

APPENDIX B. RISK ASSESSMENT CHECKLIST FOR THE RESUMPTION OF ARTS SOCIETY LECTURES

The purpose of this checklist is to assist Society Committees in their preparation for restarting live lectures. The aim is to provide a safe environment for Members by minimising the likelihood of transmission of the Covid-19 virus from person to person and thereby giving Members confidence to return.

Actions to be taken prior to resumption of lectures – Stage 1			
Area of focus	Control required	Action by	Completed
COMMITTEE RESPONSIBILITIES	<p>Ensure Committee members are:-</p> <ol style="list-style-type: none"> 1. Familiar with current Government regulations and monitoring guidance. 2. Supportive of the principle of preparing to hold live lectures 3. Prepared to carry out any additional duties associated with their portfolio responsibilities including programme secretary; treasurer, membership secretary, hosts (for lecturers) registration team. 	The Committee	September 2020
With regard to:-	<p>Consider statutory guidance and current regulations</p> <p>Consult with venue to determine:</p> <ul style="list-style-type: none"> • That it is available • What additional terms and conditions may apply • What additional assistance will be provided (eg sanitising fixtures and fittings). • Whether there are any changes to the entrance and exits and fire exits • Whether there are any changes to the layout of the lecture room • Whether there is there any change to the hiring charges 	Chair and Committee	September 2020
Legalities			
Venue			
Area of focus	Control required	Action by	Completed

Venue Cont'd	<ul style="list-style-type: none"> Assess whether the social distancing requirements at the venue will impact on the number of Members who can attend—and agree what the new maximum number should be. Agree how available places at the venue will be allocated – first come first served; lottery; special arrangements for couples; reservation of places for the disabled; necessity of places for guests (NB Societies that are charities take note) 	Chair and Membership Secretary	September 2020
Lecturers	<ul style="list-style-type: none"> Consult with booked lecturers for the next 3/6/12 months and seek reassurance regarding their willingness to:- <ul style="list-style-type: none"> a) Give a live lecture. b) Travel using public transport or privately? c) Stay overnight in a private home or hotel? Resolve any financial implications arising from unwillingness to travel / stay overnight. Ensure that treasurer has all necessary information to adjust the annual budget and to keep the committee fully apprised of any changes 	Programme Secretary Treasurer / Programme Secretary	August 2020
The Committee	<ul style="list-style-type: none"> Check to see that plans do not conflict with Arts Society Insurance Policy (Contact HQ) <p>When all the information has been gathered meet and decide whether to proceed or not.</p>	Secretary	
The Society Members	<p>Inform Society members of the decision to proceed giving as much information as possible to re-assure the hesitant and fearful that the committee has not been reckless.</p>	Chair & Communications Officer	As appropriate

Actions to be taken prior to resumption of lectures – Stage 2

Area of focus	Control required	Action by	Completed
<p>GENERALLY</p>	<p>Allocate Committee responsibilities to include:-</p> <ul style="list-style-type: none"> • Responsibility for administering the booking arrangements. • Registering those attending. • Marshalling Members at the start and end of lecture. 	<p>Chair Membership Sec Lowther Theatre</p>	<p>As appropriate</p>
<p>Changes to venue</p>	<ul style="list-style-type: none"> • Decide whether arrival time should be limited or staggered to limit mingling time and ease registration. • Determine routes into and out of hall. • Review emergency fire exits. • Consider use of PPE for those taking register & marshalling. Decide what level of PPE is required eg face masks / visors / gloves • Consider requirement for PPE for available First Aiders willing to take on the role in these circumstances. • Departure procedure to be immediately after vote of thanks. 	<p>Chair Lowther Theatre Ditto Ditto ditto ditto</p>	
<p>Medical issues</p>	<ul style="list-style-type: none"> • Ask members to let you know if they have any underlying medical issues that may make them reluctant to attend a lecture, so that if there is something you can do / provide, they may then feel able to come along. • When registering such a Member before a meeting, check whether the underlying symptoms still persist. • Consider use of thermometer checks on arrival. • Consider wearing of face masks, if not mandatory. 	<p>Membership Sec Lowther Theatre Ditto ditto</p>	

Catering	<p>Consider:-</p> <ul style="list-style-type: none"> • Whether catering is possible or necessary • Decide whether Members could be asked to bring & take away any drinks and drinking vessels for their own use. • If catering is to be undertaken, should disposable cups and plates be supplied? • Ensure Members are aware of the procedures. 	No catering	
<p>Actions to be taken prior to resumption of lectures – Stage 2 Cont'd</p>			
Area of focus	Control required	Action by	Completed
<p>GENERALLY</p> <p>Further communication with Members.</p>	<p>Communicate all the conditions arising from the decision to resume live lectures and give as much positive information as possible including:-</p> <ul style="list-style-type: none"> • Reassurance that statutory guidelines will be followed. • Arrangements for booking a place • Requirements re social distancing, wearing of face masks etc □ No cloakroom facilities for outdoor clothes. • Reassurance on cleanliness, provision of hand sanitizer etc • Medical issues • Catering arrangements • Arrangements for arriving, registering, marshalling, leaving • Minimum personal possessions to be brought in and to be kept with Member. 	<p>Chair / Communications Officer</p>	<p>September 2020</p>

Actions to be taken on the day of the lecture.
(to minimise the transmission of the virus from member to member)

Area of focus	Control required	Action by	Completed
WITH VENUE MANAGEMENT	<p>A physical check to take place with the venue management before the meeting to assess the area.</p> <ul style="list-style-type: none"> • Check that the venue management have completed any cleaning duties previously agreed. • Check if there have been any changes to the fire exit arrangements • Check arrangements for the disabled to access the facility 	<p>Lowther Theatre & Chair</p> <p>Programme Sec</p>	As appropriate

Actions to be taken on the day of the lecture. Cont'd (to minimise the transmission of the virus from member to member)

Area of focus	Control required	Action by	Completed
COMMITTEE RESPONSIBILITIES	<ul style="list-style-type: none"> • Position reception area to ensure space for registering Members/taking temperatures/ sanitising hands on arrival. • Put up notice/ provide hand-out to remind Members about important safe practices e.g. no physical contact, practice hand washing etc. • Determine placement of hand sanitizers available for visitors to use on arrival. 	<p>The Lowther Theatre</p> <p>Ditto ditto</p>	September 2020
Reception area			
Personal outdoor clothing	<p>Ask Members to keep their coats etc with them. (This information should also be sent out prior to meeting).</p>	Mailchimp	September 2020

Social distancing / marshalling	<ul style="list-style-type: none"> • Make any temporary arrangements for people to wait or queue outside the building if permitted (taking into account any consequential risks arising from people gathering outside). • Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. • Walk through the hall to check physical distancing in seats, rows and aisles, including safe flow of visitors. • Clearly mark out seating areas including exclusion zones to maintain distancing. • Limit access to places where Members do not need to go, maybe with a temporary cordon in needed. 	Chair & Committee The Lowther Theatre	September 2020
Ventilation	<ul style="list-style-type: none"> • Ensure building has been aired before use. • Where possible, doors and windows to be opened (temporarily) to improve ventilation. Check whether noise levels from outside the venue will adversely affect audibility. 	The Lowther Theatre	September 2020
<p>Actions to be taken on the day of the lecture. Cont'd (to minimise the transmission of the virus from member to member)</p>			
Area of focus	Control required	Action by	Completed
COMMITTEE RESPONSIBILITIES CONT'D Hard surfaces	If not undertaken by venue owner/manager:- <ul style="list-style-type: none"> • Ensure high-risk surfaces and touch points have been wiped with appropriate sanitizer spray or disposable wipes. • Ensure chairs are cleaned to prevent cross contamination. • Ensure shared areas are cleaned using disinfectants? (Areas such as rest rooms, and toilets). 	The Lowther Theatre	Prior to lectures

Toilets & cloakroom facilities	<input type="checkbox"/> Check that hand-washing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	The Lowther Theatre	Prior to lecture
	<input type="checkbox"/> Are further considerations required for disabled Members?	Membership Sec	
Disabled Members			

Actions to be taken after the meeting

Area of focus	Control required	Action by	Completed
Members	<p>Seek feedback from Members attending the lecture and any ideas for improvement that they may have to be considered by the committee</p>	Programme Sec	As appropriate
Committee members	<p>Hold debrief to discuss any glitches or ideas for improvement, together with any budgetary implications</p>	Chair & Committee	As appropriate