

GENERAL RISK ASSESSMENT and ACTION FORM (HS1a) – always take into account the possibility of an Emergency Evacuation and all persons being able to vacate the room quickly

Who should complete this form? Events and Hires Manager

Where do I send it when completed? Executive Director - Commercial

When should it be completed? Every 3 months

Location: Parkshot & Hillcroft

Reason for assessment: Reopening of RHACC Events and Hires following Covid-19 pandemic

Name of Assessor (print name): Alyssa Moaveni

Date of Assessment: 04 September 2020

Hazards identified from the Work Activities being carried out by students and tutors - including the use of COSHH, Machines, equipment etc	Who is at risk/ affected?	List Existing Controls – are they adequate, is risk reduced as far as possible?	Like- lihood of accide nt (1 – 5)	Sev erity (1 – 5)	Ove rall Risk Rati ng = (Lx S=R)	Is Risk Accept- able Yes/No	State any immediate ACTIONS taken by assessor AND list further Controls and Actions to be taken and Prioritise	New risk rating LxS= R (RR)	Where and Who each Action reported to for each new Control/ Action (e.g. HELP-desk + Ticket No., Line Manager, Tech.etc	Monitor new controls – if they are not effective. re-rate risk and REVIEW Risk Assessment
Risk that hirers/event participants inadvertently bring covid-19 virus onsite.	Event organiser Event attendee Staff	Hirers to be informed that if they/any participants are displaying any symptoms of covid-19 then they should not come on site. Ask all visitors to wash hands /use a hand sanitizer upon arrival. Handwashing facilities and sanitisers will be provided on site. All hirers will be asked to provide numbers for their booking. Hirers to obtain the contact details of their participants to enable the government's Track and Trace system to be used in the event of an outbreak.	2	2	4 (Low)	Yes	All hirers to be provided with this information and any questions promptly answered by the RHACC hires teams. Hirers to sign off on the risk assessment to confirm they understand and will follow these guidelines.	4	Events/Hires team	Next review of this risk assessment will take place on 24 September 2020 The college continues to monitor government guidance on a daily basis and will adjust control measures as needed.

Please remember extra consideration should be made for vulnerable groups eg Young Persons, Pregnant women, people with disabilities, visitor groups, etc
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<p>Risk of virus spreading whilst on site (within communal areas)</p>	<p>Event organiser Event attendee Staff</p>	<p>All people on site will be asked to:</p> <ul style="list-style-type: none"> Wash / sanitise hands frequently. Including when arriving on site (see above). Maintain social distance (2m). Wear a mask/face covering (unless exempt, for example, people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability, or are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate) in all communal areas and other areas where 2-metre distance cannot be maintained. <p>The college provides:</p> <ul style="list-style-type: none"> Signage and markings to remind and direct those on site to follow covid19 safety guidelines. Hand sanitiser stations throughout the college site. Screens in reception areas. Increased cleaning of the college site in line with Covid-19 guidelines. 	<p>2</p>	<p>2</p>	<p>4 (Low)</p>	<p>Yes</p>	<p>All hirers to be provided with this information and any questions promptly answered by the RHACC hires teams.</p> <p>Hirers to sign off on the risk assessment to confirm they understand and will follow these guidelines.</p>	<p>4</p>	<p>Events/Hires team</p>	<p>Next review of this risk assessment will take place on 24 September 2020</p> <p>The college continues to monitor government guidance on a daily basis and will adjust control measures as needed.</p>
<p>Event organiser/attendee displays symptoms of</p>	<p>Event organiser Event attendee</p>	<p>Person displaying symptoms of coronavirus to be asked to leave. Where possible the Hirer will arrange for the participant to be collected by a member of their household. The symptomatic</p>	<p>1</p>	<p>3</p>	<p>3 (Low)</p>		<p>All hirers to be provided with this information and any questions promptly</p>		<p>Events/Hires team</p>	<p>Next review of this risk assessment will take place on 24 September 2020</p>

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<p>coronavirus (COVID-19) whilst on site.</p>	<p>Staff</p>	<p>participant will be moved to a separate location (e.g. First Aid Room) whilst they are waiting to be collected.</p> <p>All other hire participants to leave College and session cancelled.</p> <p>Estates to arrange deep clean of site areas where person with symptoms has been.</p> <p>Hirer told to encourage symptomatic participant to organise a test and inform RHACC of the result, and then follow guidance provided by the NHS with regard to when it is safe to return to site.</p> <p>College management will inform the Kingston or Richmond Public Health team in line with Council outbreak control plans.</p>					<p>answered by the RHACC hires teams.</p> <p>Hirers to sign off on the risk assessment to confirm they understand and will follow these guidelines.</p>			<p>The college continues to monitor government guidance on a daily basis and will adjust control measures as needed.</p>
<p>Risk of contamination whilst on site (within specific room(s) hired for the event).</p>	<p>Event organiser Event attendees Staff</p>	<p>All hirers will be asked to obtain the contact details of their participants to enable the government's Track and Trace system to be used in the event of an outbreak.</p> <p>Rooms will be offered that allow appropriate social distancing based on the number of people for the hire/event. To ensure social distancing measures can be maintained.</p>	<p>2</p>	<p>2</p>	<p>4 (Low)</p>	<p>Yes</p>	<p>All hirers to be provided with this information and any questions promptly answered by the RHACC hires teams.</p> <p>Hirers to sign off on the risk assessment to confirm they understand and will follow these guidelines.</p>	<p>4</p>	<p>Events/Hires team</p>	<p>Next review of this risk assessment will take place on 24 September 2020</p> <p>The college continues to monitor government guidance on a daily basis and will adjust control</p>

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		<p>Ensure all hirers are required to follow any government guidelines during their bookings that are relevant to the nature of their event (e.g. beauty treatments).</p> <p>The event organiser must remind participants of the need to maintain social distance, wash/sanitise hands frequently and wear a mask in communal areas and other areas where 2m distance cannot be maintained.</p> <p>The college will remove excess furniture e.g. desks and chairs from rooms so that 2m spacing can be adhered to.</p> <p>Doors and windows should be left open where possible to aid ventilation.</p> <p>Hand sanitiser will be provided in rooms.</p>								measures as needed.
Contamination between hires / classes	Event organiser Event attendees Staff	<p>Additional cleaning measures are in place at the college. Rooms cleaned daily, or between separate hires if they take place in the same room on the same day.</p> <p>Enhanced cleaning service implemented. Including: frequent clean of high touch hard surfaces, cleaning throughout the day, enhanced antibac products, all work stations cleaned 1/day.</p> <p>Note also – Estates and Facilities Manager will coordinate with Cleaning team on daily basis to check/co—ordinate</p>	2	2	4 (Low)	Yes	<p>All hirers to be provided with this information and any questions promptly answered by the RHACC hires teams.</p> <p>Hirers to sign off on the risk assessment to confirm they understand and will follow these guidelines.</p>		Events/Hires team	<p>Next review of this risk assessment will take place on 24 September 2020</p> <p>The college continues to monitor government guidance on a daily basis and will adjust control measures as needed.</p>

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		cleaning, in part based on classrooms used that day.								
Use of the Lift	Event organiser Event attendee Staff	Signage at the college is in place stating that only one person may use the lift at any one time. With exception of situation where hirer requires support, in which case max. is 2 and individuals should face away from one another whilst in lift and wear face coverings (unless exempt).	2	2	4 (Low)	Y	All hirers to be provided with this information and any questions promptly answered by the RHACC hires teams. Hirers to sign off on the risk assessment to confirm they understand and will follow these guidelines.		Facilities team	Next review of this risk assessment will take place on 24 September 2020 The college continues to monitor government guidance on a daily basis and will adjust control measures as needed.
Emergency evacuation requires people to congregate in an outside area	Event organiser Event attendee Staff	In the event of alarms sounding in the building, event organisers/attendees should congregate in the muster point. Social distancing should be maintained and face coverings should be worn (unless exemptions apply).	2	2	4 (Low)	Y	N/A		Events/Hires team	Next review of this risk assessment will take place on 24 September 2020 The college continues to monitor government guidance on a daily basis and will adjust control measures as needed.

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Review		
Who: Paul Smith, Executive Director – Commercial		Next review: 24 September 2020
When: 1 Sep 2020		

RISK RATING

L = Likelihood	(5)-Frequent; (4)-Probable; (3)-Occasional; (2)-Remote; (1)-Improbable
S = Severity	(5)-Fatal; (4)-Major; (3)-Serious; (2)-Minor; (1)-Low
R = Risk Rating	(LxS)-Likelihood x Severity
RR = Residual Risk Rating	Risk Rating following application of Additional Controls: 15 to 25 – Unacceptable and/or 10 to 14 – High (Remove hazard or consider re-deployment immediately); 6 to 9 – Medium (Adapt working practices and review in 2–4 weeks); 4 to 5 – Low (Review in 4–8 weeks); 1 to 3 – Negligible.

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