

Risk assessment for organisers' own actions during event planning meetings

Risk category	Detail	Control measures	Person in charge
Test and Trace logging	Cross-infection between organisers	<i>eg keep record of face-to-face meetings</i>	
Proximity	Proximity of organisers during planning meetings	<i>eg hold online, outside or with social distancing</i>	
	Proximity of organisers during set-up	<i>eg separate jobs and areas to work in eg one-way routes around buildings/gardens</i>	
	Proximity of organisers during clear-up	<i>ditto</i>	
Air viral load	Risk of transmission through the air during event planning meetings	<i>eg fresh air or air replacement ventilation available eg can windows/doors be opened</i>	
Surface contact	Transmission of virus on surfaces such as tables etc	<i>eg cleaning before and after table/room use eg use of gloves and masks eg use of hand sanitiser</i>	
	Risk of cross-infection via toilet facilities	<i>eg allocation of specific bathrooms in the venue to your group eg communication (via signage and/or in advance online) of toilet locations and usage rules to your group eg check that cleaning equipment is available in toilets eg signage to encourage handwashing, and cleaning of sinks etc after use</i>	
	Transmission of virus on equipment touched by multiple people	<i>eg equipment touched only by one person eg use of gloves when distributing equipment eg leave equipment alone for 72 hours afterwards eg clean equipment between uses</i>	
