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| --- | --- | --- |
| **covid-19 risk assessment for college events and meetings** | **reference no. *(compliance manager to add)*** | selcrest |

**THE EVENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **proposed event/activity:** |  | **venue :** | |  | | |
| **date of event:** |  | **number of stewards:** | |  | | |
| **event organiser(s) / responsible person(s):** |  | **total no. of attendees:** |  | **maximum capacity of venue:** |  | |
| **does a record of names of attendees need to be kept for track & trace? yes / no?** | | | |  | | |
| **which social distancing measures will be applied?** | | | | 2m  1m+ (outside or face coverings) | | ☐  ☐ |

**ASSESSMENT OF RISKS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **risk** | **questions** | **responses – how will risk be managed?** | **risk ok?** | | **any further actions** |
| **transmission of covid-19** | **Attendees with Covid-19 symptoms**  *How will organisers ensure people with symptoms don’t attend?*  *How will organisers ensure people who have been in close proximity of a person with Covid don’t attend?* | e.g. When booking/confirming events, organisers will ensure delegates are instructed not to attend the event if they have any of the following:   * a high temperature * a new, continuous cough * a loss of, or change to sense of smell or taste.   Or have been in close contact with someone who has tested positive | Yes  No | ☐  ☐ |  |
| **social distancing** | **Event control**  *How many stewards would be present? Where will they be positioned?* |  | Yes  No | ☐  ☐ |  |
| **social distancing** | **Queue management**  *How will queues and entry be managed to maintain social distancing?* |  | Yes  No | ☐  ☐ |  |
| **social distancing** | **Keeping delegates in households/groups of 6**  *How will organisers ensure attendees do not socialise with others outside of their households or groups of 6 during the event?* |  | Yes  No | ☐  ☐ |  |
| **social distancing** | **Dispersal after the event**  *How will households/groups of 6 leave the event?* |  | Yes  No | ☐  ☐ |  |
| **disabilities** | **People with disabilities**  *What arrangements will be in place for people with limited mobility?*  *How will social distancing be maintained?* |  | Yes  No | ☐  ☐ |  |
| **personal hygiene** | **Hand sanitisation**  *What hand washing/sanitising facilities will be provided and where will they be located:* |  | Yes  No | ☐  ☐ |  |
| **personal hygiene and social distancing** | **Toilet facilities**  *How will toilet facilities be managed?*  *How will social distancing be maintained in respect of toilet facilities (e.g. queuing, one way systems)?* |  | Yes  No | ☐  ☐ |  |
| **face coverings** | **Face coverings**  *When will face coverings need to be worn at the event?* |  | Yes  No | ☐  ☐ |  |
| **cleaning** | **Cleaning arrangements before the event**  *Who will clean/sanitise the venue?*  *Who will ensure hand sanitiser is available?* |  | Yes  No | ☐  ☐ |  |
| **cleaning** | **Arrangements for cleaning during the event**  *How will frequently touched surfaces be cleaned during the event?*  *By whom? How?* |  | Yes  No | ☐  ☐ |  |
| **cleaning** | **Arrangements for cleaning after the event**  *How will venue be cleaned and sanitised after the event?* |  | Yes  No | ☐  ☐ |  |
| **catering** | **Food & drink**  *How will refreshments (if any) be provided in a Covid-19 secure manner? (Note that generally catering will be discouraged as it adds risk)* |  | Yes  No  N/A | ☐  ☐  ☐ |  |

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| **ANY OTHER COMMENTS TO SUPPORT THIS RISK ASSESSMENT:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk assessment completed by:** | **Name:** | **Email address:** | **Date:** |
| **Risk assessment approved by:**  ***(Master, Vice Master, Dean, Senior Tutor or Bursar)*** | **Name:** | **Email address:** | **Date:** |

# All completed and signed risk assessments should be sent to the Compliance Manager (Sue Barnes – [slb54@cam.ac.uk](mailto:slb54@cam.ac.uk))

# This risk assessment must be kept under regular review until the even takes place and aligned with current government guidance.