

### Risk Assessment for Event / Gathering of Over 100 Persons

Host (name and contact details) –

Location –

Number of attendees –

Nature of attendees (e.g. Guests, staff, contractors, businesses etc.) –

Controlled (list of all attendees kept) or uncontrolled (public event) environment –

Nature of hazard	Who might be harmed	Risk rating	Controls required	Action	Responsibility
Spread of Covid-19	Detail the nature of the attendees (e.g. guests, staff etc.)	High / medium / low	<p>Examples include –</p> <p>Information on Covid control measures to be communicated to all attendees</p> <p>People told not to attend if they exhibit symptoms</p> <p>Hand washing facilities / sanitiser will be readily available</p> <p>Handwashing and rest room facilities will be cleaned regularly, bins will be emptied and soap, paper towels and hand sanitiser replenished regularly</p> <p>Only registered attendees / staff / contractors will be permitted to the premises (for controlled events) and records kept for 14 days</p> <p>Social distancing is not required in stage 3 but attendees are recommended to respect each other's space and seating is spaced to accommodate this principle</p>	How the controls from the previous column will be undertaken	Name of person who will take the action detailed in the previous column

Nature of hazard	Who might be harmed	Risk rating	Controls required	Action	Responsibility
Ventilation system recirculating air (indoor events)	Detail the nature of the attendees (e.g. guests, staff etc.)	High / medium / low	<p>Examples include –</p> <p>Where possible good ventilation should be maintained using natural ‘fresh air’ ventilation (opening windows and ‘non-fire’ doors)</p> <p>Ventilation systems set to circulate fresh air and not to recirculate</p>	How the controls from the previous column will be undertaken	Name of person who will take the action detailed in the previous column
Airborne spread through travel to the venue	Detail the nature of the attendees (e.g. guests, staff etc.)	High / medium / low	<p>Examples include –</p> <p>Encouraging attendees to wear face masks if travelling using public transport</p>	How the controls from the previous column will be undertaken	Name of person who will take the action detailed in the previous column
Vulnerable people attending	Detail the nature of the attendees (e.g. guests, staff etc.)	High / medium / low	<p>Examples include –</p> <p>Risk assess the anticipated nature of the attendees and whether additional controls are necessary</p>	How the controls from the previous column will be undertaken	Name of person who will take the action detailed in the previous column
Any other site and / or event specific hazards that you have identified	Detail the nature of the attendees (e.g. guests, staff etc.)	High / medium / low		How the controls from the previous column will be undertaken	Name of person who will take the action detailed in the previous column