

1. Speaker meetings, indoor films etc

This category applies to events led primarily by a single person or speaker, and where audiences remain seated throughout, not usually speaking or sharing equipment.

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</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 audience 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 audience 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 eg prearranged layout or preassigned seating plan eg remove or block out unnecessary seats</i>	

		<i>eg block or cross out areas of tables to socially-distance eg consider whether household groups can sit together (pre-booked?)</i>	
Surface contact	Transmission of virus via fomite surfaces e.g. doors/codepads	<i>eg open doors for ingress/egress eg steward any open fire doors eg use of hand sanitiser</i>	
	In-room fomite surfaces such as tables, chairs etc	<i>eg cleaning before and after table/room use eg use of gloves and masks 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 eg use of gloves eg cleaning of equipment eg use of hand sanitiser</i>	
	Risk of cross-infection via water sources	<i>eg ask individuals to bring their own water bottles eg handwashing at taps</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>	
	Microphones as fomites	<i>eg single stand microphone or one microphone per speaker</i>	