

Clare College General Admission COVID Risk Assessment

Risk Assessment Conducted by: Brenan Morgan and Annie Muston

Date of Assessment: 18.06.2021

Review: 22.06.2021

Hazard & Risk	Affected Parties	Control Measures	Who needs to carry out the action
General principles to reduce transmission	All attendees & staff	<p>The event will be run entirely outdoors with a maximum of 30 attendees. Guests will be assigned a table for the event. Tables shall be no more than 6 people and each table will be 2m apart from another. When standing, guests will be required to socially distance at all times.</p> <p>Where social distancing cannot be maintained, staff will wear face coverings. When staff are serving customers at the table face coverings will be worn.</p> <p>When under the marquee, when not seated, all staff and all attendees will wear face coverings. Only when an attendee is seated may they remove their face covering to eat.</p> <p>Social distancing will be maintained as standard throughout the event. Stewards will be in place to direct attendees and remind them of social distancing requirements.</p> <p>Signage will be placed throughout the event with an information sheet on each table.</p>	<p>Stewards</p> <p>All staff</p> <p>All staff and attendees</p> <p>Stewards</p> <p>Tutorial</p>
Insufficient information for attendees and staff	All attendees	<p>Before the event, information will be sent to all attendees. The significant findings from the COVID risk assessment will be sent to all attendees. This will include:</p> <ul style="list-style-type: none"> - No onsite parking 	Tutorial

		<ul style="list-style-type: none"> - Requirement for social distancing - Masks to be worn in all inside areas (only bathrooms will be indoors), and to be worn when under the marquee and not seated 	
Transmission risk – arrival of attendees	All attendees and staff	Attendees are recommended to enter via Trinity Lane or the Avenue, using their card to access the College. Hand sanitiser stations will also be provided upon arrival.	Tutorial Housekeeping
Transmission risk - Livestream of Clinical School Ceremony	All attendees and staff	Livestream of Clinical School ceremony will be to a screen in the marquee so attendees can watch in their seats. Those who do not wish to watch the livestream may stand on the lawn, socially distanced. Staff will be on hand to ensure social distancing.	Support Services/IT/Chapel Stewards
Transmission risk – Canape Reception	All attendees and staff	Canapes for 6 people will be placed on tables. Glasses will be placed on tables before arrival of attendees. Drinks will be brought to the tables. Alcohol will not be offered for sale.	Catering Catering
Transmission risk – Toilet facilities	All attendees	Regular cleaning of all toilets will take place throughout the day to ensure touch surfaces remain clean, reducing any potential for transmission of COVID.	Housekeeping
Transmission risk – Dispersal	All attendees	At the end of the event stewards will ensure staggered exits from the event to avoid excessive crowding on College property or neighbouring public streets. While on College grounds, stewards will remind guests to maintain social distancing at all times.	Stewards