**EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM**

**Mandatory COVID-19 event requirements**

**As the Event Organiser, you agree to implement the following COVID-19 event control measures for the safety of your event and the event attendees:**

1. **Follow UK Government Laws for England and University of Reading policies**: Be organised to comply with all guidance provided at the time of planning and delivery of the event.
2. **Symptoms**: In advance of the event, attendees must be instructed not to attend the event if they are showing symptoms or should be self-isolating.
3. **Site safety**: In advance of the event, attendees must receive up-to-date guidance on COVID-secure safety measures for visiting campus. This should include specific guidance on following signage directions, social distancing, use of face coverings and hygiene. See itemised areas for mandatory preparation and coverage below:
   1. **Signage**: In advance of the event, attendees must be instructed to follow signage directions when visiting campus. All one-way systems and spacing markers should be adhered to onsite.
   2. **Social distancing**: In advance of the event, all activities will ensure plans for social distancing rules are arranged. Attendees should maintain a 2-metre gap throughout the event duration. Please see Safety Notice 76 for detailed advice on risk reduction measures in enabling social distancing: <https://www.reading.ac.uk/web/files/health-and-safety/SN_76_Social_Distancing.pdf>
   3. **Face coverings**: In advance of the event, all activities will ensure face covering rules are arranged and adhered to throughout the event duration. Please see COVID-19 safeguards and restrictions for staff and the University of Reading policy on face coverings
   4. **Hygiene**: Strict hygiene procedures should be observed for all events. Attendees should be encouraged to wash hands frequently and use hand sanitiser where available. Attendees should come prepared with clean tissues for sneezes and coughs; these should be disposed responsibly, and hands should be washed immediately.
   5. **Eating & drinking:** In advance of the event, all attendees must be informed that eating and drinking indoors on campus should be avoided.
   6. **Aerosol & droplet transmission**: To minimise the potential for increased risk of transmission, particularly from aerosol and droplet transmission, all event organisers should ensure that steps are taken to avoid people needing to unduly raise voices. The event organiser will remain responsible for managing this on the day of the event. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting and/or singing, including if played at a volume that makes normal conversation difficult.
4. **Bookings & NHS Test and Trace**: The event organiser will remain responsible for recording and securely storing event attendee contact data for up to 21 days, for NHS Test and Trace purposes. The event organiser will be the nominated contact for NHS Test and Trace and therefore remains responsible for arranging data collection for their event. In advance of the event, the event organiser should take bookings, where possible. Registration lists should be recorded and used on the day of the event. On the day, event attendees should sign-in at the event and provide their name and an emergency contact number for NHS Test and Trace purposes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event Name** |  | **Event Date** |  | **Event Time** |  |
| **Location**  ***rooms, buildings and/or external spaces*** |  | **Event organiser name/s** |  | **Event safety controller**  ***must be present at event*** |  |
| **Risk assessment completed by** |  | **Date of completion** |  | **Name of head of school/department who has given permission** |  |
| **Area Health & Safety Controller** |  | | | | |

**Mandatory COVID-19 event requirements continued**

**As the Event Organiser, you agree to implement the following COVID-19 event control measures for the safety of your event and the event attendees:**

1. **Groups**: Social gatherings are not authorised onsite. Student gatherings and staff gatherings of more than six individuals are not permitted. Meetings should be held virtually. Some events will be permitted to host more than six individuals at a time. Some events will allow the hosting of attendees in more than one pre-qualifying group of six individuals or less; in these selected and approved circumstances, groups must be kept separate and individuals must not move from group to group. This arrangement is only permitted for specific, pre-determined activities and in selected circumstances. For more information contact [event.notification@reading.ac.uk](mailto:event.notification@reading.ac.uk)

Identify hazards – tick the hazards that are relevant to the event (*for further information on the risks please refer to COP 33 Event Management Guide*)

* Please note **Item 36: COVID-19** must be checked for all events. This field is mandatory until further notice.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Fire hazards |  | 7. | Layout and traffic routes |  | 13. | Pressurised equipment |  | 19. | Inflatables |  | 25. | Seating arrangements |  | 31. | Confined space |  |
| 2. | Crowd control |  | 8. | Lighting levels |  | 14. | Noise and vibration |  | 20. | Other temporary structures |  | 26. | Welfare |  | 32. | Lone working |  |
| 3. | Slips, trips, housekeeping |  | 9. | Lighting systems |  | 15. | Environmental risks (Inc. noise) |  | 21. | Fairground equipment |  | 27. | Sanitation |  | 33. | Vehicles, driving |  |
| 4. | Fall of person |  | 10. | Heating and ventilation |  | 16. | Communication |  | 22. | Lasers |  | 28. | Food provision |  | 34. | Machinery/lifting equipment |  |
| 5. | Fall of objects |  | 11. | Electrical equipment |  | 17. | Violence to attendees or staff |  | 23. | Fireworks |  | 29. | Work with animals |  | 35. | Other - please specify |  |
| 6. | Manual handling |  | 12. | Use of portable tools |  | 18. | Marquees |  | 24. | Pyrotechnics |  | 30. | Chemicals, fumes dust |  | 36. | COVID-19 - specify | x |

Who may be at risk – tick the boxes of all relevant persons at risk.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employees |  | Contractors |  | Students |  | Children |  | Visitors |  | Additional needs |  |

**EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM**

Risk controls– For each hazard identified in Section 1 and for the persons identified in Section 2, complete this section. (*For any non-applicable hazards please delete the line*)

| Hazard no. | Hazard description | Existing controls | Risk level | | | Further action needed (please review and edit as required) |
| --- | --- | --- | --- | --- | --- | --- |
| High | Med | Low |
| 1 | Fire Hazards | University’s fire procedures.  Stewards monitoring areas |  | X |  | *Visitors to events that will be left unaccompanied to be informed of assembly procedures/points.*  *Any equipment bought or hired to be checked for fire safety instructions.* |
| 2 | Crowd Control/ Overcrowding | If crowding is expected sufficient staff are recruited for crowd-control during the event.  Ensure allotted numbers per room are not exceeded |  |  | X | *Ensure staff are aware of emergency exits in rooms that could become crowded* |
| 3 | Slips, trips, housekeeping | Areas are cleaned/tidied before and after events.  Trained staff from central catering serve drinks/food, who can monitor spillages |  |  | X |  |
| 4 | Fall of Person | University’s safety guide on working at height | X |  |  | *A separate risk assessment should be carried out for any events that involve working at height.* |
| 5 | Fall of objects | Areas where items are stored at height are checked for safety before used for an event | X |  |  | *Hard hats to be provided if events are in areas such as building sites or where objects are likely to fall* |
| 6 | Manual Handling | Rearrangement of furniture to be done or supervised by porters. Contracts to carry out own manual handling |  | X |  |  |
| 7 | Layout and traffic routes | Car parks are reserved if required and adequate signage is put out |  |  | X |  |
| 8 | Lighting Levels | Adequate lighting is provided in all University rooms. |  |  | X |  |
| 9 | Lighting System | If contracts are providing lighting equipment proof of electrical checks obtained |  | X |  | *Ensure all contracts have completed contractors competency questionnaire* |
| 10 | Heating and ventilation | Rooms to be used to be assessed for adequate temperature prior to use. If event is outside, invitees to be advised of appropriate dress |  |  | X | *Out of hours heating to be requested via the Estates Helpdesk if needed.* |
| 11 | Electrical Equipment | University’s procedure on electrical safety.  Contractors to install own electrical equipment  Only those trained in its use to use electrical equipment. No electrical equipment to be used unless PAT tested. |  | X |  |  |
| 12 | Use of Portable Tools | Only those trained in use of portable tools to use.  No portable tools to be used unless PAT tested |  | X |  | *Ensure use contracted suppliers for purchasing/hiring portable tools* |
| 13 | Pressurised Equipment | Not used unless trained. Contractors to install and manage equipment |  | X |  |  |
| 14 | Noise and Vibration | If noise likely to be loud issue staff with ear defenders |  |  | X | *Issue warnings of potential loud noise.*  *Rotate staff working in areas of loud noise to keep exposure to a minimum* |
| 15 | Environmental Risks (inc. noise) | Sustainability Services notified of additional risks. Spill kits and method statements provided.  If noise expected, notify communications office and local residents. Noise monitored regularly, particularly near boundaries.  No noise after midnight |  |  | X | *Additional waste facilities needed plus litter pick required after the event. Drip tray required for generator. If loud noise expected loan noise meter from Health and Safety Services to check levels do not exceed 5dB(A) above background.* |
| 16 | Communication | Briefing sessions before and after event are held.  All staff have mobile phones and are aware of who event managers are |  |  |  |  |
| 17 | Violence to attendees or staff | University staff to avoid confrontation and seek advice from security to deal with any issues that arise |  | X |  | *Contractors to complete contractors competency form* |
| 18 | Marquees | Requirements for marquee:  Steel frame – no pegs  Flooring – plastic and non-slip  Fire Exit signs illuminated  Fire extinguishers provided  All access levels accessible for wheelchair users | X |  |  | *Contractors to provide Risk Assessments/fire certificates* |
| 19 | Inflatables | No inflatables used |  |  |  |  |
| 20 | Other temporary structures | Obtain risk assessments from contractors |  | X |  | *Ensure contractors complete competency form* |
| 21 | Fairground equipment |  | X |  |  | *If fairground equipment to be used a separate risk assessment to be completed* |
| 22 | Lasers |  |  | X |  | *If lasers to be used a separate risk assessment to be completed* |
| 23 | Fireworks |  | X |  |  | *If fireworks to be used consult with Health and Safety Services* |
| 24 | Pyrotechnics |  | X |  |  | *If pyrotechnics are to be used consult with Health and Safety Services* |
| 25 | Seating arrangements | Seating arrangements to be planned in advance. Ensure does not block fire exits and adequate gangways are left so people can move around easily |  |  | X |  |
| 26 | Welfare | Ensure there is first aid provision for event either provided by University or event host if external |  | X |  |  |
| 27 | Sanitation | WC and hand washing facilities should be made available to guests. Disabled/ambilent wc facilities should also be available |  |  | X |  |
| 28 | Food Provision | All food is served by either University catering staff. If using an external venue, ensure venue provides trained catering staff |  |  | X |  |
| 29 | Work with Animals |  |  | X |  | *If an event involves working with animals, Health and Safety Services should be consulted and a separate Risk Assessment produced* |
| 30 | Chemicals, fumes, dust | Contracts to ensure all work that may cause fumes/dust is carried out well in advance of event |  | X |  | *If chemicals are to be used refer to Hazchem information and consult with Health and Safety Services if necessary* |
| 31 | Confined space |  |  |  | X | *If events involve confined spaces a separate risk assessment to be carried out based on the needs of attendees* |
| 32 | Lone Working | University’s Lone Working Policy |  | X |  |  |
| 33 | Vehicles, Driving | Ensure adequate insurance is in place |  | X |  | *Staff only to drive vehicles covered by their licence* |
| 34 | Machinery/Lifting Equipment |  |  | X |  | *Contractors to complete contractors competency form* |
| 35 | Other | Please specify and complete a separate risk assessment |  |  |  |  |
| 36 | COVID-19 | Event specific control measures | X |  |  | *Field cannot be deleted, must be completed.* |