# Event Risk Assessment

## Company name: New College Assessment carried out by:

## Date assessment was carried out: Date of next review:

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| **Potential exposure to COVID-19 infection.****Social Distancing** | **Students, Staff.**COVID-19 spreads from person to person. It is primarily transmitted by infected persons to others who are in close contact through respiratory droplets, or by contact with contaminated objects and surfaces. | **e.g.** Make space. - Stay at least 2 metres apart – wearing a face covering in any shared indoor space.- Individual room maximum occupancy. - Maximum event capacity.- Reconfiguring seating and tables to maintain 2 metre spacing.- Introducing safe distance floor markers and signage.- Introducing more one-way flow.- Behavioural posters displayed informing ofdistancing measures and occupancy levels. |  |  |  |       |
| **Potential exposure to COVID-19 infection.****Hygiene** | **Students, Staff.**Health hazards can readily establish themselves in poorly maintained and unhygienic environments.Insufficient cleaning regimes and personal hygiene will lead to an increased risk of spreading of germs and infection. | **e.g.** - Wearing a face covering in any shared indoor space.- Providing hand sanitiser in multiple locations in addition to washrooms.- Increasing the cleaning and disinfecting of high-touch surfaces to lower the risk of infection.- Limiting or restricting use of high-touch items and equipment.- Using posters and signs to build awareness of good hygiene.- Providing more waste facilities and more frequent rubbish collection. |  |  |  |  |
| **Potential exposure to COVID-19 infection.****Managing Attendees** | **Students, Staff.**When a Student or Staff member enters the College site and its buildings, they could unknowingly be a spreader of the virus, and the risk of transmission incidents could increase. | \*Rule of 6 does not apply to College organised events, or Student organised events that have an educational remit.Rule of 6 does apply for Student organised social events.**e.g.** Only New College members permitted to attend. Committee member to oversee.- Discourage large groups from forming.- Record all attendees’ details.- If a person experiences Covid-19 symptoms, they should not attend. Committee member to communicate. |  |  |  |  |
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This form should be completed and returned to the College’s Health & Safety Officer, karl.chapman@new.ox.ac.uk for approval. It should then be submitted together with the completed Event Booking Form to the Assistant Dean for final permission to be granted.

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/).

College Health & Safety Officer’s signature……………………………………………………………………………………………………………………

Date ………………………………………………………………………………………………………………………………………………………………..