Clubs and event organisers must protect people from harm. This includes taking reasonable steps to protect your members and attendees from coronavirus. It’s important to recognise the threat COVID-19 poses and determine the level of risk of transmission at your flying site or event. To make a risk-based decision to host, postpone, or modify flying activities or a future event/contest, you should complete a risk assessment to consider risk factors, identify control measures and allocate responsibility for mitigating any residual risk, Please note this is a mandatory requirement if you are expecting more than 6 attendees (including organisers and volunteers)

You must:

* identify what activity or situations might cause transmission of the virus
* think about who could be at risk
* decide how likely it is that someone could be exposed
* act to remove the activity or situation or, if this isn’t possible, control the risk

While the risk of transmission can’t be totally eliminated it can be managed. This process helps clubs and event organisers make informed decisions about risk acceptance for their event.

Notice: This risk assessment template and advice is provided for general information only and is not medical, legal, or professional advice. We have included some example hazards for reference

Guidelines and information about the virus continue to change regularly. You should review the most up to date resources and applicable local laws, regulations and orders on a regular basis leading up to your event, which should take precedence over any of the general information presented in this guide.

See [https://www.nhs.uk/conditions/coronavirus-covid-19](https://www.nhs.uk/conditions/coronavirus-covid-19%C2%A0)and [https://www.gov.uk/coronavirus](https://www.gov.uk/coronavirus%20)

**Club/Organisation Name:**

**Assessment carried out by:** **Date assessment was carried out:**

| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
| --- | --- | --- | --- | --- | --- |
| Contracting or spreading the virus by not social distancing | AttendeesOfficialsVolunteersVisitors | Identify places where, individuals would not be able to maintain social distancing rulesIdentify how you can keep people apart in line with social distancing rules in the first instance. | Put in place arrangements to monitor and supervise to make sure social distancing rules are followedProvide information, instruction and training to people to understand what they need to doProvide signage and ways to communicate to people what they need to do to maintain social distancing |  |  |
| Getting or spreading coronavirus by not sanitising/washing hands or not washing them adequately | AttendeesOfficialsVolunteersVisitors | Provide sanitising/hand washing facilitiesRequire attendees to bring sanitiser | Put signs up to remind people to wash their handsIdentify if and where additional hand washing facilities may be neededIdentify how you are going to replenish hand washing/sanitising facilities |  |  |
| Getting or spreading coronavirus by contact with shared equipment | AttendeesOfficialsVolunteersVisitors | Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, gates, padlocks shared equipment etc and specify the frequency and level of cleaning and by whomIdentify where you can reduce the contact of people with surfaces, eg by leaving gates open and unlocked | Provide information telling people who needs to clean and whenRemind people to sanitise before and after contact with shared equipment |  |  |
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