

What are the hazards?	Who might be harmed and how?	What are you able to do to manage the risks?	What further action do you need to take to manage risks?	Risk after controls Likelihood	Risk after controls Consequences	Risk Rating	Who need to carry out the action?	When is the action needed by?	Comment
Infection / Spread / Cross contamination of participants to Get Active (Croyde)	All participants including vulnerable groups.	<ol style="list-style-type: none"> <li>Participants NOT to attend if showing any symptoms of COVID including <ul style="list-style-type: none"> <li>Continuous cough</li> <li>Temperature</li> <li>Loss of taste and smell</li> <li>'cold type' symptoms eg runny nose, sore throat</li> </ul> </li> <li>All participants to do a lateral flow test (kits available in each office) before attending on the first day. Evidence of a negative test (e.g. the NHS app confirmation of negative test) to be shown to H&amp;S manager on arrival. Test to be undertaken on day 2 and day 3 before attending conference session and shown to H&amp;S manager</li> </ol>	<ul style="list-style-type: none"> <li>Undertake a personal wellness check before commencing travel</li> <li>Tests to be taken to Croyde by GA team</li> </ul>	2	2	4	Health and Safety Manager	Ongoing	Measures working well and high level of compliance

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		<p>3. Provide hand sanitiser and hand washing facilities throughout the premises</p> <p>4. Ventilation of conference area via fresh air, air conditioning system and break out rooms, doors and windows to remain open throughout sessions</p> <p>5. Main seating area to offer social distancing seating for any staff member that prefers to remain distanced during the large group sessions</p> <p>6. Anyone falling ill at Get Active with Covid 19 related symptoms is to return to their room and make arrangements if practicable to leave the venue, informing the Health and Safety Manager.</p>	<ul style="list-style-type: none"> <li>• GA Team to take supplies of wipes and sanitiser</li>   <li>• H&amp;S manager to ensure ventilation is in place</li>   <li>• H&amp;S manager to advise Croyde on chair layouts</li>   <li>• Inform Health and Safety manager who will assist with any arrangements</li> </ul>						

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		7. Participants are encouraged to continue to wear face coverings in the venue when in crowded and enclosed spaces where they may come into contact with people they do not normally meet, such as when using the lifts, toilets etc	<ul style="list-style-type: none"> <li>Participants to bring masks with them</li> <li>masks will be available at the venue as well if needed</li> </ul>						
Unplanned evacuations	All staff, visitors, contractors, including vulnerable groups.	Croyde Fire evacuation policy	Fire evacuation procedures. Staff will be advised to wear masks and socially distance at assembly point	1	1	2	DHSEM or on-site staff	As required	
First Aid provision	First Aiders and ill person during First Aid emergency	First aid provision from Croyde bay		1	2	3		As required	