

Hazard category	Ref.	Hazard description	Who might be harmed	Existing controls	Acceptable (Y/N)	Further actions			
						Description	Owner	Target date	Done
Physical contact between persons	2	Transmission of COVID-19 through direct physical contact with an infected person	Attendees	Attendees advised prior to and at event to refrain from physical contact outside of households / support bubbles 2m distance between households if possible (or 1m plus mitigating measures such as face coverings) Attendees advised to bring hand sanitiser or make use of sanitiser provided	Y	Disseminate finalised version of instructions to all attendees			
Airborne transmission	3	Transmission of COVID-19 through airborne particles between separate household groups of up to six	Attendees	Attendees may not move between household groups during the event Groups to be spaced apart sufficiently to not interact verbally with each other Attendees directed to seats on arrival, maintaining 2m distance at arrival point.	Y	Hand sanitiser on entry and exit to building. One way system. Windows open. Must prebook. No congregating afterwards.			
Airborne transmission	4	Transmission of COVID-19 through airborne particles within household groups of up to six	Attendees	Sensible hygiene to be observed (covering mouth and nose when sneezing, using tissues and disposing immediately) Attendees advised to bring hand sanitiser and use after touching face / before eating No singing, chanting or loud talking.	Y	Remove bins.			

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Surface transmission	5	Transmission of COVID-19 through shared objects	Attendees	Attendees advised to bring hand sanitiser or make use of sanitiser provided and use after touching face / before eating No shared objects as part of event Personal items to be kept with their owners Sensible hygiene to be observed (covering mouth and nose when sneezing, using tissues and disposing immediately)	Y	All unnecessary objects to be removed such as Bibles/songbooks and attendees asked to bring their own			
Transmission to the clinically vulnerable	6	Transmission of COVID-19 to those who are clinically vulnerable	Clinically vulnerable attendees	Group reminded to follow government guidance if in high-risk / shielding categories (up to individuals to choose how to manage their own risk) High-risk volunteers not enlisted to run event	Y	Confirm that no volunteers enlisted to help run event are high-risk / shielding			
Wider outbreak in community	7	COVID-19 case at event leads to potential wider outbreak in the community	Attendees and wider community	List of attendees kept to enable Track and Trace (including who is in which household group of up to six) Record to be kept for 21 days after event	Y				
Wider outbreak in community		Local outbreak of COVID-19 raises baseline level of exposure at event	Attendees and wider community	Event to be cancelled in line with local guidance if required	Y				