# Events Model Risk Assessment

(Refer to [Notes for Guidance](http://www.docs.csg.ed.ac.uk/Safety/covid/Guidance_for_Outdoor_teaching.pdf) before completing this form)

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| **School Assessment No:** | (Add number/information as appropriate to your own local filing system) |
| **Title of Activity:** | Welcome day for (*insert School*) students |
| **Location(s) of Work:** | [Enter venue details] Appleton Tower foyer introduction, followed by a social walking tour of George Square and surrounding areas |
| **Brief Description of Work:** [Enter brief description of the event] Induction/welcome for new students (*insert School*), including 30 minute presentation, followed by walking tour. Maximum fifty participants (plus supervisors), split in to and separated as groups of ten. |

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| **Hazard(s)** | **Present Risk****Evaluation**L/M/H | **Control Measures** (i.e., alternative work methods / mechanical aids / engineering controls, etc.) | **Risk****Evaluation after control**L/M/H |
| General hazards associated with activityTransmission of Covid-19 virus via contact or surfacesTransmission of Covid-19 virus via contact or surfacesTransmission of Covid-19 virus via contact or surfacesInclement weatherSlip/tripTraffic if appropriate to eventMinor injuryMedical conditionsIndividuals unexpectedly going missing from groupSignificant incidentsLack of welfare facilitiesReputational impact of how activity may be perceived. | MMMML/MMMLMMMLM | Can all or some of the event be achieved by other means, for example on line introduction session? If no, then continueGood hand and respiratory hygiene, wash/sanitise hands, cough/sneeze in to tissue. Do not share equipment, avoid touching surfaces and face.Ensure ventilation (indoor) is functioning properly – contact Estates Department (through local Servitor in the first instance) if necessaryParticipants and staff will be reminded, both prior to the event and on the day, that if they are experiencing any symptoms of Covid-19 they must not attend.Check weather forecast for day of class, <24 hours before class. Suitable clothing, including footwear, should be worn.Suitable footwear, dependent on area to be visited.Plan route, with prior check if possible. Cross roads at recognised crossing points, avoid busy routes, plan quiet route if possible. Avoid use of narrow pavements and pedestrian routes, to maintain physical distance.Consider if carrying a first aid kit is necessary. Ensure supervisors are aware of procedure for calling an ambulance or University Security (650 2257), in case a serious situation develops.Encourage participants to declare any health conditions, for example epilepsy, or those which may be affected by outdoor activities, for example allergies Appropriate number of staff managing group, one leading, one at the back (for example. Those individuals should be easily identifiable, for example by wearing of tabards.), regular headcount.Consider reasonably foreseeable situations in which the group may need to summon help quickly. (e.g. mobile ‘phones, contact with base School, University Security, Emergency Services, etc.)Consider what may be required, for example access to toilets. If these are not available ensure the outings are of short duration to minimise the need for such facilities. Encourage participants to behave in an acceptable manner, including noise, politeness, and general behaviour. | LLLLLLLLLLLLL |

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# Persons at Risk: Identify all those who may be at risk.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Academic staff | **✓** | Technical staff | **✓** | P’Grad students | **✓** | U’Grad students | **✓** |
| Maintenance staff |  | Office staff |  | Cleaning staff |  | Emergency personnel |  |
| Contractors |  | Visitors |  | Others |  |  |  |

At the end of the risk assessment process you should be able to produce a specific protocol for arranging the activity, taking in to account the information above, and any other information which you have deemed appropriate, so that the activity can be carried out safely, with an acceptable level of residual risk. This may take the form of a check list or bullet point sheet (which is sometimes known as a safe scheme of work).

It is also useful to provide an Instruction sheet for both the Leader and participants.

## Additional Information:

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| After each session a review should take place, identifying what went well, and any problems, and this risk assessment should be updated accordingly to prevent repetition of problems. Any accidents or incidents should be reported using the on line form available at: <https://www.accidents.is.ed.ac.uk/>  |

### Assessment carried out by:

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| --- | --- | --- | --- |
| Name: |  | Date: |  |
| Signature: |  | Review Date: |  |