



LADY MARGARET HALL

COVID19 RISK ASSESSMENT FOR RESIDENTIAL AND NON-RESIDENTIAL CONFERENCES AND DAY MEETINGS

This risk assessment will be publicised on the LMH Conference Website along with the Event Safety Leaflet. Prior to the start of every event a specific Covid 19 risk assessment and Event Safety Leaflet will be sent to the organiser who is required to circulate the documents to all guests prior to their arrival at the College site

The Event Safety Leaflet will be displayed in all bedrooms being used by residential guests

This risk assessment and the Event Safety Leaflet will be reviewed on a 3 weekly basis and whenever Government or University guidelines change

<b>Likelihood</b>	Almost certain	LOW		MEDIUM		HIGH	
	Probably	LOW		MEDIUM		HIGH	
	Possible	LOW		MEDIUM		HIGH	
	Unlikely	LOW		MEDIUM		HIGH	
	Rare	LOW		MEDIUM		HIGH	
<b>Risk Rating Guide</b>		Minor Injury	First Aid Injury	Serious Injury	Major Injury / Disability	Fatality	
		<b>Consequences</b>					

Hazard	Potential outcome		Precautions in place	Risk rating	Further action	Who's responsible	Date due
Something with potential to cause harm	Who may be harmed	What injury may occur		High/Medium/Low	Additional precautions needed to control risk	Who will complete action	
Visitors bringing the virus into College from home or elsewhere	Delegates Organisers Staff Students Visitors	Fatality	<ul style="list-style-type: none"> <li>All staff, students and visitors are told, in advance of planned visits, not to come on to the College site if they have Covid19 symptoms, or if they have been in recent contact with anyone with symptoms</li> <li>Access to the College site is monitored by Lodge staff. All visitors are required to report to the Lodge initially</li> <li>Hand sanitiser is provided at entrance to the Lodge</li> <li>Everyone is required to wear a face covering whilst in indoor areas except when eating or drinking</li> <li>Anyone feeling ill or starting to show symptoms whilst on site will be required to leave immediately via their own transport or will be isolated immediately in an identified isolation zone on site (see page 8)</li> <li>Event organisers are required to have contact details of all attending delegates. Conference staff will contact organisers in the event of a subsequent, relevant and confirmed Covid19 outbreak on the College site. Organisers will be required to notify their event manager if any of their delegates develop Covid19 within 21 days of being on site. This is a requirement of new contracts and communicated via e-mail for events already contracted</li> <li>All arrangements and requirements are communicated via this risk assessment and the Events Safety leaflet which is provided to organisers prior to each event with instructions to circulate. In addition both documents are published on the Conference Website. The Event Safety leaflet is displayed in bedrooms being used</li> </ul>	Medium	Conference staff to do pre-event check to ensure all safety precautions are in place	Conference staff	Ongoing
Staff bringing the virus into College from home or elsewhere	Delegates Organisers Staff Students Visitors	Fatality	<ul style="list-style-type: none"> <li>LMH Staff are remote working where possible so there are minimal staff on site for functions</li> <li>LMH Staff have received advice about travel to work, changing travel clothes where necessary and PPE expectations and are provided with equipment and training where necessary or requested</li> <li>Conference staff complete a Pre-Event Checklist to ensure all precautions are in place</li> <li>Student behaviour rules are enforced by Welfare Team</li> </ul>	Low	Staff to receive updates to University or College regulations via the intranet.	University	Ongoing

Hazard	Potential outcome		Precautions in place	Risk rating	Future Action	Who's responsible	Date due
Something with potential to cause harm	Who may be harmed	What injury may occur		High/Medium/Low	Additional precautions needed to control risk	Who will complete action	
Person to person transmission of virus in College in conference spaces during an event	Delegates Organisers Staff	Fatality	<ul style="list-style-type: none"> <li>Organisers are informed in advance of all arrangements via the Events Safety leaflet which they will be required to send to delegates in advance of arrival</li> <li>Hand sanitiser is provided at the entrance to the Lodge and the entrance (and exits, where a one way system is in place) of conference spaces and toilets. The location and supply of hand sanitiser is included on the Pre-event checklist</li> <li>A cleaning station is available in each room providing hand sanitiser, wipes and cleaning equipment for use by delegates</li> <li>No pens or paper are provided to delegates and they are required to dispose of any rubbish before they leave the conference room or to take it away with them</li> <li>Organisers are asked to use their own laptops which they are required to sanitise on arrival in the room. The AV technician can assist with set up if necessary, but wearing a mask and disposable gloves. Where our own laptops are used these are sanitised before use by a different presenter. Any microphones used are quarantined for 72 hours before use by a different presenter. Arrangements agreed for each event are detailed on the Pre-event checklist</li> <li>No table cloths are used and rooms with soft furnishings on furniture are cleaned and sanitised or quarantined for 72 hours before use by different groups</li> <li>Social distancing arrangements, of 1m+ or 2m as appropriate, are in place in all conference spaces. There is signage to reinforce arrangements and this is on the Pre-event checklist</li> <li>Conference staff wear gloves and masks when moving furniture</li> <li>Housekeeping staff in PPE will clean conference rooms in use, 4 times per day paying particular attention to high touch areas such as door handles and hand rails</li> </ul>	Medium	Conference staff to do pre-event check to ensure safety precautions are in place	Conference Staff	Ongoing

Hazard	Potential outcome		Precautions in place	Risk rating	Future Action	Who's responsible	Date due
Something with potential to cause harm	Who may be harmed	What injury may occur		High/Medium/Low	Additional precautions needed to control risk	Who will complete action	
Person to Person transmission of virus during catering delivery	Delegates Organisers Staff	Fatality	<ul style="list-style-type: none"> <li>Organisers are informed in advance of all arrangements via the Events Safety leaflet which they are required to send to delegates in advance of arrival</li> <li>A suitable area will be identified for refreshments to be served and consumed which allows suitable social distancing at 2m without a face covering. Signage reminds delegates of distancing requirements. Face coverings are required in any indoor queuing area. Outside spaces will set up and offered wherever possible</li> <li>Water is available in sealed individual bottles</li> <li>No mints are available and no cloths are used</li> <li>Refreshment hot drinks are prepared and served by catering staff (wearing PPE) on a 'place and step back' basis. Staff will add milk and sugar to hot drinks on request</li> <li>There is a 'pre-ordering' system for pastries and cakes where these are offered which are served on plates by catering staff. Tables are available on which delegates are required to leave used crockery which is cleared immediately and washed by catering staff</li> <li>Bins are provided for the immediate disposal of rubbish and recycling</li> <li>Main meals are prepared and delivered by catering staff wearing PPE. These may be in take-away boxes, with disposable cutlery, delivered to refreshment spaces for collection. Alternatively buffet type meals are served by catering staff from half covered servery. Plated food, cutlery and any fruit item is placed on delegate's tray by staff. Covered individual salad bowls and desserts are available. Condiments and sauces are in individual sealed packs. Drinks are served by catering staff in the main servery and milk is added to hot drinks on request. Water is in sealed individual plastic bottles. Tables have socially distanced seating in place. Cutlery is supplied by catering staff. Used crockery and cutlery is left on the table by delegates to be cleared by catering staff and tables cleaned. There are staggered meal times where necessary and signage in queuing areas to ensure delegates are 2m apart in the queue and servery area. Delegates are directed to numbered tables by a member of catering staff</li> </ul>	Medium	Conference staff to do pre-event check to ensure safety precautions are in place	Conference Staff	Ongoing

Hazard	Potential outcome		Precautions in place	Risk rating	Future Action	Who's responsible	Date due
Something with potential to cause harm	Who may be harmed	What injury may occur		High/Medium/Low	Additional precautions needed to control risk	Who will complete action	
Person to person transmission of virus in communal areas	Delegates Organisers Staff Visitors Students	Fatality	<ul style="list-style-type: none"> <li>Identified queuing areas are socially distanced by signage</li> <li>One way systems have been adopted where necessary or roped areas identify left/right flows</li> <li>Toilets have been identified for Conference participants only. Some toilet blocks have a one person only requirement</li> <li>Signage encourages handwashing and hand sanitiser is available</li> <li>Pedal bins with lids have been provided</li> <li>Toilets are cleaned before and after breaks or at minimum three times during the day and bins emptied</li> <li>A cleaning rota is displayed, signed by the cleaner and checked by the supervisor</li> <li>Ventilation has been maximised in all indoor spaces and outdoor space offered whenever possible</li> </ul>	Medium	Conference staff to do pre-event check to ensure safety precautions are in place	Conference Staff	Ongoing
Person to person transmission of virus in during residential stay	Delegates Organisers Staff	Fatality	<ul style="list-style-type: none"> <li>Organisers are required to send the Event Safety leaflet to all delegates in advance and this is also displayed in each room</li> <li>Bedrooms are left vacant for 72 hours between delegates and cleaned before arrival of the next guest</li> <li>Check-ins are now 'managed'. When necessary delegates will be given staggered arrival times. Keys will be in named individual envelopes and picked up by delegates in the Lodge on a 'place and step back' arrangement. Keys should be returned in the box provided.</li> <li>Hand sanitiser has been placed at the entrance of all accommodation blocks and is checked on the Pre-event checklist. Guests are provided with a personal travel sized bottle of sanitiser</li> <li>Sealed disposable water bottles are provided</li> <li>Housekeeping staff visit at set times (conveyed to organisers) when delegates are required to vacate the accommodation block</li> <li>Handrails and door handles are cleaned daily</li> <li>Cleaning items are provided in rooms and detailed instructions of housekeeping arrangements and requirements are displayed. Rooms will be cleaned and beds changed on a weekly basis. Towels and rubbish may be left out for collection daily</li> <li>Residents will be asked to use the toilet in their accommodation whenever possible</li> <li>The lift in Pipe Partridge is not available and signage indicates this</li> </ul>	Medium	Conference staff to do pre-event check to ensure safety precautions are in place	Conference Staff	Ongoing

Hazard	Potential outcome		Precautions in place	Risk rating	Future Action	Who's responsible	Date due
Something with potential to cause harm	Who may be harmed	What injury may occur		High/Medium/Low	Additional precautions needed to control risk	Who will complete action	
Infection of a vulnerable person	Delegates Organisers Staff	Fatality	<ul style="list-style-type: none"> <li>Organisers will be required to identify 'vulnerable' delegates in advance of any event and exclude them from attendance</li> <li>LMH have identified 'vulnerable' staff and ensured they are working from home</li> </ul>	Low			
Delegate develops Covid19 and then deteriorates	Delegates Organisers Staff		<ul style="list-style-type: none"> <li>Move delegate immediately to self-isolation area identified for the event</li> <li>Require delegate to leave immediately by own transport or family/friend pick up</li> <li>If delegate is too ill or has no private transport available, conference staff will arrange testing and medical help if needed</li> <li>Organiser and conference staff to arrange food and drink delivery</li> </ul>	Medium	For each event, agree with organiser who is responsible for testing and food provision and how that will be achieved	Conference Team	Ongoing
Person to person transmission during an emergency	Delegates Organisers Staff		<ul style="list-style-type: none"> <li>Emergency evacuation procedures are displayed in all conference rooms/bedrooms</li> <li>The instruction to vacate the building safely, as quickly as possible remains paramount. Delegates will be reminded to socially distance in assembly points</li> </ul>	Medium			
Person to person transmission of the virus during an accident or incident	Delegates Organisers Staff		<ul style="list-style-type: none"> <li>Accident and incidents should be reported in the first instance to the Lodge where first aid is available from staff in appropriate PPE</li> </ul>	Medium			