

## **Lutterworth Photographic Soc Co-op Covid-19 Risk Assessment**

Areas of building used – Entrance/Exit/School room/Toilets/Kitchen/Storage.

(Initial assessment Sept 2021 – Continuously under review by committee members.)

### **1) Hazard/Risk**

- Inhalation of infectious respiratory droplets by close contact.

#### ***Action to Minimize Risk***

- Members displaying symptoms (or self-isolating) MUST not attend any meeting.
- Facilitate members keeping a safe distance from each other by using suitably spaced seating in the large School room.
- Open as many doors/windows as reasonably practicable to ensure adequate ventilation.
- Restrict kitchen use to no more than two members at a time.
- Restrict toilet access to only one member at a time.

#### ***Action – All members.***

### **2) Hazard/Risk**

- Touching contaminated surfaces/objects and then touching the mouth, nose or eyes.

#### ***Action to Minimize Risk***

- Members will be offered hand sanitisation on arrival.
- Door handles, light switches and chairs will be sanitised before and after sessions.
- Sanitise club equipment (stored in cupboards, the basement and undercroft) before each use.
- Members will be advised to sanitize surfaces they touch in the toilets. (Antibacterial wipes and spray will be provided, as will a bag for disposal of used wipes and paper hand towels.)

#### ***Action – All members.***

### **3) Hazard/Risk (Kitchen)**

- Touching contaminated surfaces/objects and then touching the mouth, nose or eyes.

#### ***Action to Minimize Risk***

- Members making tea/coffee will be asked to sanitize work surfaces, tea pots, kettles etc. with antibacterial wipes at the start and end of activities.
- Disposable cups will be used.
- Milk/sugar should be dispensed from within the kitchen.

#### ***Action – Members preparing tea/coffee.***