

# COVID-19 Risk Register for LIME FLAMINGO COLLECTIVE MEETINGS

Location: **Gormon House Arts Centre**

Date: 12/07/2020

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Action
COVID-19 from LFC members to each other at meeting	Members contracting COVID-19 (could result in serious illness or death)	Possible, might occur sometime in the future. There are currently 5 local cases. ( 5 July 2020)	Moderate, while there are no known locally transmitted cases. Consequence is Medium.	<b>PHYSICAL DISTANCING</b> 1 person per 4 square metres 1.5 metres between each person	Signage advising the number of adults per area	Director Jodie Signage venue: <b>Gormon House Arts Centre</b>
As above	As above	As above	As above	<b>HYGIENE</b> Alcohol based hand sanitiser is provided at each meeting <ul style="list-style-type: none"> <li>Education &amp; Training –LFC members will be briefed about COVID-19 safe procedures upon arrival, including hand hygiene, covering mouth with elbow when coughing, and avoiding touching their face.</li> <li>Hand washing                             <ul style="list-style-type: none"> <li>LFC members to wash hands with soap for 20 seconds on arrival at site and before and after eating meals.</li> <li>LFC Members to be asked to shower and wash clothes after each shift.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Education –LFC members will be briefed about COVID-19 safe procedures upon arrival, including hand hygiene, covering mouth with elbow when coughing, and avoiding touching their face.</li> </ul>	
As above	As above	As above	As above	<b>COVID SAFE CLEANING</b> Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority. Refer to ' <b>How to clean and disinfect your workplace</b> ' prepared by Safe Work Australia.  During meetings frequently touched surfaces will be wiped down before, during and after		<b>Gormon House Arts Centre</b>

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				meeting. This includes tables, chairs, door handles etc		LFC Director Jodie
As above	As above	As above	As above	<b>EQUIPMENT: (incl. cleaning products)</b> <ul style="list-style-type: none"> <li>Hand Sanitiser (60% - 70% Alcohol Based) will be placed at strategic outdoor locations so that participants can also disinfect hands during the Meeting</li> <li>Disposable gloves (Latex Free)</li> <li>Disinfectant Surface wipes</li> <li>Lined bins</li> <li>Alcohol Based Hand Sanitiser x 2.</li> <li>Liquid hand soap</li> <li>Spray cleaning soap</li> <li>Paper towel</li> <li>Medical Masks</li> </ul>		LFC Director Jodie
As above	As above	As above	As above	<b>SIGNAGE</b> <ul style="list-style-type: none"> <li>Signage/ACT Govt. posters to be placed at key points in the meeting room reinforce Covid-19 safe Hygiene messaging, stay away if unwell, social distancing and room capacity.</li> </ul>		Venue House Centre LFC Director Jodie
As above	As above	As above	As above	<b>PPE</b> <ul style="list-style-type: none"> <li>Disposable (Non Latex) gloves for cleaning surfaces and handling items other LFC members have touched.</li> <li>Medical masks as are currently not recommended by ACT Health, however have several available in case members show symptoms.</li> </ul>		LFC Director Jodie
As above	As above	As above	As above	<b>CONTACT TRACING</b> <ul style="list-style-type: none"> <li>LFC members will complete G Venue tracking form</li> <li>Contact details of all members currently kept on file by LFC Director</li> </ul>	LFC Director will list members present at the meeting on meetings page of website.	LFC Director Jodie

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As above	As above	As above	As above	<b>FOOD &amp; DRINK</b> <ul style="list-style-type: none"> <li>LFC members advised to wash hands and wipe down tables before and after eating and not handle food anyone else has handled.</li> <li>Attendees to provide their own lunch and drinks</li> <li>Attendees advised to bring own hot drinks, mug, cutlery and eating implements and take away at end of meeting.</li> <li>NO SHARING OF FOOD OR DRINK</li> <li></li> </ul>	Morning tea food to be provided in wrapped packaging. Members to bring own drinks.	LFC Dir Jodie
COVID-19 spread who are infected	Other staff, students or teachers catching COVID-19 (could result in serious illness or death).	<p>Possible, might occur some time in the future.</p> <p>There are currently no known cases of local transmission</p>	Moderate, while there are no known local cases. Consequence is moderate.	<ul style="list-style-type: none"> <li>LFC members advised to stay home if they are displaying COVID or flu-like symptoms – remind by email prior to meeting</li> <li>If an LFC member becomes unwell during a meeting or is displaying symptom they are given a medical mask and asked to leave and go home. Meeting to be cancelled immediately and all attendees to go home.</li> </ul>	LFC Director to advise venue (Gormon House Art Centre) of potential contamination	LFC Dir Jodie
Persistent use of latex gloves	New or aggravated latex sensitivity	Possible, most gloves will not be latex-based	Medium, effected individuals may have a significant reaction	<ul style="list-style-type: none"> <li>Members provided with non-latex gloves or remove gloves when not necessary.</li> <li>Ensure Housekeeper has adequate protective equipment for cleaning surfaces including nitrile gloves.</li> </ul>	Ensure latex free gloves are purchased.	LFC Dir Jodie