

Risk assessment template

Volunteer organisation: UK Knowledge Mobilisation Forum

Assessment carried out by: Sarah Brand

Date of next review: n/a

Date assessment was carried out: 29th March 2021

What are the hazards?	Who might be harmed and how?	What action do we need to do before the event to control the risks?	What action do you need to do on the day to control the risks?	Done
Covid-19 existing infection	Delegates/ speakers <i>Risks depend on age, pre-existing conditions, vaccine status</i>	All delegates have chosen to attend voluntarily and have understood that it will take place in communal spaces in line with current English guidance on infection prevention and control. Remind delegates that the best protection for Covid 19 is to have the full number of vaccinations offered to their cohort and encourage them to ensure full vaccination status prior to the event. Encourage all delegates to undertake a lateral flow test prior to attending the event (day prior to/day of event) to check Covid status.	Encourage delegates to maintain some social distancing during the event, although the 2m rule will not be enforced during the event. Encourage them to minimise physical contact such as shaking hands or hugging.	

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<p>Aerosol & droplet transfer</p>	<p>All</p>	<p>Email attendees before the event to remind them not to attend if they have any symptoms such as a persistent cough, sore throat, loss of taste or smell, and have not had a negative PCR test.</p> <p>Encourage attendees to bring and wear a mask for the duration of the conference. This can be a mask of their choosing with a reminder that an FFP2 mask offers enhanced protection both to themselves and others.</p> <p>Purchase a supply of surgical masks to offer delegates who have not brought their own mask.</p>	<p>Open windows and doors for improved airflow where possible.</p> <p>Utilise outside space for sessions as appropriate and as weather allows.</p> <p>Communicate best practice in infection control to delegates at the beginning of the conference.</p> <p>Forum organisers to model behaviours and encourage adherence to guidance.</p>	
<p>Surface transfer</p>	<p>all</p>	<p>Venue has cleaning schedule which involves daily touchpoint cleaning.</p> <p>Purchase hand sanitiser in multiple small bottles to be placed at locations throughout the venue.</p> <p>Devise touchpoint cleaning schedule which involves wiping of touchpoints</p>	<p>Hand sanitiser on entry to venue and on tables, readily available for delegates to use.</p> <p>Remind delegates to use hand sanitiser regularly.</p> <p>Wipe down all surfaces in line with touchpoint cleaning schedule.</p>	

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		<p>such as door handles, taps and door plates at regular intervals during the event. Eg. pre and post each session. Touchpoint cleaning schedule to include refreshment touchpoints (e.g. jug handles, coffee machine buttons etc.) during refreshment breaks.</p>	<p>Remove used cups or cutlery promptly. Wipe down any tech/materials used by multiple speakers</p>	
<p>Travel to the event</p>	<p>all</p>	<p>Remind attendees of the risk of travelling by public transport or sharing transport to the venue with other delegates and the measures which could mitigate the risk.</p>		
<p>Track & trace</p>	<p>n/a</p>	<p>Forum will maintain a list of attendees via ticket bookings – collect name and email and phone number Sarah Brand to act as Covid Contact Liaison. Ensure attendees list is secure and accessible by forum organisers at short notice if necessary.</p>		

Considered but decided would be disproportionate:

- Requiring tests before attendance
- Requiring vaccination before attendance
- Requiring mandatory wearing of a mask of any specific type
- Enforced 2m social distancing