



LADY MARGARET HALL

BASE CASE COVID 19 RISK ASSESSMENT FOR RESIDENTIAL CONFERENCE EVENTS SEPTEMBER – DECEMBER 2021

A generic risk assessment is publicised on the LMH Conference Website along with the Event Safety Leaflet. The specific arrangements for X Event are contained here in this risk assessment which is sent to the event organisers in advance of the start of the course. Organisers are required to ensure that the relevant information from the risk assessment and event safety leaflet is communicated to all participants and staff prior to their arrival at the College site.

The Event Safety Leaflet will be provided to all residential guests on check in.

This risk assessment and the Event Safety Leaflet are reviewed whenever Government or University guidelines change

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

Completed – enter relevant date for your event here

Last Reviewed 6th October 2021

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	Staff Delegates	Illness Fatality	<ul style="list-style-type: none"> • All staff, participants and visitors are told, in advance of planned visits, not to come on to the College site if they have Covid-19 symptoms, have tested positive in the last 10 days, have been asked to self-isolate by NHS Track and Trace, or if they have been in recent contact with anyone with symptoms and are not fully vaccinated • Access to the College site is monitored by Lodge staff • Hand sanitiser is provided at the entrance to the Lodge • Visitors arriving from abroad must adhere to the British Government's rules for entering England. • Delegates who are UK based are required to take a Rapid Lateral Flow test with a negative result within 24h before arrival • All residential delegates and regular attendees not staying in College must take a Rapid Lateral Flow test every 3 days. • Residential participants who are leaving the premises for more than 24h must undertake a Rapid Lateral Flow test upon return. • 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. • Event organisers are required to have contact details of all attending participants and staff. Conference staff will contact organisers in the event of a subsequent, relevant and confirmed Covid-19 outbreak on the College site. Organisers will be required to notify their event manager if any of their delegates develop Covid-19 within 10 days of being on site. 	Medium	<p>Conference staff to do pre-event check to ensure safety precautions are in place</p> <p>Review meeting if any guidelines change</p>	<p>LMH Event Manager</p> <p>LMH Event Manager</p>	

Hazard	Potential outcome		Precautions in place	Risk rating	Future Action	Who's responsible	Date due
	Who may be harmed	What injury may occur					
Something with potential to cause harm				High/Medium/Low	Additional precautions needed to control risk	Who will complete action	
Visitors bringing the virus into College from home or elsewhere <i>cont.</i>	Staff Delegates	Illness Fatality	<ul style="list-style-type: none"> All arrangements and requirements are communicated via this risk assessment and the Event Safety leaflet which is provided to organisers prior to each event with instructions to circulate key information to attendees. In addition generic documents are published on the Conference Website. The Event Safety leaflet is handed to residential guests when they check in. 				
Staff and Students bringing the virus into College from home or elsewhere	Staff/Students Delegates	Fatality	<ul style="list-style-type: none"> LMH Support Staff who can work remotely are doing so regularly. Staff working on site are asked to take 2 Lateral Flow Test a week or, if attending on an ad hoc basis, to take a Lateral Flow Test before coming on site. LMH Staff have received advice about travel to work, PPE expectations and are provided with equipment and training where necessary or requested Conference staff complete a Pre-Event Checklist to ensure all precautions are in place LMH students are informed of the safe behaviour rules, which are enforced by the Dean and Welfare Team and updated here 	Low	Staff to receive updates to University or College regulations via the intranet.	LMH HR LMH Welfare Team	Ongoing
Person to person transmission of virus in College in conference spaces during an event	Staff Delegates	Fatality	<ul style="list-style-type: none"> Organisers are informed in advance of all arrangements via the Events Safety leaflet, they key Covid-19 messages from which they will be required to communicate to delegates in advance of arrival Masks or other appropriate face-coverings are required <i>[or encouraged – depending on situation and to be agreed with event organiser]</i> in meeting rooms, and in shared indoor areas of college, including the Dining Hall unless seated. 	Medium	<p>Conference staff to do pre-event check to ensure safety precautions are in place</p> <p>Communication to delegates to be confirmed by Event Organiser</p>	<p>LMH Event Manager</p> <p>Event Organiser</p>	

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Person to person transmission of virus in College in conference spaces during an event <i>cont.</i>	Staff Delegates	Illness Fatality	<ul style="list-style-type: none"> • Cleaning stations are available in each room, providing hand sanitiser, wipes and cleaning equipment for use by delegates, and checked before an event. • Where pens and paper are provided to delegates they are requested not to share these items. Fresh spares of stationary items e.g. whiteboard pens are provided. • Organisers are encouraged to use their own laptops. LMH laptops are sanitised between events. Sanitising wipes are provided for use between speakers. The AV technician will wear a mask while providing AV support. Conference staff wear masks when providing support in meeting rooms. • Meeting rooms are cleaned daily before 9am. Table cloths in meeting rooms are laundered between events. For breakout meetings, organisers are encouraged to keep delegates together in consistent groups where possible. • Windows and doors can be opened in all meeting rooms. LMH Conference staff will ensure fresh air is ventilating into the rooms, and provide portable heaters if necessary. Plastic screens are available in meeting rooms to separate speakers. • CO² monitors are deployed in meeting rooms to track air quality. Event organisers and/or conference staff <i>[depending on room and type of event]</i> are advised to check the monitor and increase ventilation if results indicate poor air quality. • <i>Conference staff will determine appropriate capacity constraints in meeting rooms depending on individual event risks.</i> • <i>[For large residential conferences]</i> delegates can be grouped for the duration of the course, attending seminars, meetings and meals in their group. 	Medium			

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Person to Person transmission of virus during catering delivery	Staff Participants	Illness Fatality	<ul style="list-style-type: none"> 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 Signage reminds participants to use hand sanitiser at the entrance to the Dining Hall and of distancing requirements which remain in place whilst queuing. Face coverings are required while moving around the Dining Hall. Main meals are prepared and delivered by catering staff wearing PPE. For buffet meals the plate is handed to the visitor. Visitors must maintain a 2m distance in the servery following the signage on the floor. For buffet, condiments, sauces and sugar will be available in individual wrapped portions. Used crockery and cutlery is left on the table by visitors and will be cleared and washed by catering staff and the table cleaned. <i>For gala dinners, table plans and guest groupings will be determined on an event by event basis.</i> Meeting refreshments will be held in large and well-ventilated spaces. Delegates will be able to take teas/coffees outside if they wish. <i>Consistent groupings for refreshments and meals can be put in place for large events.</i> 	Medium	Conference staff to do pre-event check to ensure safety precautions are in place	LMH Event Manager	

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Person to person transmission of virus in communal areas	LMH Staff Delegates	Illness Fatality	<ul style="list-style-type: none"> Identified queuing areas are socially distanced by signage Delegates staying on site are asked to use the toilet in their bedroom whenever possible Signage encourages handwashing and hand sanitiser is available Pedal bins with lids and paper towels have been provided in communal toilets Toilets are cleaned before and after meetings and bins emptied A cleaning rota is displayed, signed by the cleaner and checked by the supervisor Ventilation has been maximised in all indoor spaces Residential conference guests are allocated single en-suite bedrooms 	Low	Conference staff to do pre-event check to ensure safety precautions are in place	LMH Event Manager	
Person to person transmission of virus in during residential stay	Delegates LMH Staff	Illness Fatality	<ul style="list-style-type: none"> The Event Safety Leaflet will be handed to residential guests on check-in. Bedrooms are left vacant for up to 72 hours if possible and always deep cleaned before the arrival of an incoming guest Porters greet guests from behind a plastic screen. Keys are sanitised and sealed in an envelope before being handed to guests. On departure, guests should leave keys in a box in the Lodge. Hand sanitiser has been placed at the entrance of all accommodation blocks Sealed disposable water bottles are provided. The water in en-suites is not drinking water but is fine for washing and cleaning teeth 	Low	Conference staff to do pre-event check to ensure safety precautions are in place	LMH Event Manager	

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Person to person transmission of virus in during residential stay	Delegates LMH Staff	Illness Fatality	<ul style="list-style-type: none"> In communal areas, high touch points such as handrails and door handles are cleaned daily A specific cleaning regime for refreshing occupied rooms will be agreed with individual event organisers. If occupied rooms are cleaned, guests are asked to put personal effects away prior to this and will not have access to their room during this time. Additional housekeeping supplies will be available to guests in their accommodation block. Towels and rubbish may be left out for collection daily Residents are asked to use the toilet in their accommodation whenever possible 	Low			
Infection of a vulnerable person	Delegates LMH Staff	Illness Fatality	<ul style="list-style-type: none"> Organisers will be required to identify 'vulnerable' delegates in advance of any event and exclude them from attendance LMH have identified 'vulnerable' staff and support those individuals to reduce their risk 	Low			
Conference delegates tests positive or develops Covid-19 symptoms while at LMH	Delegates LMH Staff	Illness Fatality	<ul style="list-style-type: none"> The affected visitor will be moved to an isolation area set aside on site. If a delegate group has been established for a residential conference, those delegates will be notified and asked to follow NHS guidance for isolation following contact with a positive case. Day Delegates who develop symptoms will be asked to leave immediately by their own transport or family/friend pick up. Conference staff can help to provide a lateral flow test if necessary. For residential events, accommodation at LMH will be made available if needed for isolation purposes, and the Event Organiser and conference staff can arrange food and drink delivery 	Low – Day Medium - Residential	Residential Delegates to be regularly reminded of the requirement to take lateral flow tests while attending conferences over several days.	Event Organiser	

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Person to person transmission during an emergency	LMH Staff Delegates	Illness Fatality	<ul style="list-style-type: none"> Emergency evacuation procedures are displayed in all conference rooms and bedrooms The instruction to vacate the building safely, as quickly as possible remains paramount. Delegates will be reminded to socially distance in assembly points 	Low			
Person to person transmission of the virus during an accident or incident	LMH Staff Delegates	Illness Fatality	<ul style="list-style-type: none"> Accidents and incidents should be reported to the Porters in the first instance. All Porters are first aid trained. First aid is available from staff in appropriate PPE. Further information about first aid procedures are made available to Event Organisers as part of the general pre-event safety process. The Lodge number is 01865 274300 and e-mail lodge@lmh.ox.ac.uk 	Low	General accident, emergency and first aid information to be provided to Event Organiser.	LMH Event Manager	