



Chelmsford Masonic Hall Unit Covid-19 Meeting Risk Assessment

Unit Name	Date/time			
Secretary: Print and Sign		By signing this, I confirm that I have read and understood the CMH COVID19 Risk Assessment and agree to it's rules and guidance. as well as conforming to UGLE Rules/Guidelines. I also agree that, during the time of our meeting I am responsible for the CMH and any activities therein		
* Secretary to assign designated persons to tasks below. Please PRINT name beside the * on table below				
Issue	Action	Responsibility		
PRE MEETING				
Determine who can attend the meeting	Advise vulnerable/at risk not to attend	Secretary		
	Exclude those with symptoms	Secretary		
Limit number to 30	Officers and selected members	Secretary		
No dining until Government guidance changes	Detail on Summons	Secretary		
BEFORE THE MEETING				
Key pickup	Use PPE and sanitise keys	*		
At main door				
Enable Track and Trace	Complete Attendees List Below PRINT CLEARLY PLEASE	*		
Temperature Check on entry	(x) in the attendees list to confirm temperature OK.	*		
Symptom check on entry	(x) in the attendees list to confirm they have not recently experienced high temperature, new continuous cough, changes to (or loss of) sense or smell or taste	*		
Own risk acceptance on entry	(x) in the attendees list to confirm member accepts own responsibility	*		
Explain CMH Routing and Temple use only	Go to direct to Temple for changing and meeting	*		
Determine who to setup and strike down the equipment in the Temple	Minimize number of people	*		
Ensure adequate PPE and/or sanitizer for person(s) setting up		*		
Sanitize all equipment/furniture to be used		*		
Outers Doors to street and internal doors	Prop open to minimise contact until all members are safely in the Temple	*		



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MEETING INSTRUCTIONS TO BE ISSUED					
PPE to be used at the discretion of the Member and in agreement with the Secretary and in conformance of the latest guidance from Government, Grand Lodge and provincial Grand Lodge.		Secretary			
Remind members to conform to various signs		Secretary			
Inform attendees of the Toilet rules	Only 1 person allowed in the toilet at any one time	Secretary			
If anyone falls ill, they are to be sent home and follow Government guidelines	Notify CMH Secretary	Secretary			
MEETING					
No Singing, or use of collars		D.C.			
Temple Air Flow	Increase Temple ventilation, wedge Main Doors, and Emergency Door open. Can lock main entrance door. Leave the double cupboard doors above Main Chair open. DO NOT USE AIR CONDITIONING	D.C.			
Charity Collection	Determine method	Treasurer			
AFTER THE MEETING					
Sanitize all equipment/furniture that was used		*			
Key drop off	Use PPE and sanitise keys	*			
Complete this Risk Assessment each meeting	Leave list for CMH Secretary in new post box provided	Secretary			
	Collect details, scan, file and return copy to Unit Secretary	CMH Secretary			
In the event of a meeting member subsequently testing positive	When Track and Trace contact the member, he is to give Unit secretary's name as a contact When Secretary is contacted by Track and Trace, he is to provide meeting list, and notify CMH Secretary				



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The check boxes below are to confirm each attendee has had Temperature taken, No symptoms and attending meeting is at their own risk.						
Print in Capitals Clearly - Could be used for COVID-19 Track and Trace				Check		
	Attendees - PRINT NAMES	PRINT - Full Postal Address	Main Phone	Temp	Symp	Own R.
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All rules to be strictly followed

CMH Directors