

**Causeway Coast and Glens Borough Council**

Sample Covid-19 Risk Assessment associated with the activities of

**Insert name of Group or Organisation**

**In relation to the planning and delivery of Events & Festivals**

### 4 x 4 Risk Assessment Matrix

**Likelihood ratings:**

1. Do not expect to happen (Unlikely)
2. Could occur sometimes (Occasionally)
3. Likely to occur on a regular basis (Likely)
4. Only to be expected (Almost certain)

**X**

**Consequences Ratings:**

1. Minor injuries or illness (less than 3 days)
2. Over 3-day injury or illness
3. Serious/ major illness or injury (permanent disability)
4. Fatality

**= Action Levels**

- 1-2 Continue with existing controls
- 3-4 Monitor
- 6-9 Action
- 12-16 Immediate action

		CONSEQUENCES (C)			
		1	2	3	4
LIKELIHOOD (L)	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4

**Hazard: Potential to cause harm**

**Risk: Is the likelihood of harm**

<b>Site Location/Specific task:</b>	Insert address	<b>Completed by:</b>	J Bloggs on behalf of Name of Group
<b>Frequency and duration of activity:</b>	To be determined	<b>Date of completion:</b>	To be inserted

**SECTION: Covid-19 Risk Assessment**

What are the hazards?	Initial Risk Rating L X C	Who might be harmed and how?	What are you already doing?	Residual Risk Rating L x C	What further action is necessary?	Final Risk Rating L x C	How will you put the assessment into action?		
							Action by Name.	Action due Date.	Completion Date.
<b>Spread of Covid-19 Coronavirus</b>									
Potential spread of Covid-19	3 X 1=3	Staff, volunteers, stewards, cleaners, drivers, entertainers, vendors Persons attending.  Vulnerable groups – Elderly, Pregnant workers/attendees Existing underlying health conditions	Information communicated to all staff, visitors and persons attending.  Signage  Supply of hand gels  Increased cleaning  Bacterial wipes  Hard surface cleaning  Issue of face masks to staff  Social distancing measures	2 X 1=2	Include the importance of hygiene in all staff/volunteer briefing  Implement regular cleaning schedules.  Procedures for waste handling and management  Increased handwashing  Staff rotation/rotas/Work in Bubbles  Cohorting of staff  Use of Perspex screens  Display a map of event area  Develop Zones of entertainment  Amend programming timing  Split of Welfare and First aid areas  Implement one-way systems  Additional PPE issued	2 X 1= 2	Insert name	Insert date	Completion/revision date  By whom?

**SECTION: Covid-19 Risk Assessment**

What are the hazards?	Initial Risk Rating L X C	Who might be harmed and how?	What are you already doing?	Residual Risk Rating L x C	What further action is necessary?	Final Risk Rating L x C	How will you put the assessment into action?		
							Action by Name.	Action due Date.	Completion Date.
					<p>Ask persons attending to be double vaccinated.</p> <p>Ask persons to take a test to ensure they are Covid-19 free at least 10 days out from event date</p>				
<b>Crowd Management</b>									
The management of persons working at and attending the event	3 X 1=3	<p>Staff, volunteers, stewards, cleaners, drivers, entertainers, vendors Persons attending.</p> <p>Vulnerable groups – Elderly, Pregnant workers/attendees Existing underlying health conditions</p>	<p>Provision of Stewards/Supervising</p> <p>Issue of tickets in advance (Even Free)</p> <p>Working to venue capacity figures and conditions</p> <p>Allowing organised groups to attend</p> <p>Using public transport or coach transport</p>	2 X 1=2	<p>All staff and volunteers to be included in reduced venue capacity.</p> <p>Implement a one-way system at the event.</p> <p>Identify pinch points/junctions and manage social distance in these areas.</p> <p>Count people in and out of event.</p> <p>Improved use of signage</p>	2 X 1=2	Insert name	Insert date	<p>Completion/revision date</p> <p>By whom?</p>

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							Action by Name.	Action due Date.	Completion Date.
Social distancing									
Ensuring that adequate Social distancing measures are in place	3 X 1=2	Everyone working at or attending the event	Use of signage at event  Use of barriers for queuing.  Car-parking to be spaced out allowing for social distancing	2 X 1=2	Stagger access and egress in and out of venue.  Groups of people not to exceed 6 x persons.  Volunteers to dealing with social distancing advice and guidance  Use of Perspex screens  Set-out tables and chairs and maintain spectator areas with social distance considerations  Vendors asked to implement a food booking mechanism perhaps by use of an App	1 X 1 =1	Insert name	Insert date	Completion/revision date  By whom?
Welfare, cleaning and other facilities									
Ensuring that facilities are prepared, regularly cleaned and maintained during the event duration	3 X 1=3	Everyone working at or attending the event	Organisers to ensure that there is sufficient access to hand washing facilities.  Provision of soap and means of drying hands  Regular cleaning of	2 X 1=2	Increased cleaning of door handles and other high contact points  Staff to engage in more frequent washing of hands.  Issue of gloves to staff and volunteers  An area available for people to rest or	1 X 1 =1	Insert name	Insert date	

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							Action by Name.	Action due Date.	Completion Date.
			toilet areas  Regular cleaning of tables and chairs  Provision of hand sanitiser/bacterial wipes		isolate who may think they have Covid-19 symptoms.  Separate toilet and other welfare facilities.  Reporting and next of kin contact details.  A member of staff who deals only with Covid-19 issues and supervision.				
Waste Management									
Management and handling of waste	2 X 1 = 2	Everyone working at or attending the event	Use of bins  Use of skips  Use of re-cycling points	2 X 1 = 2	Make sure staff wear gloves, masks and other PPE equipment.  Increased use of waste separation and distance from high density areas  Use of Fencing to cordon off a suitable area.  Ensure catering contractors take full responsibility for the management of any waste generated from sale of items.  Increased attention by all staff to help maintain a clean and tidy site/venue.	1 X 1 = 1	Insert name	Insert date	Completion/revision date  By whom?

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							Action by Name.	Action due Date.	Completion Date.
<b>Larger than expected attendees</b>									
	2 X 1= 2	Everyone working at or attending the event	<p>Good clear General communication in advance of the event taking place</p> <p>Sale/issue of tickets in advance.</p> <p>Persons able to book in advance</p>	2 X 1= 2	<p>Good control and monitoring of number count both in and out of event.</p> <p>Agreement and development of admission policy as part of event planning</p> <p>Admission policy displayed at entrances</p>	1 X 1= 2	Insert name	Insert date	<p>Completion/revision date</p> <p>By whom?</p>

**Conclusions**

This (Initial) Assessment was assisted by \_\_\_\_\_. This assessment must be communicated to all relevant employees to reduce risk of injuries from hazards. This review must be taken during circumstances of use to ensure all risks are controlled.

Signed:- \_\_\_\_\_ Authoriser

Date Authorised:

Authoriser Comments:

**Risk Assessment Briefing:**

**1. Individual Brief to review Risk Assessment**

Print Name	Signature

**Return this signed form to Manager:**

Signed by Manager: \_\_\_\_\_

**2. Team Meeting/ Briefing Session to provide details of the risk assessment:**

Supervisor/ Managers name:	Date:
All staff in attendance provided an opportunity to ask questions?	State Yes or No
List any questions, which will require a response.	1. 2.
<b>Summary of feedback given.</b>	1. 2.



**Risk Assessment Briefing:**

Print Name	Signature

Insert general notes on venue or event.