# MEETINGS ACTIVITY (COVID19) RISK ASSESSMENT Aug 2021 version

# The generic text is supplied by the Major Recovery Team. The current University policy on face coverings can be found in the Covid19 FAQs on the staff portal, so face coverings are not addressed in this generic text. Where any local assessment of risk identifies that additional control measures are required these can be recorded in the right-hand column.

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| **School/Service/Department:** |  |
| **Assessment Reference No.** |  |
| **Assessment date:** |  |
| **Activity assessed:** | In-person (not online) meetings during the COVID-19 pandemic for *insert* *relevant team/activity as applicable* |
| **Person(s) at risk** | Staff, students, visiting academics, contractors |

| **Task/Activity** | **Hazard** | **Existing control** | **If additional controls are identified, use this space to record what they are and who should take action - otherwise leave blank.** |
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| Advance preparations for meeting | In-person mixing | The meeting organiser should consider using remote working tools to avoid in-person meetings if reasonable, eg work by correspondence or meet on-line. |  |
| More in-person participants than necessary | Facilities designed for genuinely hybrid meeting (some participants online, some present in-person) are limited. However, the meeting organiser may explore opportunities to run as a hybrid if this is feasible, equitable and meets business objectives. |  |
| Large meetings | Current University policy is that all formal governance meetings will be online-only.  For other meetings, the chair/organiser should indicate (either before or at the meeting) the justification if the meeting **exceeds 6 in-person participants**. Relevant justifying factors may include  • To tackle sensitive or challenging discussions best conducted be in-person (eg staff wellbeing, managing poor performance, etc)  • To maintain confidentiality not provided by an at-home working environment  • To review extensive or detailed written resources or documents that don’t reproduce well on screen (eg detailed financial accounts, maps or printed publicity materials, etc)  • To maintain equity when a hybrid meeting is not feasible  • To take a tour of premises to observe an issue and then meet to discus |  |
| Unnecessary enclosure | The meeting organiser should explore opportunities to hold the meeting outdoors. |  |
| Presence of uninformed participants | The meeting organiser should remind all in-person participating University staff that they need to complete the induction modules on UoRLearn before attending work in University buildings. |  |
| Any hosts arranging for visitors to attend in-person should ensure they have been given an adequate induction before attending on University property. |  |
| Congestion in restricted spaces | If possible, the meeting organiser should familiarise themselves with the meeting space and building layout beforehand to understand new arrangements such as one-way systems. (Local HSCs can provide further information as required. The meeting organiser may advise participants on preferred routes beforehand, especially if COVID-19 arrangements have introduced changes to pedestrian flow, eg one-way systems or managed queuing zones.) |  |
| Lower than usual first aid and fire warden provision in low occupancy buildings | If possible, the meeting organiser should familiarise themselves with available first aid provision in the locality of the meeting and current guidance on first aid response to common incidents, such as fainting, available in Safety Note 77. (Local HSCs can provide further information as required.) |  |
| Handling of contaminated items | If possible, the meeting organiser should distribute materials online before the meeting to prevent the distribution of items during the meeting, for example handouts. |  |
| The meeting organiser should design the meeting to minimise the need for multiple handling of items such as white board pens, etc, unless they also provide hand hygiene opportunities. |  |
| During meeting | Compromising contact tracing | Meeting organiser should ensure a record of attendees is retained (an Outlook invitation is sufficient) in case contact tracing is subsequently required. |  |
| Compromising of social distancing within meeting rooms | Before the start of the Autumn Term participants should self-organise to maintain 2m distancing. If this cannot be achieved the meeting should be moved or re-scheduled.  After the start of the Autumn Term social distancing should be maintained where possible on a voluntary basis. |  |
| Inadequate ventilation | Conventional office meeting rooms which are served by either mechanical ventilation or openable windows will typically provide adequate ventilation to keep the risk of transmission low. Participants should exploit opportunities for ventilation by using available windows and doors sensibly.  Avoid holding meetings within storage or other spaces where ventilation may not be adequate - signs of poor ventilation include musty smells or unusually high humidity. |  |
| Behaviours which may increase transmission of virus | Any participants displaying relevant symptoms should be (politely) asked to leave immediately and return home. They should be referred to the NHS and University guidance on the appropriate action for them to take. |  |
| No eating, drinking, singing or shouting is to be permitted in meetings, except for sipping liquids if this is required for voice health. Comfort breaks should be taken to allow participants opportunities to go outside for refreshment if appropriate. |  |
| Ending the meeting and leaving the room | Handling of contaminated items | Meeting organiser should remind meeting participants to take their belongings with them and about regular hand washing/hand sanitisation |  |
| The meeting organiser should check the room for items left behind. If any are found they should be left in a corner and alert Campus Services, or returned to their owner using appropriate hand hygiene steps |  |
| Campus Services will supply anti-viral wipes within rooms where this has been identified as necessary. The chair/meeting organiser should leave the room last having wiped the lectern/technology/table if used. |  |
| Emergency | Fire, fire alarm activation or evacuation request | Evacuation and fire procedures take precedence over COVID-19 arrangements, such as social distancing and one-way systems. Disabled people should be given appropriate assistance, eg to a refuge. Staff are encouraged to maintain social distancing at the fire assembly point. |  |
| Sudden ill-health or injury | Respond in accordance with guidance in Safety Note 77. |  |

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| Name of Assessor(s): |  | |
| Department: |  | |
| Review Date:  (maximum 12 months from date of assessment) | |  |