

Risk Assessment for Conducting Business Meeting- Pubs or Restaurant

Version Control

Issue Date	Version Number	Issued by
30 th January 2021	1	?

This has been created based on guidance from the [Health and Safety Executive](#) and is intended for use from 30th January 2021 onwards for a business meeting to take place at our premises. The meetings will take place inside our premises.

From 30th January, regardless of tier, business meetings and gatherings are permitted for all purposes that can be carried out in a Covid-safe way. There are varying limits on mixing of households that apply in different tiers.

The government guidance for the safe use of indoor spaces during the pandemic requires a COVID-19 risk assessment to be carried out. This document provides a template risk assessment, with links to the relevant advice notes.

Risk assessment

The activity

For business meetings to take place at our premises.

The hazards

Transmission of COVID-19- delegates – as the meetings are taking place there will be no requirement to wear a mask unless for the use of the toilet or if they are exempt. The 2-metre rule will apply for people who are from different households or support bubbles. [Health and Safety Executive](#)

Delegates will be directed to the government website on COVID safe instructions such as sanitizing and washing hands, limited touch of surfaces.

Hazards – there will be no hazards that could be relevant to the meetings.

There are no hazard chemicals in the premises. There is enough room for people to pass with ease without incurring any trips and maintaining social distance guidelines. First aid kit will be with us with plasters.

Risk assessment template

xxxxx	Assessor's name: xxxxxx	Date completed: 30/01/2021	Review date: 30/01/2021
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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	Consider if anyone required for the running of the service or event is clinically extremely vulnerable or has household members who are. Ensure that the people who need to attend the site to enable the service to take place are willing to do so and can do so safely.		AW	

<p>Consider how the tier system applies to the site. For gathered congregations or one-off services drawing people from a wide area, consider whether anybody attending would be likely to be traveling from a higher or lower tier.</p>		AW	
<p>Assess the site, taking into account the need for people from different households to remain 2m apart from each other. Consider if the capacity of the site will work with the events you are planning.</p>		AW	

<p>Deciding whether it is safe to hold the meetings.</p> <p>Risk:</p>	<p>Assess the availability of utilities such as electricity that might be needed, especially for events taking place in the hours of darkness e.g. for lights, microphones. Do you have the correct safety equipment for outdoor use?</p>	<p>Megaphones for occasional use.</p>	<p>AW</p>	
	<p>Consider accessibility issues such as access to the site for those who use wheelchairs or have difficulty walking, and also how people who are deaf or hearing impaired will be able to participate (make use of microphones and good lighting).</p>		<p>AW</p>	

contracting or spreading the virus by not social distancing or by touching contaminated services	Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the event are compatible.		AW	
	Consider if a booking and seat-allocation system is needed		AW	
	Identify where you can reduce the contact of people with surfaces, e.g. by using electronic documents rather than paperwork . If paper service sheets are to be used agree a process for handing them out safely and encourage people to take them home with them.		AW	

<p>Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.</p>		<p>AW</p>	
<p>Update your website, and any relevant social media with information for visitors. Communicate details on requirements such as bringing a face covering.</p>		<p>AW</p>	
<p>Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.</p>		<p>AW</p>	
<p>Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands</p>	<p>We have asked our delegates to bring their own hand sanitizers.</p>	<p>AW</p>	

	Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	N/A	AW	
	Ensure that safety procedures are in place for closing the site down – e.g. providing gloves and masks to those stacking chairs or moving electrical/ staging equipment.	N/A	AW	