



Risk Assessment - Clarence Centre Venue Hire

Reference No.	Title/Activity	Location	Assessment Date
001	(Venues business conferencing hire)	(The Clarence Centre)	11/10/2021

Risk No	Hazard	Person(s) at Risk	Initial Risk Rating			Control Measures	Risk Rating		
			L	S	R		L	S	R
1	Adherence to COVID-19 Measures	LSBU and SBUEL Staff, Students, Visitors and Contractors	5	4	20	<p>Where possible, staff will adhere to the COVID-19 guidelines as outlined in the University's Corporate Risk Assessment.</p> <p>Although no longer mandatory, all visitors will be provided with information and signage displayed to reflect effective COVID-19 control measures, and will be encouraged to use the facilities provided in order to do so. These include:</p> <ul style="list-style-type: none"> • Hand washing/ sanitising • Cleaning • Social Distancing <p>Visitors will be provided with this information via the Visitor Briefing, which is accessible on the Venue hire webpage, reminded at the point of each booking, and have it confirmed in-person on the day of booking.</p> <p>If staff, students or visitors on campus become symptomatic, they must leave campus in line with the current government guidelines. This risk assessment will then be reviewed to prevent any further spread and cross-contamination.</p>	2	4	8

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2	Cases of Possible Infection on Campus	Staff, Students, Visitors and Contractors	4	4	16	<p>Should any person on campus test positive or display any of the recognised coronavirus symptoms, they must immediately return home and self-isolate for at least ten days. They should not go to a GP surgery, pharmacy or hospital, but contact NHS 111 and order a test at www.nhs.uk/coronavirus.</p> <p>COVID-19 symptoms include:</p> <ul style="list-style-type: none"> • High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. <p>The following actions must then be taken:</p> <ul style="list-style-type: none"> • The Health, Safety and Resilience team must be immediately notified as per the COVID-19 Reporting Process. • The EAE team will commence a deep clean of the area as soon as possible. This will include all surfaces that the person has come into contact with. <p>Visitors will be asked to confirm at the point of booking they will let the Venues team know if any person in their party tests positive or displays any recognised COVID symptoms as outlined in the Visitor Briefing,</p>	1	4	4

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						<p>so that appropriate Health and Safety measures can be taken to safeguard building users.</p> <p>There is an expectation that all staff, students, contractors and visitors working or studying on campus will continue to participate in regular testing (twice weekly) using a home test kit.</p> <p>Should they receive a positive COVID-19 result, the above actions will be taken.</p> <p>People identified as having been in close contact with someone who tested positive must isolate for ten days from the point of contact, and book a PCR test as soon as possible, even if they do not have symptoms.</p>			
3	Social Distancing	Staff, Students, Visitors and Contractors	5	4	20	<p>Although there is now no legal requirement for social distancing, consideration should still be given to others, with appropriate space provided where possible.</p> <p>Additional actions that compliment this approach include:</p> <ul style="list-style-type: none"> • Increasing the frequency of handwashing and surface cleaning using the cleaning stations provided. • Ensure rooms are well ventilated by keeping windows open. • Using existing screens or barriers to separate people from each other. • Continue to use back-to-back or side-to-side working (rather than face-to-face) whenever possible. 	3	3	9
4	Personal Protective Equipment	Staff, Students, Visitors and Contractors	5	4	20	<p>Although no longer mandatory, all persons are still encouraged to wear a face covering</p>	2	4	8

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						<p>whilst in a LSBU building, particularly in crowded areas.</p> <p>Face-shields/visors may also be worn alongside a face covering by those with a vulnerability or high levels of face-to-face interactions (where there isn't a screen). Their use should be individually assessed, and worn in conjunction with a face covering, never as an alternative.</p> <p>Although not official PPE, face-coverings and shields can help to stop transmission from people who have contracted COVID-19 but are asymptomatic.</p> <p>Where staff are already using PPE in the workplace to protect against non-COVID-19 risks, they will continue to do so.</p> <p>If the risk assessment does show that PPE is required, then it will be provided free of charge to workers who need it. Any PPE provided must fit properly.</p>			
5	Virus transmitted due to workstations setup	LSBU and SBUEL Staff, Students, Visitors and Contractors	4	4	16	<p>Visitors are discouraged from sharing AV equipment and encouraged to assign AV set up to an individual where possible. If they are to be shared this should be by the smallest possible number of people.</p> <p>A robust cleaning procedure should be undertaken on cleaning workstations between different occupants, including shared equipment.</p> <p>To reduce the chances of airborne transmission, good ventilation and air circulation are to be maintained in any area used by Visitors. Staff are to ensure fresh air is allowed into booked rooms.</p>	2	2	4

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6	Insufficient Communication to Visitors	LSBU and SBUEL Staff, Students, Visitors and Contractors	3	4	12	<p>Advice is to be shared with Visitors and kept up-to-date, so they are fully briefed with current advice on staying protected</p> <p>Guidance encourages staff and visitors to wash their hands using soap and water for at least 20 seconds regularly, or if soap and water are unavailable, using an alcohol-based hand sanitiser.</p> <p>All visitors will be given clear guidance on social distancing and hygiene before arrival, via the Visitor Briefing, which is accessible on the Venue hire webpage, reminded at the point of each booking, and have it confirmed in-person on the day of booking.</p> <p>Posters clearly displaying the Hand and Respiratory Hygiene Guidance. Regarding visitors, the host is responsible for ensuring that all visitors are given clear guidance on social distancing and hygiene on arrival, for example, signage and visual aids, and before arrival, for example, by phone, by email or directed to the LSBU website.</p>	1	4	8
7	Emergency provision	LSBU and SBUEL Staff, Students, Visitors and Contractors	3	3	9	<p>The Venues team shall bring to the attention of the group evacuation instructions for the premises at the beginning of each event, keep a record of the number of attendees available and ensure evacuation of hirers by dispersal in case of an emergency.</p> <p>All onsite receptionists and security officers are First Aid trained.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands</p>	1	3	3

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8	Higher Risk Areas such as toilets, staff rooms and restrooms	LSBU and SBUEL Staff, Students, Visitors and Contractors	4	4	16	<p>All toilets are to be supplied with an adequate supply of liquid soap, paper towels and hot water. There should be adequate hand cleaning resources provided at all times.</p> <p>Ensuring that there are printed handwashing instructions/posters displayed in toilets.</p> <p>A safe queuing systems should be established by the use of room occupancy limits and floor markings/signage, etc. Environmental cleaning should be increased, especially in and around toilets and restrooms and staff rooms; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc.</p> <p>Toilets and washrooms inspections should be increased to check for cleanliness and adequate stocks of soap/toilet paper, etc.</p> <p>Where possible, paper towels as an alternative should be provided to hand dryers in handwashing facilities.</p>	2	4	8
9	Slips and trips	LSBU and SBUEL Staff, Students, Visitors and Contractors	3	4	12	<p>No-trip door stops to be supplied for DCG12&13 to ensure doors can be propped open for ventilation safely, without presenting a trip hazard</p> <p>High windows will be opened and closed by members of the Venues team with window hooks on poles.</p> <p>All areas to be kept well lit</p> <p>No trailing leads or cables across floors.</p>	2	3	6

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						Staff to keep areas clear, eg no boxes left in walkways, deliveries stored immediately. Offices cleaned daily.			
10	Manual handling of furniture	LSBU and SBUEL Staff, Students, Visitors and Contractors	3	4	12	The Estates team are solely responsible for preparing room setups according to client booking requirements. Venues team ensure additional furniture is removed from meeting rooms when not in use to minimise the risk of rearrangement during events. Additional furniture to be kept in cupboard space DG21 when not in use. This action is currently dependent on DG21 cupboard space being cleared. Room divider between DCG12+13 to be kept permanently open for bookings.	2	4	8

Completion of Assessment and Confirmation of Actions

I confirm that the control measures (including risk ratings) for the activities identified are suitable, sufficient and have been implemented.

Risk Assessor's Name: Ruth Glenday

Signature: Ruth Glenday

Date: 11/10/2021

Likelihood of the risk being realised			The severity of risk if realised		
	Within the scope of the risk			To any persons who may be affected	
Very Unlikely	There is no real likelihood of harm occurring	1	Trivial	Hazard unlikely to result in any harm/damage to property	1
Unlikely	Possible chance of harm occurring.	2	Minor	Hazard may result in minor injury (less than 8 days off work) or damage to property	2
Fairly Likely	A good possibility of harm occurring	3	Moderate	Hazard may result in injury (more than 8 days off work) for one or more individuals or damage to property	3
Likely	A very realistic chance of harm occurring	4	Serious	Possible fatality and/or serious injury or damage to property	4
Very likely	Almost certainty of harm occurring	5	Catastrophic	Multiple fatalities and serious injuries or long term/permanent business loss	5

Scoring Matrix							Risk Ratings			Action priority
Likelihood	5	5	10	15	20	25	25	Critical risk – prohibition/immediate action required risk unacceptable and immediate action must be taken	1	
	4	4	8	12	16	20	15-20	High risk – action to commence to reduce risk levels (for workplace assessment within 1 week-1 month)	2	
	3	3	6	9	12	15	10-12	Medium risk – consider additional control measures to reduce risk levels. Action within 1- 3 months	3	
	2	2	4	6	8	10	5-9	Low risk – minor actions may be required only when all high and medium completed. Action within 3-6 months	4	
	1	1	2	3	4	5	1-4	Acceptable risk – no further action required, statistical interest only but will require monitoring	5	
		1	2	3	4	5				
	Severity									

Action Priorities

- (20-25) **Priority 1** ■ (Critical: Immediate): **STOP IMMEDIATELY** – Do not continue/undertake this activity as risk critical/unacceptable.
- (15-19) **Priority 2** ■ (High: 1 wk-1 month): Requires immediate attention to reduce risk rating down to an acceptable level.
- (10-14) **Priority 3** ■ (Medium: 1-3 months): Remedial action required to be actioned within specified time limit.
- (5-9) **Priority 4** ■ (Low: 3-6 months): Review existing and consider additional controls. Regular monitoring required
- (1-4) **Priority 5** ■ (Acceptable): Continue with the existing controls, operation requires continued monitoring.