

## Risk assessment: Graduation rehearsal.

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

Date assessment was carried out: 8/6/2021

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
<b>Covid 19</b>	Everyone attending	Everyone attending should take a Covid test on the day of the rehearsal. Anyone testing positive will not be able to attend.	Students must take a Covid test.			
<b>Covid 19</b>	Everyone attending	Anyone displaying Covid symptoms, has tested positive or is in isolation must not attend the rehearsal.				
<b>Covid 19</b>	Everyone attending	On arrival at the auditorium everyone attending must sanitize their hands. Hand sanitizer stations will be placed outside				

		the auditorium. These stations will be crewed by porters to ensure everyone does clean their hands prior to entry.				
<b>Covid 19</b>	Everyone attending.	As social distancing will not be able to maintained face coverings must be worn by everybody attending unless they have an exemption. To allow effective communication Charlie will not be required to wear a face covering when presenting. Charlie will remain at least 2 meters from the students when presenting.				
<b>Covid 19</b>	Everyone attending.	To ensure the supply of fresh air the ventilation system will be turned on. The ventilation system in the auditorium draws air in from the outside at low level and expels it at high level.				
<b>Not having sufficient information on COVID safe measures in place.</b>	Everyone attending.	Providing clear guidance on testing, face coverings and hygiene to students before arrival by email.	Charlie to send information to attendees by email prior to the rehearsal.			

<b>Contamination from surfaces.</b>	Everyone attending.	The rooms and any ancillary areas including toilets will be cleaned prior to the presentation	Brenan to arrange with house keeping			
<b>Covid 19</b>	Everyone attending.	To reduce the chance of infection the rehearsal will be completed as quickly as is reasonably possible. This is expected to be approximately 15 minutes.				
<b>Covid 19</b>	Everyone attending.	To avoid groups gathering after the rehearsal the porters in attendance will instruct the students to disperse and leave the immediate area.				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)