

Covid-19 Risk Assessment

Task / activity or premises assessed:

Location:

Name of assessor:

Date of assessment:

Review Date:

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
Outline of activity/task:					
Crowd Management	<p>All the identified hazards cover:-</p> <p>Members of the public, stewards, volunteers, employees</p> <p>And the harm throughout is: COVID-19 Viral infection.</p>		<p>Stewards and venue management to be included in maximum capacity calculations. [Indicate capacity levels]</p> <p>Venue capacity to be adhered to at all times.</p> <p>Identify pinch points/junctions. Assess how to manage social distancing at these points.</p> <p>Venues with a capacity over 30 to be controlled through tickets or advanced allocation look at ticketless systems such as QR codes/bar codes for entry.</p> <p>Stagger arrival/leaving times to prevent crowds or surges.</p>		<p>Actions in the event of more people turning up than have capacity to accommodate.</p> <p>Actions in event of non-compliance.</p>

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			<p>Temporary barriers to stop surges in the crowd and restrict free movement. Barriers may be required to channel people into rows.</p> <p>Where possible peg doors open. Note: fire doors cannot be held open by any means unless on a self-closure.</p>		
Social Distancing			<p>Enable all present to adhere to social distancing – floor marking, posters including in toilets, refreshment areas or other pinch points.</p> <p>Stagger access and egress in to and out of the venue.</p> <p>Groups of people not to exceed 6.</p> <p>One way or keep left systems to be implemented and managed social distancing to be maintained within any queue or barrier system including sideways queuing.</p> <p>Social distancing to be maintained around parked vehicles and at any ticket machines.</p> <p>Maximum occupancy numbers to be displayed on doors at internal venues.</p>		

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			<p>Seating, tables and spectator areas to be socially distanced. 2m or 1m with other mitigation measures.</p> <p>Consider having a pre ordering and collection or delivery service for food.</p>		
Transport to/from site Vehicles			<p>Event organiser not to place additional pressure on any form of public transport.</p> <p>Event organiser to ensure sufficient parking allocations for numbers attending event</p> <p>Car parks, cycle bays or motor bike parking not to create additional pinch points.</p>		Actions if car parks become full. Who will deal with this and how?
Welfare, hygiene and toilets			<p>Quarantine areas close to medical/first aid locations to hold those who become ill.</p> <p>Stewards and event organisers to have access to hand washing facilities or hand sanitiser/wipes to allow for continual hand hygiene throughout the event.</p> <p>Increase cleaning of door handles and facilities including high contact points such as door handles.</p>		

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			<p>Hygiene stations at all access and egress points – hand sanitiser or wipes.</p> <p>Adequate toilet provision and regular cleaning.</p> <p>Regular cleaning of any tables etc at refreshment points.</p> <p>Provision of individual condiments and tables to be cleaned between customers.</p> <p>Where possible cashless systems to be implemented, (please note cash cannot be refused).</p> <p>Frequent washing or sanitising of hands when handling cash, during cashing up and when changing.</p>		
<p>Provision of PPE</p> <p>Wearing of face coverings</p>			<p>Where 2m distancing cannot be maintained or controlled you must assess PPE provision for staff.</p> <p>It is a requirement to wear face coverings in certain indoor environments (with certain exceptions).</p> <p>Where required - Provide signage requesting that face coverings are worn.</p>		

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Accidents, security, fire and other incidents			<p>Planning of the event should include social distancing when evacuating. Where this is not possible evacuate as normal during an emergency, social distancing to reinstated once clear of the location and safely at the must point.</p> <p>Non-emergency first aid to ring 111 All emergencies to ring 999</p>		
Music and dancing			Singing, shouting, screaming and dancing by audiences is not to be encouraged. This to avoid raising of voices and people not socially distancing. If music is provided, consider the type and volume.		
Waste and waste removal			All waste to be double bagged and held for 72 hours prior to going into the general waste stream		
Track and trace			<p>Pre-booked events to manage all track and trace data.</p> <p>Ticketless events should look at means of communication with participants and implement robust stewarding to manage attendees inside and outside of the venue. This will include ways to communicate to attendees on track and trace.</p>		

Signature of Assessor: _____

Date: _____