**Risk assessment example**

WI name: WI Example Assessment carried out by: Ms A. Member

Type of meeting: **WI meeting**  Activity & date: Full WI meeting with speaker & refreshments 22/08/2021

Date of next review: 01/09/2021 (in preparation of next meeting) Date assessment was carried out: 02/08/2021

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
| Covid-19 virus transmission | WI members attending and the speaker | I have identified the elements that increase the risk (listed below) and the actions taken / that need to be taken | Please see outstanding actions below | Ms A Member |  | (to be completed when these actions are actually done) |
|  |  | Members have been asked to carry out a lateral flow test on the day of the meeting.Members and the speaker have been reminded not to attend if they have any Covid-19 symptoms or been contacted by NHS Test and Trace / NHS Wales Test Trace Protect.The Committee has asked for the venue’s user guide in advance and gone through the actions that the WI needs to follow. |  |  |  | These has already been done |
| Risk of transmission by airborne particles. | As above. | Members will be reminded they can continue to wear masks if they want to. | The windows will be opened before the meeting starts.Seats will be slightly spaced out to help members feel comfortable and minimise contact | Ms A Member will open all the windowsMs Ann Other Member & Ms More-Help will set out the chairs before the meeting | On the dayOn the day |  |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
| Risk of virus transmission by touching shared surfaces | As above | Members have been advised that they can bring their own packet of appropriate wipes to wipe surfaces such as toilet seats / light switches /door handles if they wish to.  | Members will be asked to wash or sanitise their hands on arrival and before eating refreshments.Extra hand sanitiser needs to be bought and to be available.The surfaces of high traffic areas will be wiped before the meeting. | Ms A Member will be greeting and reminding members of hand cleaningMs Ann Other-Member will buy the extra hand sanitiser and bring it with her.Ms More-Help will wipe all the surfaces before the meeting | The hand sanitiser will be bought by 10/08/2021  |  (mark as completed when these actions have been done) |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
| Refreshments will be served including tea and coffee, sandwiches and biscuits – risk of Covid transmission  | As above |  | There will be no shared platters for members to help themselves from.There will be no shared cutlery such as a spoon for sugar & coffee. Cups and saucers with individual spoons will be set out for members to collect. | Ms A Member and Ms Ann Other Member will be serving members biscuits and sandwiches at a refreshment table.Ms More-Help will set out the cups before the meeting startsMs More-Help will fill the members’ cups with hot water to avoid lots of different people touching the urn.Ms More-Help will also serve those members wanting tea with a tea-bag (she will use mini tea-bag tongs) | On the dayOn the dayMini tea-bag tongs will be ordered by Ms More-Help by 04.08.2021 | (mark as completed when these actions have been done) |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
| There will be an urn of boiling water for the tea and coffee - risk of burning. | Ms More-Help, members and the speaker |  | The urn will be placed on a separate table so no-one has to reach past it when collecting coffee/sugar etc. The steadiness of the table will be tested first.  | Ms More-Help will set up the urn | On the day |  |
| Refreshments will be served including tea and coffee, sandwiches and biscuits – risk of choking  | As above | Ms A member and Ms Ann Other member know the first aid procedures for choking. | All the Committee members will bring fully charged mobile phones in case of the need to call an ambulance |  | On the day |  |
| Refreshments will be served including sandwiches and biscuits – risk of food allergies  | As above |  | The sandwich fillings will be clearly displayed | Ms More-Help will write out the sandwich fillings on cards  | The cards will be written out the day before the meeting and displayed on the day | (mark as completed when these actions have been done) |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
| The speaker is using the projector – risk of tripping over the lead | As above |  | The projector will be set up before the meeting and placed near the plug point so there is no room for anyone to walk over the lead.  | Ms A Member will direct the speaker where to set up the projector | On the day |  |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** |  | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
| Money will be collected for a future day trip – risk of transmission through money changing hands. | As above. | Members who have online banking will be asked to pay in advance.All other members will be asked to bring cash on the day (preferably the correct amount). | For those members who do not have online banking, Ms A Member has a large envelope ready. She will go to the bank and make sure she has some change for the day (she has already checked her local opening hours). Money will be collected at the end of the meeting by Ms A Member who will wash her hands afterwards.All attendees who paid in cash will also sanitise their hands after the money has been collected from them. Ms A Member will remind them. | Ms A Member | Ms A Member will go to the bank for change on 16 August | (mark as completed when these actions have been done) |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)