

Risk assessment: Window Sessions (13:00, 09/10/20)

Company name: Clare College Music Society

Assessment Carried Out By: Oscar Simms

Date of Next Review: 09/10/2020

Date Assessment was Carried Out: 05/10/2020

Location: Memorial Court

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Number of people attending.	Everyone attending.	Attendees are encouraged to remain indoors (in their households) during the event to avoid a congregating audience. Attendees can listen through a suitable window in their household. Limited places are available for standing within the relevant Court. Standing attendees will be encouraged by a UCS steward to wear face coverings and maintain social distancing at all times. Event will last no more than 15 minutes.	Emphasise that attendees are encouraged to remain indoors (if possible) when attending. This will be done via social media, and in an email to the relevant staircases.	Attending UCS, overseen by Oscar Simms.	The week before the event.	
Congregating	Everyone	A UCS Steward will be in attendance at	Make the rules	Oscar	The week before	

groups.	attending. The risk of COVID-19 transmission increases if social distancing guidelines are not adhered to.	all times, encouraging attendees to maintain social distancing. If too many attendees are present, the Steward will ask some attendees to move into the next Court.	about social distancing and face coverings clear when advertising the event.	Simms.	the event.	
Sneezing or coughing.	Everyone attending.	Face coverings should be worn by all attendees who are outside of their households.	Make the rules about social distancing and face coverings clear when advertising the event.	Oscar Simms.	The week before the event.	
Unwell students attending the event.	Everyone attending. People who feel unwell attending the event will increase the risk of infection.	Students who feel unwell or display any COVID-19 symptoms should not come to any events and should remain in their rooms.	Make this guideline clear when publicising the event.	Oscar Simms	The week before the event.	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

