layout designed. Kitchen not to be used – no coffee provided. Limit numbers using toilets at once. Disabled toilet only – Male and Female toilet out of bounds. Request that members wear face coverings during meeting.	Remind members on arrival – 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 ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to 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, to 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 “track and trace”.	Record guests as well as members
Air Quality	Limits residual risk from static air	As far as possible open hall windows.	
Numbers attending	Greater than expected attendance	Committee members vacate seating in favour of attendees. Warning that late arrivals could be turned away issued to members.	Low risk as expect lack of confidence for the first meeting