What to include in your COVID-19 risk assessment

**Event name: Assessment carried out by: Date assessment was carried out:**

**Brief description of event and venue (address) :**

As an event organizer, you must protect people from harm. This includes taking reasonable steps to protect yourself and others from coronavirus. This is called a COVID-19 risk assessment and it will help you manage risk and protect people. You must:

• identify what event activity or situations might cause transmission of the virus

• think about who could be at risk

• decide how likely it is that someone could be exposed

• act to remove the activity or situation, or if this isn’t possible, control the risk

 Complete all applicable parts When completing your assessment, make sure you talk to your attendees, performers, volunteers or workers to explain the measures you are taking.

Guidelines on current Covid 19 restrictions can be found here;

https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do

https://www.gov.uk/coronavirus

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| What are the hazards? | Who might be harmed and how? examples | How to control the risk | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? | Has this been completedY/N NA |
| Contracting or spreading coronavirus by not washing hands or not washing them adequately | Organiser Attendees CustomersPerformersContractorsMarshallsPublic | Based on the number of people who come into your event, decide:•how many washing facilities/ hand sanitiser stations you need (you may already have enough);•where washing/hand sanitiser facilities need to be located? | Put in place monitoring and supervision to make sure people are following controlsPut signs up to remind people to wash their hands/ use sanitiser Identify how you are going to replenish hand washing/sanitising facilities |  |  |  |

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| Getting or spreading coronavirus in commonly used or high traffic areas | Organiser Attendees CustomersPerformersContractorsMarshallsPublic | Identify:•areas where people can congregate•areas where there are pinch points that mean people cannot meet the social distancing guidelines, for example queuing for toilets•areas and equipment where people touch the same surfaces, such as in toilets or microphones/musical instruments;•areas and surfaces that people touchfrequently but are difficult to clean;•communal areas where there may be less air movement, are there indoor areas for the event? Establish a combination of controls you will put in place to reduce the risks. This can include but is not limited to:•limiting the number of people indoors at the event, •reorganising facilities in communal areas by spacing out tables and chairs•increasing the use of online event facilities (even for people living in the same building/neighbourhood) to reduce the number of people moving around;•putting one-way systems in place •leaving non-fire doors open to reduce the amount of contact with door handles and to potentially improve ventilation. | Put in place monitoring and supervision to make sure people are following any controls you have in place, including social distancing guidelines.Ensure pinch points are marshalled Establish a cleaning schedule. Ensure adequate ventilation, open windows/doors where possible. |  |  |  |
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| Getting or spreading coronavirus by not cleaning surfaces and equipment | Organiser Attendees CustomersPerformersContractorsMarshallsPublic | Use the guidance on cleaning and hygiene during the coronavirus outbreak- Identify surfaces that are frequently touched and by many people. These are often in common areas and can include handrails, door handles or shared equipment (eg microphones).https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settingsSpecify the frequency and level of cleaning and who should do it. Reduce as far as possible the need for people to move around your event:Avoid sharing equipment (chairs, tables) where possible or put cleaning regimes in place to clean between each user.Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors), or providing contactless payment.Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.Provide more bins and empty them more often | Put in place monitoring and supervision to make sure people are following controls, for example by implementing cleaning regimes.Provide information telling people who should clean something and when.Provide instruction and training to people who need to clean. Include information on:the products they need to use precautions they need to follow the areas they need to cleanIdentify what cleaning products are needed (for example, surface wipes, detergents and water) and where they should be used. This could include using wipes in vehicles or water and detergent on work surfaces.Identify how you are going to replenish cleaning products. |  |  |  |
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| Contracting or spreading the virus by not maintaining social distancing | Organiser Attendees CustomersPerformersContractorsMarshallsPublic | Follow guidance on social distancing.Identify places where, under normal circumstances, people attending would not be able to maintain social distancing guidelines.<https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19>Identify how you can help people maintain social distancing in the first instance. This may include:•using marker tape on the floor•using one-way systems;•holding events virtually rather than face- to-face;•staggering the times people enter and leave the event;•limiting the number of people on site at one time;•rearranging seating areas and tables to allow people to meet social distancing guidelines.Where maintaining social distancing isn’t possible, implement risk mitigations. This can include:•using physical screens and splash barriers;•placing markers on the floor (in lifts for example) to indicate where people should stand and the direction they should face;Personal protective equipment (PPE) may be needed in certain events (such as indoor) to protect from the risk of coronavirus. | Put in place arrangements to monitor, supervise and make sure people follow social distancing guidelines.Provide information, instruction and training so people understand what they need to do.Provide signage.Ensure marshals are identified to ensure social distancing |  |  |  |
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| **Poorly ventilated spaces leading to risks of coronavirus spreading** | Organizer Attendees CustomersPerformersContractorsMarshallsPublic | Follow guidance on https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19Identify poorly ventilated areas of your workplace. You should consider steps you can take to improve ventilation, including:•natural ventilation;•mechanical ventilation (such as air conditioning);•fans and air cleaning units;•ventilation in vehicles.Fresh air is the preferred way of ventilating your event. This means opening windows and doors (that are not fire doors), where possible.Provide additional ventilation if needed - mechanical ventilation for example.Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where possible, rather than recirculating air. | Maintain air circulation systems in line with manufacturers’ recommendations. |  |  |
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| **People attending event with coronavirus**  | Organizer Attendees CustomersPerformersContractorsMarshallsPublic | Ask all those attending to take a Lateral Flow Test (LFT) before attending;Ask anyone with symptoms of coronavirus not to attend and to take a PCR test; Provide the event online simultaneously to ensure anyone with symptoms or positive LFT can still participate. Ensure numbers attending stick to guidelines; (Marshalls) Those attending will be asked if they have today or in the past 14 days had;A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.Are you returning from a country which you have to quarantine from? Have you been contacted by NHS track and trace and asked to self-isolate? Has anyone in your household or your close contacts had (or does anyone currently have): a high temperature, a new continuous cough or a loss of, or change to, their sense of taste or smell?Has anyone in your household or your close contacts tested positive for COVID-19? | https://www.merton.gov.uk/coronavirus/lateral-flow-testhttps://www.gov.uk/get-coronavirus-test Zoom, teams, youtube<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do><https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/><https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>Anyone answering yes to any of these questions should be asked not to attend the event.  |  |  |

Further information;

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

https://www.gov.uk/coronavirus

<https://www.merton.gov.uk/coronavirus>

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

You can use this document to help make sure you have covered what you need to keep yourself and others safe. Once you have completed your risk assessment you will also have to monitor to make sure that what you have put in place is working as expected.

You should update your COVID risk assessments to reflect any changes in legislation or guidance that may impact how you carry out your work activity, for example if there is a change in local or national restrictions.