



HEALTH & SAFETY INFORMATION FOR LOIT VOLUNTEERS

Meetings, Talks & Walks: Covid-19 Guide

INTRODUCTION

As part of our function we engage in Meetings and will provide Talks and Walks for groups and individuals.

With Covid-19 in mind we provide the following guidance to Meeting Chairmen, Talk Leaders, Walk Leaders and other Volunteers who may be involved.

These Guidance Notes are intended to provide LOIT Leaders with the basis for operating safely during the pandemic. Government Rules may change at any time and Group Leaders are reminded to make adjustments as necessary.

In all cases the Group Leader is responsible for recording the names of those attending meetings, walks or talks (Track & Trace). This must be recorded on the form at Appendix A, either by confirming that LOIT holds contact details for the person concerned or by recording the persons contact details. There is no need to take contact details for those registered with LOIT as volunteers.

GUIDANCE - MEETINGS AND TALKS

1. Attendees and participants must book their place in advance. Those attending on the day must register with the Group Leader.
2. Plan ahead, ensure that the Venue is large enough for the number of participants booked and that the flow of people is appropriately managed by the Venue e.g. one-way routes, toilet facilities, hygiene measures, etc.
3. Avoid using catering facilities provided by the venues.



4. You should use LOIT equipment for any presentation. Equipment must be wiped / sprayed clean with an anti-bacterial fluid before and after the Meeting / Talk.
5. Restrict the numbers of attendees in line with the reduced capacity of the Venue to manage spread of the virus. The Meeting Chairman or Talk Leader has the discretion to limit the size of the group.
6. When confirming arrangements with participants inform them that they must not attend if they are feeling unwell.
7. Brief the group before the Event on any safety measures you require, including this guidance.
8. Maintain a 2 metre social-distance at all times, ensuring seating / tables are spaced accordingly. Exceptions for members of the same household are permissible.
9. During the Meeting / Talk face-masks may be worn if individuals so wish. Masks are not compulsory but the Venue may require masks to be worn when moving around the venue. Participants should be advised to bring a mask with them.
10. Advise volunteers and participants to wash their hands thoroughly before and after the session
11. Practice respiratory hygiene. Make sure you and the participants follow good respiratory hygiene. This means covering your nose and mouth with a tissue or your bent elbow when you cough or sneeze. Dispose of the tissue as soon as is reasonably possible.
12. Avoid touching your eyes, nose and mouth.
13. Venues may have their own restrictions and Risk Assessments. Their requirements must be met, as a minimum, - LOIT may need to add further safety measures.
14. Either comply with this Guidance or raise a Risk Assessment.
15. The meeting Chairman or Talk Leader should identify any PPE required by our Volunteers and inform the Trustees in time for them to be supplied prior to the event.



GUIDANCE - WALKS

1. Plan ahead, ensure you plan your route, avoid walks where there is restricted access, e.g. narrow pathways or confined areas where a 2 metre social-distance cannot be maintained.
2. Restrict numbers for Walks to a maximum of 10, e.g. 8 participants plus 2 guides. The maximum number may be less than this depending on the walk. The Walk Leader has the discretion to decide on a lower number.
3. Ensure that there is sufficient space for you to deliver your talk en route
4. When confirming arrangements with participants inform them that they must not attend if they are feeling unwell..
5. Brief the group before the Walk on any safety measures you require, including this guidance.
6. Maintain a 2 metre social-distance at all times. Exceptions for members of the same household are permissible.
7. Face-masks are not compulsory but may be worn if an individual so wishes.
8. Advise Volunteers and Participants to wash their hands thoroughly before and after the session.
9. Practice respiratory hygiene - make sure that you and the participants follow good respiratory hygiene. This means covering your nose and mouth with a tissue or your bent elbow when you cough or sneeze. Dispose of the tissue as soon as is reasonably possible.
10. Avoid touching your eyes, nose and mouth.
11. Facilities around the Walks (i.e. Café Shrub) may have their own restrictions and rules. Please remind participants to observe those rules.
12. Either comply with this Guidance or raise a Risk Assessment.
13. Walk Leaders should identify any PPE required by our Volunteers and inform the Trustees in time for them to be supplied prior to the event.

For Meetings, Talks and Walks the Chairman or Event Leader must ensure that a List of Attendees along with their contact details if not already on file is registered and sent to the Trustees for recording purposes.



In the case of Walks in particular, and some Talks, other safety measures may be required e.g. appropriate clothing, footwear, first aid plans etc. These must not be forgotten in the planning and delivery of these events.

If in doubt contact the Trustees for further guidance.

If you produce your own Risk Assessment, then this must be signed-off by the Trustees.

PLEASE SEE APPENDIX A TRACK & TRACE REGISTRATION FORM

Change Record

Date of Change	Changed by:	Commenst
September 2020	BT	Guide approved by the Trustees
18 May 2021	BT	## ##



APPENDIX A

Meetings, Talks & Walks: Registration Form

***To ensure LOIT complies with Track & Trace
Attendees names and contact details must be recorded.***

Name	Confirm Contact Details are on Record	email	Telephone	Time In	Time Out