

Risk Assessment

Summary

Reference: RA002290/9

Sign-off Status: Approved

Date Created: 23/02/2022	Confidential? No
Assessment Title: Community Events, Activities and IPC measures	
Assessment Outline: Risk Assessment updated based on Government announcement, 8/12/2021 implementing Plan B. Community events	
Area Responsible (for management of risks)	Location of Risks On-Site
Directorate: Homes & Neighbourhoods	Site: All sites
Department: Communities and Housing With Support	Area: ALL Areas
Team: Communities	Dept/Area: ALL Depts/Areas
Further Location Information:	
RISK_HE_FORMA_COUNTRYLABEL: RISK_HE_FORMA_COUNTRY_HEADER UNITED KINGDOM	
Assessment Start Date: 23/02/2022	Review or End Date: 23/02/2023
Relevant Attachments:	
Description of attachments:	
Location of non-electronic documents:	
Assessor(s): Harris, Keith	
Line Manager: Alice Potter	
Reason fo Review	
Type:	
Reason:	
Signed Off: Alice Potter (25/02/2022 14:32)	

PEOPLE AT RISK (from the Activities covered by this Risk Assessment)

CATEGORY
Employees
Members of the Public
Visitors
Disabled Persons
Inexperienced Workers/Trainees
Women of Child-bearing Age
Other

Who Made By	Date/Time Received	Comments
Harris, Keith	24/02/2022	Section 2 Infection Prevention and Control (IPC) Hazard 2 Rooms and venues Updated from must: Staff facilitating activities, are encouraged to wear face coverings. Deleted The requirement to display QR codes and collect information from attendees. All data records should now be destroyed. Hazard 5 PCH and Partner led activities Updated from must: • PCH staff or partners facilitating activities, are encouraged to wear face coverings. • Facilitators may encourage attendees follow one-way systems to prevent overcrowding and reduce bottle neck Hazard 4 Toilets and kitchen facilities Changed from will: • Sanitizing wipes can be provided to enable users to wipe down high touchpoints such as light switches, door handles kettles and taps. Hazard 7. Outdoor activities Deleted reference to: • Avoid close proximity working, • Adopt side by side working where possible, Hazard 8 Food preparation and consumption. Added. • Guidance will be issued to staff, residents, partners to consider

Risk Assessment

Reference: RA002290/9

Sign-off Status: Approved

1. Community Events and Activities

Description of Activity:

Community Events held at various locations e.g. Internal and External premises including outdoor events.

For events organised at Plumer House, please also follow RA003791-Pandemic (i.e. COVID-19) RA for Plumer_Offices_Contact Centre.

Hazard 1. Slips and trips

Slips and trips potentially resulting in fractures/serious injury.

Existing Control Measures

Area is checked for potential slip and trip hazards prior to the start of the event. Any potential obstructions are removed or put away. All trailing cables to be covered.

If an obstruction poses a risk and can't be removed, they should be clearly marked and suitably cordoned off.

Good housekeeping to be maintained throughout the event. Event to be monitored.

Health & Safety inspections carried out prior to the event.

Lockable cupboards are provided for the storage of equipment.

The coordinator must arrange the room / venue in a suitable manner for the group size and activity.

Sufficient space will be maintained in the room / venue to enable safe access and egress and movement around the room.

Further Control Measures

Risk Assessment

Hazard 2. Manual Handling

Potentially leading to significant musculoskeletal injuries.

Existing Control Measures

Annual manual handling refresher training provided for staff.

Event organiser to remind helpers/attendees not to move heavy objects on their own and to ask for help when required.

Manual handling aids available and used where appropriate.

Event materials stored at readily accessible height close to place of use.

Staff and volunteers unfamiliar with the workplace to be briefed on the location of manual handling aids and procedures/expectations prior to the event.

Remind staff and third parties not to lift any items above their capabilities.

Staff to only lift as per manual handling training guidelines.

All PCH staff receive manual handling guidance as part of the induction process.

With Existing Controls:

Low

Further Control Measures

Hazard 3. Falling objects

Cuts/bruises.

Existing Control Measures

Area checked beforehand for hazards that can cause injury.

Furniture and other objects to be stored in a neat and tidy fashion.

Furniture particularly chairs not be stacked too high.

Any props decorations to be securely fastened or fixed.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 4. Welfare Facilities

Poor welfare arrangements resulting in ill health.

Existing Control Measures

Toilet Facilities available within easy reach.

Suitable and sufficient WC's available for numbers attending the event.

Drinks available and provision for cleaning hands.

External Events,
Shade/ shelter provided.

With Existing Controls:

Low

Further Control Measures

Hazard 5. Bad Weather

Outdoor events:
Injury/ discomfort ill health.

Existing Control Measures

Consider alternative arrangements for bad weather i.e. can the event be held indoors or under cover.

If necessary event to be cancelled/postponed.

Specialist events (e.g. bouncy castles/soft play) specific risk assessment to be in place prior to the event.

Health & Safety Team involved in the review of documentation etc relating to specialist events.

With Existing Controls:

Low

Further Control Measures

Hazard 6. Poor Lighting

Slips, trips and falls leading to injury.

Existing Control Measures

Lighting maintained in accordance with installers instructions and guidance.

Lighting inspected prior to events and bulbs replaced if necessary.

Additional external lighting hired if necessary.

Emergency lighting tested/inspected regularly by competent person.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 7. Heating

Poor heating - too hot or cold.

Existing Control Measures

Heating and ventilation systems operated in accordance with installers instructions and guidance.

External heating and localised internal heating provided if necessary?

Heating systems inspected by competent person.

Staff required to work regularly outside issued with warm/weatherproof clothing.

With Existing Controls:

Low

Further Control Measures

Hazard 8. Lack of First Aid

Injury/illness aggravated by lack of first aid provision.

Existing Control Measures

Minimum of appointed person to be available for all events.

Appointed person must know the whereabouts of the first aid box and be responsible for calling an ambulance if needed.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 9. Poor Electrical Safety

Electric shock/burns leading to serious injury or death.

Existing Control Measures

Portable appliance testing carried out for all workplaces.
 Fixed wiring testing carried out every 5 years.
 Inventory of equipment and date of re-test held by Service Area.

Visual inspection of electrical equipment prior to use.
 Faults reported immediately and precautions taken to ensure that equipment is not used.
 Equipment to be used in accordance with manufacturers instructions. If in doubt ask supervisor.
 If guests are bringing electrical equipment on site it must be inspected by a competent person and PAT tested if necessary.
 (PAT not required for some types of equipment).
 All electrical equipment used outside must be suitable for outdoor use and or used along with a RCD and prevented from getting damp.

With Existing Controls:

Low

Further Control Measures

Hazard 10. Transport

Parked vehicles blocking routes for emergency vehicles. RTA/ or collision in car park leading to damage or injury.

Existing Control Measures

Vehicles and trailers to be driven by suitably qualified member of staff.
 Vehicle/trailer user checks carried out daily/prior to use.
 Vehicles/trailers to be stored/parked appropriately so not to cause any obstructions.
 If parking is provided on site and a large number of vehicles are expected a traffic marshal may be necessary (Ref RA002362).

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 11. Emergency Situation e.g. Fire

Serious injuries and fatalities.

Existing Control Measures

Fire Risk Assessment completed for the building.

Designated person in control and sufficient number of fire wardens in place to deal with an emergency. (Refer to Fire Risk Assessment for the building/event).

Emergency Evacuation plan in place for building/event. (Must take into account numbers expected) Where necessary capacity must be calculated to ensure safe evacuation in an emergency. Person In Control (PIC) or deputy on site at all times.

Volunteers and staff briefed prior to event on emergency procedures.

PIC to ensure visual check of fire safety equipment and exits carried out on the day.

Electrical equipment will be Portable Appliance Tested. No naked flames are permitted in the craft rooms at any time.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 12. Food Preparation/Poor Hygiene

Food Poisoning.
Also see Hazard 8 Food preparation and consumption in the IPC section of this risk assessment.

Existing Control Measures

Food prepared off site by external caterers with appropriate food preparation/hygiene certificate selected from approved contractors list or recognised catering outlet.

Food served covered/ with packaging.

Food handlers to have relevant food hygiene certificate.

Tea and Coffee making facilities to be supervised by staff/volunteers.

Staff/volunteers to prepare hot drinks if space is an issue.

Food stored at correct temperature.

Incorrectly stored foods to be disposed of.

Buffet food kept at room temperature must be disposed of within one and half hours.

Food to be stored under suitable conditions (chilled or heated to correct temperature).

With Existing Controls:

Low

Further Control Measures

Hazard 13. Lone Working/Work out of Hours

Violence & Aggression,
Slip/trip/fall or other emergency situation with no assistance.

Existing Control Measures

Contact details of those attending the event to be left with line manager.

Protocol for reporting back safely after and during an event has finished to be agreed beforehand. (e.g. Poppy - escalation and frequency of calls).

Where available lone working software solutions used e.g. Guardian 24.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 14. Violence or Verbal Assault

Actual bodily harm/psychological harm.

Existing Control Measures

Staff reminded to have a charged mobile phone at hand in case of any disturbance.

Violence & aggression training (Diffusion Training) provided to staff/volunteers.

With Existing Controls:

Low

Further Control Measures

Hazard 15. Noise Levels/Music etc. (Nuisance)

Disruption and potential conflict.

Existing Control Measures

Noise levels to be kept to reasonable level.

Further Control Measures

Hazard 16. Temporary Structures e.g. Marquees/Gazebos etc.

Collapse of Structure.

Existing Control Measures

Erected as per manufacturers instructions; or by competent person/company.

Weather conditions to be monitored and event relocated or cancelled if necessary. See Hazard 5.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 17. Use of portable tools /equipment

Personal injury from inappropriate use.

Existing Control Measures

Craft equipment will be used in line with existing craft risk assessment.

Any tools used in demos will be kept within the designated space and will not be left unattended. A competent person or contractor will provide demonstrations, and will be responsible for supervision and equipment.

For some equipment such as sewing machines, the equipment will be set up by PCH staff or the facilitator. All users will be shown and instructed on the correct use of the sewing machine. Once trained all approved users will be signed off on training sign off sheet.

Appropriate levels of supervision will be provided to all attendees of the craft club for all tool and equipment being used during the session.

With Existing Controls:

Low

Further Control Measures

Hazard 18. Hazardous fumes,chemicals, dust

Use of cleaning products causing personal injury.

Existing Control Measures

Cleaning demo to be carried out using standard cleaning products.

Cleaning product hampers include standard home cleaning products with directions of use as per manufacturer's labels.

PCH Rangers will be carrying out the cleaning demonstrations, who have received COSHH training.

A competent person or contractor will provide demonstrations, and will be responsible for supervision and equipment.

Further Control Measures

Risk Assessment

Hazard 19. Events organised by third parties (tenants/other organisations)

Badly organised events putting attendees at risk.

Existing Control Measures

Suitable documentation must be collated from third parties.

Further Control Measures

Hazard 20. Overcrowding and Key Control

Slips, trips and falls, panic and injury in the event of an emergency evacuation, conflict from double booking or unauthorised access.

Existing Control Measures

Attendance to be restricted to residents and staff/volunteers.
Coordinator must ensure numbers do not exceed the venues capacity.

Where required a booking system, key collection and return system will be set in place for each room / venue.

With Existing Controls:

Low

Further Control Measures

Hazard 21. Waste and housekeeping

Build up of waste materials

Existing Control Measures

Sufficient waste bins will be provided and emptied as required in all venues /rooms.
Floors and surfaces will be swept as necessary and all waste disposed off appropriately.

Further Control Measures

Hazard 22. Inexperience/untrained volunteers

Inability to deal with an emergency.

Existing Control Measures

Coordinators and staff are competent and provided with suitable and sufficient information to deal with emergencies.

Further Control Measures

2. Infection Prevention and Control (IPC)

Risk Assessment

Description of Activity:

This assessment sets out the IPC controls implemented for events and activities to keep residents, staff and participants as safe as possible during the relaxation of Covid restrictions and future national or global pandemics.
 This assessment should also be read in conjunction with RA003419-Pandemic (i.e. Covid-19) Corporate Risk Assessment.
 Information in this assessment has been developed using updated government guidance for events following a relaxation of Covid-19 restrictions <https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions#risk-2>

For events organised at Plumer House, please also follow RA003791-Pandemic (i.e. COVID-19) RA for Plumer_Offices_Contact Centre.

Hazard 1. Transmission and contracting a virus (e.g. Covid-19)

Potential transmission (to/from) staff, participants or partners during a pandemic (such as Covid-19)

Existing Control Measures

All staff, participants or partners attending events or activities, will be asked not to attend if they are experiencing any symptoms of the virus, have been told to self-isolate, have tested positive or are waiting the results of a test result.

Staff will check participants Covid status with attendees on the day (if possible).

Further Control Measures

Risk Assessment

Hazard 2. Rooms and Venues

Potential transmission (to/from) during a pandemic (such as Covid-19)

Existing Control Measures

Each room contains sufficient seating and tables for its capacity. Facilitators will use their knowledge of attendees to arrange the room, e.g. keeping family groups together. Where possible suitable spacing and distancing will be achieved through the layout to minimise contact with others where possible.

Hand sanitizers are provided with signage in place to encourage users to sanitize hands.

Signage is in place to encourage users to wear face coverings and maintain social distancing wherever possible.
Staff facilitating activities, are encouraged to wear face coverings.

Windows will be opened to enable good ventilation.

Signage is in place to remind users to dispose of used tissues etc appropriately, e.g. "catch it bin it kill it" and to avoid touching eyes, nose and mouth.

The capacity of the room or venue will not be exceeded, a booking system will be in place for popular or regularly oversubscribed activities.

Facilitators may encourage attendees follow one-way systems to prevent overcrowding and reduce bottle necks.

Further Control Measures

Risk Assessment

Hazard 3. Cleaning

Frequent cleaning of surfaces, particularly those that people touch often, reduces the potential for COVID-19 to spread and is a critical part of working safely.

Existing Control Measures

Where possible daily cleaning regimes should be in place including enhanced cleaning of high touch points such as door handles, chair arms, surfaces, tables, toilet facilities etc.

Sanitizing wipes are provided for residents to use as required when using the communal rooms.

A sufficient number of waste bins are provided and emptied daily.

Deep clean services are available should the room require cleaning following an out break.

Shared equipment such as scissors will be sanitized using sanitizing wipes or disinfectant spray and cloths.

With Existing Controls:

Medium

Further Control Measures

Hazard 4. Toilet and kitchen facilities

Potential transmission (to/from) during a pandemic (such as Covid-19)

Existing Control Measures

Toilet facilities must be well stocked with soap, paper towels or suitable hand drying facilities. Toilets are cleaned regularly by PCH Environmental Services team.

Signage is in place promoting good hand washing techniques in toilets and kitchen areas.

Waste bins are emptied daily during general cleaning.

The number of people using kitchen areas at any one time will be limited to encourage residents to maintain social distancing.

Sanitizing wipes can be provided to enable users to wipe down high touchpoints such as light switches, door handles kettles and taps.

Further Control Measures

Risk Assessment

Hazard 5. PCH and Partner led activities

Transmission or contraction of COVID-19 through attendance at PCH or partner led activities. (See Hazard 1, paragraph 1&2)

Existing Control Measures

The capacity of each venue should not be exceeded. Facilitators will manage attendance and prevent accessing activities when attendance is near or at capacity. The facilitator will make a judgement call on the acceptable and manageable numbers for the activity they are running.

Participants will be encouraged to wear face coverings when attending activities and events. PCH staff or partners facilitating activities, are encouraged to wear face coverings.

Information on PCH's IPC measures will be given to partners organising activities. Partners will be expected to follow the control measures in place for each venue.

Partners will provide relevant risk assessments and documentation for the activities they are running. These will be reviewed and agreed in advance of the activity by the Communities team. The health and safety team will provide any additional support if needed.

Participants will be reminded by facilitators to use hand sanitizers and sanitizing wipes provided where necessary.

With Existing Controls:

Medium

Further Control Measures

Risk Assessment

Hazard 6. Resident led activities.

Transmission or contraction of COVID-19 through resident led activities, such as a booking for birthday party or social event.

Existing Control Measures

Residents wishing run an event or activity or book a room must complete the "Communities Resident Organised Events RA Check List C19-Amended" The checklist provides guidance on IPC measures for residents.
Community Worker or Housing Officers can assist residents with this if necessary.

With Existing Controls:

Medium

Further Control Measures

Hazard 7. Outdoor activities

Transmission or contraction of COVID-19.
Outdoor activities and events are considered to be of lower risk than indoor activities.

Existing Control Measures

When organising outdoor events or activities, similar principles should be adopted, and current government advice followed.
Do not exceed the capacity for the area,
Encourage participants to minimise contact with others,
Promote good hand hygiene, through washing or the provision of sanitizers,
Manage areas where crowding is possible,
Encourage the use of face coverings where attendees may come into close contact with each other,
Sanitize shared equipment,
Record and retain the contact details of attendees.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 8. Food preparation and consumption

Potential transmission (to/from) during a pandemic (such as Covid-19)

Existing Control Measures

Buffets are not recommended as these can promote touching and handling food. • Guidance will be issued to staff, residents, partners to consider IPC risk when providing food, e.g. use single use/package items, wash cutlery etc thoroughly and 'encourage' preventing shared touch food provision, advise hand washing and good sanitation..

Single use items such as sugar / coffee sachets / cutlery / biscuits etc can be used where possible to reduce high touch points and multi-handling of equipment and utensils.

Used cups, crockery and cutlery, must thoroughly washed, put away and not left in the kitchen area.

With Existing Controls:

Low

Further Control Measures

Hazard 9. Information to participants and residents

Business requirements may differ from the general guidance provided to the public. Variations may lead to participants not knowing PCHs expectations or requirements to attend events or activities.

Existing Control Measures

Clear rules and expectations will be written and communicated to those residents attending organised activities and events and those booking to use a communal room.

With Existing Controls:

Medium

Further Control Measures

Actions

Reference: RA002290/9

Sign-off Status: Approved

Actions associated with this Risk Assessment

*** No Actions have been recorded***