

Risk assessment: Presentation for the position of Master.

Company name: Clare College Assessment carried out by: Brenan Morgan

Date assessment was carried out: 6/8/2020

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
Getting to the meeting.	Everyone attending.	Walk and cycle if you can. Where this is not possible, use public transport or drive. If using public transport is necessary, wearing a face covering is mandatory, unless you are exempt for health, disability or other reasons.				
Arriving & leaving the meeting.	Everyone attending.	Attend at the time asked to attend, avoid arriving earlier or later than asked. People should continue to socially distance from those they do not live with wherever possible. Social interactions should be limited to a group of no more				

		<p>than two households (indoors and out) or up to six people from different households (if outdoors). Stewards will be in place to guide people in and out of the venue.</p>				
Not adhering to social distancing.	Everyone attending.	<p>Seating in the Riley Auditorium and the Elton Bowring room will be positioned so that 1 meter plus social distancing can be maintained. People will not face each other when seated. In the auditorium only sit in the seats that are marked as available. In the Elton Bowring room seats should not be moved from the position they are in. The capacity of both rooms has been considerably reduced to keep the premises COVID safe.</p>				
Sneezing or coughing.	Everyone attending.	<p>Face coverings should be worn by everybody attending. This is in line with existing guidance. The exception to this will be the person presenting, they will be positioned so a minimum of a least 2 meters is kept from anyone in the room.</p>				
Number of people attending	Everyone attending.	It is against the law for gatherings of more than 30 people to take place in				

		<p>private homes (including gardens and other outdoor spaces). Businesses and venues following COVID-19 Secure guidelines can host larger groups, provided they take reasonable steps to mitigate the risk of transmission, in line with COVID-19 Secure guidance and including completion of a risk assessment. People attending will be split into 2 groups to maintain social distancing, numbers attending will be strictly limited and confirmed prior to the event.</p>				
Not Having fresh air	Everyone attending.	<p>The ventilation system in the auditorium draws air in from the outside at low level and expels it at high level. The Elton Bowring room has openable windows. The ventilation system will be on and the windows open.</p>				
Not having sufficient information on COVID safe measures in place.	Everyone attending.	<p>Providing clear guidance on social distancing and hygiene to visitors before arrival, by email.</p>				

Contamination from surfaces.	Everyone attending.	The rooms and any ancillary areas including toilets will be cleaned prior to every presentation.				
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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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