

Coronavirus Risk Assessment and Risk Mitigation Plan			
ALL Wessex Annual General Meeting at the Royal British Legion (Keynsham) for 24th November 2021			
<p><i>The following has been compiled after visiting the premisses concerned and complies with the Government's guidelines for meetings. In some areas our mitigation plan exceeds the Government's stated requirements. This is so that we can afford the greatest protection to you during the meeting. Please read and comply with the mitigation plan during the meeting. Face masks are required.</i></p>			
RISK	PROBABILITY	IMPACT	MITIGATION PLAN
<i>Control Environment</i>			
Members attending do not comply with the requirements of this risk assessment's mitigation plan.	Medium	Medium	1. Committee Members are to establish the necessary control environment by communicating, demonstrating and where necessary enforcing the required standard. 2. Signs to be displayed to remind members of this Covid-19 mitigation plan requirements. 3. A copy of this risk assessment with the mitigation plan is to be sent to members intending to attend.
<i>Active Risk Response</i>			
Too many members attend the meeting to permit adequate social distancing.	Low	Medium	Numbers at the meeting will be restricted to a pre-determined number of members appropriate to the size of the space.
<i>Good Practice</i>			
Members attending are vulnerable to infection.	Medium	Medium	1. Members are not to attend if any Covid-19 symptoms are evident or if not double vaccinated. 2. Facemasks to be worn in areas where food and refreshments are served or prepared. 3. The wearing of facemasks to be encouraged when moving from seated positions. 4. Hand sanitiser is to be used when moving in and out of the meeting area.

Prior to the meeting members have been in close contact with another person who has Covid-19	Medium	Medium	Members who knowingly or suspect, they have been close to a person with Covid-19 symptoms in the last 10 days are not to attend.
Members increase risk of Covid-19 transmission by shaking-hands, touching etc. Especially as meeting have not taken place for some time.	Medium/High	Medium	Members are not to shake hands come into unnecessary contact.
Environment Design			
Members wishing to take alcohol refreshments from the ground floor bar will be in contact with non-ALL Wessex member visitors to the Legion.	Medium	Medium	Members to be encouraged to maintain the above requirements during the term of the meeting, irrespective of location. However, it should be noted that ALL Wessex has no responsibility within areas outside of the meeting room. In these areas the Legion's own risk plan is to be adhered to.
Members queuing for food or refreshments may forget about social distancing.	Medium	Medium	Social distancing to be maintained. Manageable numbers of members to be selected to go for food/refreshments at any one time. Control to be maintained by the committee.
Insufficient fresh air flow through the meeting room increases density of Covid-19 particles.	Medium	Medium	Windows to be opened and to remain open at either end of the floor to ensure adequate ventilation before, during and after the meeting until vacation.
Furniture (tables & chairs and work surfaces) are contaminated from prior use.	Medium	Medium	All furniture and surfaces are to be de-sanitised prior to the meeting.
Delivery			

Covid-19 virus is transmitted during the use of microphones, materials etc.	Medium	Medium	Microphones will not be used. Only newly unpackaged materials are to be used. The passing of materials is to be limited and regular hand sanitisation encouraged.
<i>Traceability</i>			
ALL Wessex are contacted after the meeting by a member with positive Covid-19 symptoms.	Medium	Medium	The meeting is only open to members who will be checked in at the door. Contact details are held for all members.