

## CARDIFF

### INDOORS COVID RISK CHECKLIST (September 2021)

Date:..... Interest Group:..... Convenor .....

Convenor Check List	Yes	No	N/A	Comments
<b>Venue Contacts</b> Do you know how to contact your venue's representative?				
<b>Physical pre-checks</b> Did you carry out these checks, as outlined in the Chair's message of 19 September 2021:-				
Mask wearing				
Seating layout				
Ventilation				
Duration				
Sanitising of surfaces in the room and toilets before and after the meeting				
(As appropriate - Cash collection arrangement)				
(As appropriate - Physical equipment practices)				
<b>Movements and distance</b> Was it possible to conduct the whole meeting, including entering and exiting, with social distancing maintained throughout?				
<b>Personal safety</b> Did you state again your group members' personal safety responsibilities (in the Chair's message)?				
Did you complete the Track & Trace Register and retain it (for 21 days)?				
Did anyone report having covid symptoms or having been in the company of someone who had? Did you ask the member(s) to leave?				
<b>Issues and improvements</b> Were there any issues of concern arising from the activity that the Committee and/or the Venue should be notified about? Please describe.				
<b>Signature</b>				

PLEASE RETAIN COMPLETED RISK ASSESSMENT FORMS FOR 21 DAYS

VERSION #1 September 2021