

2. Indoor discussions and meetings

This category applies to events in which a seated audience takes part in indoor discussions/seminars/debates.

This also applies to committee meetings (though these may be able to be held online).

Risk category	Detail	Control measures	Person in charge
Communication	Risk of attendees misunderstanding and ignoring precautions	<i>eg providing pre-event communications in multiple ways to inform participants eg remind all participants that social distancing will be required eg signage at the venue eg consider equalities impacts in advance Committee meetings: consider online instead</i>	
Test and Trace logging	Cross-infection between participants	<i>eg use venue's Test and Trace logging system for visitors or keep manual record of participants and their contact details for 21 days</i>	
Detection of infection	Detecting COVID-19 cases and encouraging COVID-19 sense	<i>eg reminding participants not to ignore COVID-19 symptoms eg possible use of non-contact thermometers on entry as nudges</i>	
Air viral load	Risk of transmission through the air	<i>eg fresh air or air replacement ventilation available eg can windows/doors be opened</i>	
Proximity	Proximity of speaker to audience	<i>eg social distancing of speaker eg room layout arranged in advance</i>	
	Proximity of participants while queueing	<i>eg online ticketing eg QR-code ticket checks on entry eg masks to be worn eg staggered/scheduled arrivals/departures eg one-way routes around venue eg socially-distanced queues eg marked queueing locations on ground</i>	
	Proximity of participants in room	<i>eg limit capacity to a level which can maintain social distancing and obeys venue maximum capacity rules eg masks to be worn</i>	

		<i>eg prearranged layout or preassigned seating plan</i> <i>eg remove or block out unnecessary seats</i> <i>eg block or cross out areas of tables to socially-distance</i> <i>eg consider whether household groups can sit together (pre-booked?)</i>	
Surface contact	Transmission of virus via fomite surfaces eg doors/codepads	<i>eg open doors for ingress/egress</i> <i>eg steward any open fire doors</i> <i>eg use of hand sanitiser</i>	
	In-room fomite surfaces such as tables, chairs etc	<i>eg cleaning before and after table/room use</i> <i>eg use of gloves and masks</i> <i>eg use of hand sanitiser</i>	
	Fomites as infected equipment touched by multiple people	<i>eg if equipment is needed, individual items per person/household group</i> <i>eg use of gloves</i> <i>eg cleaning of equipment</i>	
	Risk of cross-infection via water sources	<i>eg ask individuals to bring their own water bottles</i> <i>eg handwashing at taps</i>	
	Risk of cross-infection via toilet facilities	<i>eg allocation of specific bathrooms in the venue to your group</i> <i>eg communication (via signage and/or in advance online) of toilet locations and usage rules to your group</i> <i>eg check that cleaning equipment is available in toilets</i> <i>eg signage to encourage handwashing, and cleaning of sinks etc after use</i>	
	Microphones as fomites	<i>eg avoid sharing microphones</i>	