

**Appendix 1**
**RHSU General Risk Assessment Form**

Name of Person Undertaking Assessment		Date Conducted	Department / Area (including description of what is being assessed)					
Max Ross		12/08/2020	General Events / Covid-19 Specific RA					
Ref No	Group	Hazard	Existing Controls	Assessed level of risk			Further Action Required	By Date & Review Date
				L	M	H		
1	Risk to staff from Covid-19	All staff able to socially distance, due to general contact with other people	<ul style="list-style-type: none"> <li>Staff to work from home where practicable during the planning phase</li> <li>Multiple-occupancy offices to be reconfigured to ensure that staff can work with appropriate social distancing. Any desks or seating not to be used must be marked as such. Staff informed of capacity rules.</li> <li>On site planning to be completed in accordance with social distancing guidelines and with appropriate PPE.</li> <li>Detailed event specific operational plans produced and shared with designated staff.</li> <li>Team rotation to be used to minimise the number of staff required during events at any time.</li> <li>Planned Rotas to ensure optimum numbers are managed on site at any time.</li> <li>Staggering of shift start/finish times</li> </ul>	L			<p>Desk top planning to be completed remotely.</p> <p>Social distancing briefing provided to staff</p> <p>Detailed operational plans for each event to include defined capacities.</p> <p>Briefing document for all designated staff prior working.</p> <p>PPE provided to staff</p> <p>Rosters in rotation based on event</p>	04/09

			<ul style="list-style-type: none"> <li>• Social distancing markers to be located throughout event locations to inform individuals of effective social distancing.</li> <li>• Maximum social distancing capacity to be defined, clearly signposted, staff instructed. Use clickers and 2-way radio to manage capacity.</li> <li>• Increased cleaning regime for public areas, especially touch points.</li> <li>• Staff toilet has maximum occupancy and increased cleaning regime, especially touch points</li> <li>• Instruction provided on hand washing – frequency and method. Staff instructed to complete every 30 minutes, and as required.</li> <li>• Hand Sanitiser stations located in key areas where Hand washing is impractical.</li> <li>• Return to work guidance produced and shared with all staff prior to working</li> </ul>			<p>requirements to be developed.</p> <p>Sanitiser stations installed</p>	
		All staff unable to social distance due to the requirements of their role (Bar & Catering Staff/ Tech & Event Staff/ Security Staff)	<ul style="list-style-type: none"> <li>• Specific risk assessment required for any work where social distancing cannot be maintained</li> <li>• System of work to be specified for any work where social distancing cannot be maintained, and communicated to workers</li> <li>• PPE provided for spaces where social distancing is impractical (Production, Food &amp; Drink Service, Security)</li> <li>• Staff informed of room capacity for restricted spaces.</li> <li>• Staggered break times to be planned and communicated to staff on shift</li> </ul>		<b>M</b>	<p>Task specific RAs to be completed</p> <p>Staff briefings to be completed, include break allocations</p> <p>PPE to be sourced</p>	04/09
		Staff at higher risk from the virus due to general contact with other people	<ul style="list-style-type: none"> <li>• HR to implement a process to identify those who are at high risk</li> <li>• Those at high risk not to be permitted to work on Campus</li> </ul>		<b>L</b>	<p>Student staff return to work forms issued.</p>	04/09

		Increased risk through being unaware of the controls in place	<ul style="list-style-type: none"> <li>Marketing to communicate key information via: RHSU webpage, Staff intranet, staff newsletter, line management chain, the FAQ, and if required direct all staff communication.</li> <li>Pre-event briefings delivered for all operational staff – written summary document and localised event specific briefings</li> <li>Post event de-briefs completed to ensure all learning points are captured and recorded.</li> </ul>	L		<p>Update signage, online content and Q&amp;A</p> <p>Event briefing sheet created to ensure all key items are covered, delivering a safe envelope of working. Localised info to be appended for each event.</p>	18/09
2	Risk to Students from Covid-19	Students due to general contact with other people	<ul style="list-style-type: none"> <li>All controls outlined above for general social distancing.</li> <li>Increased cleaning regime for public areas, especially touch points.</li> <li>Hand Sanitiser stations located at all entrances with signage</li> <li>Event capacity not to exceed 500 persons</li> <li>Where capacity is in excess of 100 persons localised zones will be implemented to mitigate potential total exposure.</li> </ul>	L		<p>Detailed operational plans developed with zones identified where event capacity is 100+</p>	18/09
		Students while accessing Event Spaces	<ul style="list-style-type: none"> <li>All controls outlined above for general social distancing.</li> <li>Events and zones have defined capacities, maximum permitted 8 persons from 2 households.</li> <li>Events spaces mapped for social distancing, defined capacities, 1-way access systems, Queue systems and localised toilet facilities</li> <li>Colour coded zones implemented where appropriate, staggered ingress and egress, supervised at all times</li> <li>F&amp;B service provision for Click &amp; Collect service to reduce social contact.</li> </ul>	L		<p>Colour coded zones identified, event site mapped out.</p> <p>Queue systems to be agreed and implemented</p> <p>Localised toilet facilities installed and signposted</p>	11/09

			<ul style="list-style-type: none"> <li>• F&amp;B Online provision for Delivery service to reduce social contact.</li> <li>• Signage located at entrance points identifying Covid-19 measures within all Event Sites.</li> <li>• Sanitiser stations installed at identified locations within the event.</li> </ul>		<p>Mobile ordering app implemented, signage produced</p> <p>Update and implement signage</p>	
		Students at higher risk from the virus due to general contact with other people	<ul style="list-style-type: none"> <li>• Virtual or blended delivery events recommended to individuals who identify as high risk.</li> <li>• Promotion of 'Deliver to your door' as the preferred option for higher risk students.</li> <li>• Signage located at entrance points identifying Covid-19 measures implemented within all Event Sites.</li> <li>• Designated zone allocated for use by higher risk individuals – pre-booked allocation only (as used for DDA previously)</li> </ul>	L	<p>Clear communication on website and social media to identify virtual and blended events</p> <p>Update and implement signage</p> <p>Identify secure zone for higher risk individuals within each event, locate on map and calculate capacity available.</p>	11/09
3	Risk to Visitors from Covid-19	Visitors due to general contact with other people	<ul style="list-style-type: none"> <li>• All controls outlined above for general social distancing.</li> <li>• All events are closed shows for RHUL students only</li> <li>• Ticketing for events restricted to RHUL students only</li> <li>• RHSU Staff to ensure that planned visitors (contractors) are informed of the social distancing measures required in all event sites.</li> </ul>	L	<p>Briefing notes for staff, update signage</p> <p>MSL ticketing programmed to maximum 1 ticket per person.</p> <p>Website updated with Covid secure information, include NO GUESTS policy.</p>	11/09

		Visitors at higher risk from the virus due to general contact with other people	<ul style="list-style-type: none"> <li>It can be assumed that Visitors (contractors) at high risk will not attend Campus.</li> <li>If Staff are aware that Visitors (contractors) are at high risk they should be informed that they are not to visit Campus.</li> </ul>	L			
4	Risk of contamination from use of equipment	All staff required to use event production equipment.	<ul style="list-style-type: none"> <li>Daily briefings for all designated staff include allocation of tasks.</li> <li>Increased cleaning regime for all manual handling equipment.</li> <li>Designated staff allocated to support use of manual handling equipment to mitigate risk of cross contamination.</li> <li>PPE provided for use of manual handling and other equipment.</li> <li>PPE provided for use of sound &amp; light production equipment at all times.</li> <li>Hand Sanitiser located in key areas.</li> <li>Signage located in staff areas &amp; around all BOH areas with guidance for staff.</li> <li>Limit use of certain types of equipment to delegated staff members (ie. DJ gear)</li> </ul>	L		Pre-event briefing include allocated tasks.  PPE to be sourced  Install signage	11/09
		All staff required to use F&B equipment	<ul style="list-style-type: none"> <li>Daily briefings for all designated staff include allocation of tasks.</li> <li>All controls outlined above for general social distancing.</li> <li>Increased cleaning regime for all equipment.</li> <li>Instruction provided on hand washing – frequency and method. Staff instructed to complete every 30 minutes, and as required.</li> <li>Hand Sanitiser located in key areas.</li> <li>PPE provided to all staff</li> </ul>	L		Pre-event briefing include allocated tasks.  PPE to be sourced  Install signage	18/09

			<ul style="list-style-type: none"> <li>• Signage located in staff areas &amp; around all BOH areas with guidance for staff.</li> <li>• Limit use of certain types of equipment to delegated staff members.</li> </ul>				
		All staff required to use Security equipment	<ul style="list-style-type: none"> <li>• Daily briefings for all designated staff include allocation of tasks.</li> <li>• All controls outlined above for general social distancing.</li> <li>• Increased cleaning regime for all equipment.</li> <li>• Hand Sanitiser located in key areas.</li> <li>• PPE provided for all staff</li> <li>• Staff required to use personal ear pieces, no shared equipment other than handsets, all handsets to be cleaned at end of event and stored securely.</li> <li>• Signage located in staff areas &amp; around all BOH areas with guidance for staff.</li> <li>• Limit use of certain types of equipment to delegated staff members.</li> </ul>	L		<p>Pre-event briefing include allocated tasks, positions and processes.</p> <p>Guidance provided to external contract provider for staffing and equipment.</p>	18/09
		All staff required to use office equipment	<ul style="list-style-type: none"> <li>• Increased cleaning regime for all office equipment</li> <li>• Cleaning wipes to be readily available in office areas for adhoc cleaning of equipment</li> <li>• Hand Sanitiser located in office areas</li> <li>• Signage located in office areas with guidance for staff</li> </ul>	L		<p>Implement cleaning kits for offices</p> <p>Install signage</p>	28/08
5	Risk of cross contamination between Event Sites	All staff required to move between Event Sites	<ul style="list-style-type: none"> <li>• Daily briefings for all designated staff include Covid secure measures</li> <li>• PPE provided for use of manual handling equipment</li> <li>• Hand Sanitiser locations at all entry points</li> </ul>	L		<p>Pre-event briefing include Covid-19 awareness</p>	11/09

			<ul style="list-style-type: none"> <li>• Instruction provided on hand washing – frequency and method. Staff instructed to complete every 30 minutes, and as required</li> <li>• Limit movement to delegated staff members.</li> </ul>			<p>PPE to be sourced</p> <p>Install sanitiser stations</p>	
6	Risk to staff from face to face meetings	All staff required to engage in regular meetings, briefings, appraisals.	<ul style="list-style-type: none"> <li>• Where possible all meetings to be conducted remotely via online platforms</li> <li>• Where meetings are to be held on site they should be conducted in an adequate space where social distancing (minimum 2m plus can be complied with, 1m with further mitigation)</li> </ul>	L			28/08
7	Risk to staff from accident and emergency procedures	All staff required to engage or support actions in the event of an accident or emergency incident.	<ul style="list-style-type: none"> <li>• In the event of a first aid incident staff will be required to compromise the social distancing guidance. Revised protocols should be communicated to staff.</li> <li>• Guidance provided on post incident cleaning and sanitisation for individuals and spaces.</li> <li>• Accident and emergency incident procedures require review to reflect social distancing guidelines.</li> <li>• Incident reporting guidance produced to ensure all staff capture required information consistently and at time of incident. (Due Dilligence/ Duty of Care/ Covid Secure/ Insurance.</li> </ul>		M	<p>First Aid protocols to be reviewed, updated and shared with delegated staff.</p> <p>Post incident cleaning protocols to be reviewed and updated.</p> <p>Update guidance on completion of incident reports, evidence capture, use of BWV and digital cameras.</p>	18/09
8	Risk of contamination from handling of products	All persons working in F&B	<ul style="list-style-type: none"> <li>• Signage located at entry points informing customers that there should be no handling of products unless purchased.</li> <li>• Staff briefed on guidance and methods of communication to avoid flash points and educate visitors</li> </ul>	L		<p>Covid secure signage installed</p> <p>Pre-event briefing include customer management and security processes.</p>	18/09

			<ul style="list-style-type: none"> <li>• Increased cleaning regime implemented for replenishment</li> <li>• Hand Sanitiser locations at all entry points</li> <li>• Hand Sanitiser pumps located on all tables in controlled zones.</li> <li>• Contact free transactions implemented, customers required to place all orders via mobile app</li> <li>• Contactless payments implemented via mobile app, no cash transactions permitted.</li> <li>• All products purchased will be delivered to table by F&amp;B staff</li> </ul>		<p>PPE to be sourced</p> <p>Install sanitiser stations</p> <p>Wi5 mobile app implemented, signage installed</p>	
9	Risk of over capacity	All persons working or visiting Event Sites	<ul style="list-style-type: none"> <li>• Entry to all events to be controlled via advanced capped ticket purchase or pre-bookable table app.</li> <li>• Staggered ingress times issued at ticket purchase, printed on ticket receipt and published on website</li> <li>• Ingress is managed, individuals/groups chaperoned to table, pre-agreed zones are independently managed via hosts and support staff.</li> <li>• Communication within the event is via 2-way radio system, event and zone capacity monitored at all times via clickers. Capacity defined and controlled via ticket sales.</li> <li>• Wristbands used to support control of events and localised zones within.</li> </ul>	L	<p>Pre-event capacity controlled via MSL ticketing process.</p> <p>Staggered entry times communicated via MSL ticketing process, website and signage.</p> <p>Pre-event briefing include allocated tasks, positions and processes.</p> <p>Wristbands prepared, counted and available at entry points</p> <p>All access points staffed to manage flow.</p>	18/09



10	Risk to staff from face to face contact with visitors	All staff working on the event	<ul style="list-style-type: none"> <li>• Contactless transaction and payment systems installed to minimise physical contact</li> <li>• Staff employed in visitor control positions socially distanced wherever possible, if not practical disposable face guard provided.</li> <li>• Conditions of entry clearly publicised to mitigate potential flash points.</li> <li>• Security staff provided with PPE</li> </ul>	L		<p>PPE Sourced.</p> <p>Wi5 mobile app implemented.</p> <p>Pre-event briefing include allocated tasks, customer management and processes.</p>	18/09
11	Risk to staff from delivery of Online orders	All persons delivering or receiving items ordered via contactless transaction system	<ul style="list-style-type: none"> <li>• Instructions provided to delivery staff on social distancing and delivery processes.</li> <li>• PPE provided to mitigate risk of contamination during delivery process.</li> <li>• Cleaning and Sanitisation kit provided for delivery staff.</li> <li>• Signage provided informing staff of cleaning protocols and delivery process.</li> </ul>	L		<p>Pre-event briefing include Wi5 information, order process.</p> <p>Delivery process to be documented and shared with staff.</p> <p>PPE to be sourced Cleaning kit to be implemented.</p> <p>Signage installed across the event directing users to Wi5</p>	18/09
12	Risk to staff from goods inward deliveries	All staff involved in receipt of goods inward	<ul style="list-style-type: none"> <li>• Designated delivery point allocated for goods inwards</li> <li>• Guidance provided to staff on process for receiving goods inwards – includes instructions for delivery drivers</li> <li>• External packaging disposed of via normal method</li> </ul>	L		<p>PPE to be sourced</p> <p>Briefing notes for staff</p> <p>Pre-arrival Covid information shared with suppliers.</p>	11/09

			<ul style="list-style-type: none"> <li>PPE provided to staff to minimise risk of contamination</li> </ul>				
13	Risk of anti-social behaviour	All staff working an event	<ul style="list-style-type: none"> <li>Daily briefings for all staff include protocols for anti-social behaviour, awareness of house rules, expected conduct for staff and students and emergency procedures.</li> <li>House rules and expected conduct of students published on website, social media, event signage and ticket receipts.</li> <li>Staggered ingress and egress.</li> <li>Staff ratio for Security increased to operate at 1:50.</li> <li>Sia security contractors employed to manage capacity and conduct at all events.</li> <li>BWV cameras in use by all security staff, static CCTV in use where available, remote CCTV installed at performance stages to provide additional coverage of audience areas. Use of 2-way radio system.</li> <li>Incident reporting guidance produced to ensure all staff capture required information consistently and at time of incident. (Due Dilligence/ Duty of Care/ Covid Secure/ Insurance.</li> </ul>		M	<p>Pre-event briefing include allocated tasks, positions, reporting and protocols.</p> <p>Covid secure signage installed, House rules published on website, localised installation, conformed on tickets.</p> <p>External Sia contractor briefing, inform operational requirement.</p> <p>Install additional digital CCTV in identified higher risk areas.</p>	18/09
		Students attending the event	<ul style="list-style-type: none"> <li>House rules and expected conduct of students published on website, social media, event signage and ticket receipts.</li> <li>Information provided by hosts on arrival, Track &amp; Trace details captured.</li> <li>Conditions of entry to include random searches and breath tests.</li> <li>'One-strike and out' policy clearly published and signposted.</li> </ul>		M	<p>Covid secure signage installed, House rules published on website, localised installation, conformed on tickets.</p> <p>Track and trace compliance</p>	18/09

			<ul style="list-style-type: none"> <li>• Performance sound levels monitored and controlled to maintain a more subdued atmosphere.</li> <li>• F&amp;B service terminates one hour prior to curfew, to provide adequate drinking up time.</li> <li>• Staggered ingress and egress</li> </ul>			<p>achieved via MSL ticketing.</p> <p>Limiters set on all PA equipment to ensure controls within Government guidance.</p>	
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#### Action Plan

Further Action required	Person responsible	Target date	Completed
Detailed RAs completed for each event location – to be used to inform the Operational planning for each event.	KS/JD	28/08	
Detailed Operational plans completed for each activity or event hosted by the Ents & Events team	KS/JD	04/09	
Detailed event mapping completed for each event location, zones identified to include DDA/High risk zone.	KS/JD	28/08	
Briefing documents created for each location and event.	KS/JD/CS	04/09	
Briefing documents shared with all permanent staff for review.	KS/JD	04/09	
Student staff return to work forms shared, returned and actioned.	HR	28/08	

Briefing documents shared with all student staff allocated to an event 1 week prior to the event.	KS/JD	11/09	
PPE sourced for all staff	MR	11/09	
Rosters created for all events	KS/JD	04/09	
Task specific RAs completed	KS/JD	04/09	
Covid secure equipment procured and available.	MR	04/09	
Covid secure signage designed, procured and available	Mkt	04/09	Asana request made
Website information updated to include Covid secure, House rules, Expected code of conduct, specific event information etc.	Mkt	04/09	
Portable toilets installed	KS/JD	18/09	
Queue systems agreed and implemented	KS/JD/DT/MR	11/09	
Covid secure signage installed	MR	18/09	
Wi5 mobile app updated, tested and service systems agreed.	MR/DT	11/09	
MSL ticketing process confirmed, capacities updated, controls implemented.	Mkt	04/09	
Liaise with local authority officers to discuss plans, Covid secure measures and agree limiter levels.	MR	28/08	
External Sia Security contractor briefed to include event information, staff requirements, Covid secure measures and processes.	MR	28/08	
1 <sup>st</sup> aid Covid secure protocols shared with all designated staff	KS/JD	18/09	

Incident reporting guidance shared, access to reports and required equipment sourced.	MR/DT	11/09	
Wristbands allocated to reflect events and zonal approach to management, procured where required.	KS/JD	11/09	
Additional CCTV units procured to ensure adequate coverage of events – GPRS enabled/WiFi or stand alone units.	DT	18/09	CCTV coverage checked
Track & Trace systems implemented and tested	Mkt	04/09	
Sound limiters on all PA systems	KS/JD	18/09	
Emergency evacuation plans completed and included in briefing notes – define muster points and responsible persons	KS/JD/DT/MR	04/09	