

Risk assessment: Meeting with UCS Officers.

Company name: Clare College Assessment carried out by: Brenan Morgan & Helen James

Date assessment was carried out: 16/4/2021

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
Getting to the meeting.	Everyone attending.	Drive on your own, walk and cycle if you can.				
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. Social interactions should be limited to a group of no more six people outside, inside social distancing should be maintained at all times.				

COVID 19	Everyone attending.	Hands must be cleaned prior to entering the auditorium.				
Not adhering to social distancing.	Everyone attending.	Seating in the Riley Auditorium will be so that at least 2 meters social distancing can be maintained. The social distancing should be as large as the meeting can reasonably facilitate. In the auditorium only sit in the seats that are marked as available. The capacity of both rooms has been considerably reduced to keep the premises COVID safe.				
COVID 19	Everyone attending.	Face covering must be worn when inside college buildings. When in the auditorium and seated face coverings may be removed.				
Number of people attending	Everyone attending.	6 people can be in the auditorium at any one time.				
Not Having fresh air	Everyone attending.	The ventilation system in the auditorium draws air in from the outside at low level and expels it at high level.				

Covid 19	Everyone attending.	No one should attend the meeting if they have tested positive or if they have COVID 19 symptoms.				

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

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