# 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 of  distancing 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](mailto: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 ………………………………………………………………………………………………………………………………………………………………..