# **Logo Description automatically generatedCOVID-19 Specific Circumstances Risk Assessment Template: Festival of Archaeology**

# **On the Ground events**

## **Instructions**

The following assessment has been developed to guide all persons in the outline measures needed to prevent or spread illness.

In undertaking Risk Assessments, the following approach should be adopted:

* Gather information/identify risks
* Consider control measures appropriate to the identified risks
* Evaluate residual risk and identify additional measures that may be required to ensure risks are as low as reasonably practicable

**What information to include:**

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| **ACTIVITY /TASK**  ***Hazard*** *– something that may cause harm or damage*  ***Risk*** *- the chance of it happening* | **EXISTING CONTROL MEASURES**  ***Controls*** *– Ways of making the activity safer by removing or reducing the risk from it.*  *For example - you might use a different piece of equipment or you might change the way the activity is carried out.* | **FURTHER ACTION REQUIRED**  *What has changed that needs to be thought about and controlled?*  *Keep checking throughout the activity in case you need to change it…or even stop it.* |
| **Persons Affected**  *Event organisers/ all involved in delivery of event/event participants/the public* | **Person responsible:**  *Name who is responsible for the preparation and/or at each event* |

**Please remember that this is just a template and needs to be amended and added to based on your event. It should be used alongside your regular risk assessments for venue and activity.**

## Risk Assessment Template

# **COVID-19 Specific Circumstances Risk Assessment Template: Festival of Archaeology On the Ground events**

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| **Event name** |  | **Date of risk assessment** |  | **Name of person(s) who undertook this risk assessment** |  |

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| **ACTIVITY /TASK** **Exposure from others:** Living with someone with a confirmed case of COVID-19.  Come into close contact with a confirmed case of COVID-19.  Being advised by a public health agency that contact with a diagnosed case has occurred. | **CONTROL MEASURES**  Anyone involved in organising or delivering the event and event participants should NOT attend if:   * They have symptoms of the disease * They have been in contact with anyone with the disease and are not fully vaccinated (unless there is a medical reason) * They have been contacted by health officials from a Test and Trace service, if this service is in place in their area. | **FURTHER ACTION REQUIRED** |
| **Persons Affected**  *Event organisers/ all involved in delivery of event/event participants/the public* | **Person responsible:** |

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| **ACTIVITY /TASK** **Travel to event:** Exposure to others who may unknowingly have the disease | **CONTROL MEASURES**  Event organisers should:   * Wear face covering if using public transport * Carry alcohol-based hand sanitiser and use after touching all shared surfaces such as handrails or ticketing machines * Avoid touching face or eyes as far as possible * Make sure there is adequate ventilation in the venue | **FURTHER ACTION REQUIRED** |
| *Event organisers/ all involved in delivery of event/event participants/the public* | **Person responsible:** |

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| **ACTIVITY /TASK**  **Maintaining social distance when arriving and leaving:** higher risk of infection spread if social distancing not maintained. | **CONTROL MEASURES**   * Clear expectations/instructions for all involved. * Stagger arrival times. * Designated entrances and exists * All persons required to note and follow local procedures for access to premises. * Follow markings and signage for maintaining distancing at entry points. * Follow any one-way systems and restrictions on the use of elevators or stairways etc. | **FURTHER ACTION REQUIRED** |
| **Persons Affected**  *Event organisers/ all involved in delivery of event/event participants/the public* | **Person responsible:** |

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| **ACTIVITY /TASK**  **Maintaining safety during event:** higher risk of infection spread if social distancing not maintained. | **CONTROL MEASURES**   * Limit group sizes to the volume of people a location can support with social distancing in place. * Maintain and mark clear space between individuals/groups * Pre-plan how individuals/groups will be managed for each activity. * Pre-plan how individuals and groups will move around building to use facilities, such as the toilet. * Avoid physical contact with each other including handshakes, hugs, sharing mobile devices. * Ensure the venue has a good ventilation system (open windows etc) | **FURTHER ACTION REQUIRED** |
| **Persons Affected**  *Event organisers/ all involved in delivery of event/event participants/the public* | **Person responsible:** |

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| **ACTIVITY /TASK**  **Hygiene of people:** higher risk of infection spread if proper hand washing not carried out. | **CONTROL MEASURES**   * Clear expectations/instructions with all involved. * Provide hand sanitiser/hand washing on arrival, departure and during event as required. * Wash hands every hour where possible and where using commonly touched equipment or surfaces. * Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. * Windows will be open where possible to ensure ventilation at all times | **FURTHER ACTION REQUIRED** |
| **Persons Affected**  *Event organisers/ all involved in delivery of event/event participants/the public* | **Person responsible:** |

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| **ACTIVITY /TASK**  **Hygiene of toilets:** higher risk of infection spread if hygiene not carried out. | **CONTROL MEASURES**   * Toilet facilities deep cleaned before and after sessions * Cleaning equipment available to leaders with safe storage. * Deep cleaning of the facility on a regular basis. * Keep records of all cleaning undertaken. | **FURTHER ACTION REQUIRED** |
| **Persons Affected**  *Event organisers/ all involved in delivery of event/event participants/the public* | **Person responsible:** |

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| **ACTIVITY /TASK**  **Hygiene of activity equipment:** Higher risk of infection spread if good hygiene not carried out.  Use of common equipment surfaces may spread virus via hand contact | **CONTROL MEASURES**   * Cleaning of activity equipment before and after group use * Assign specific items to individuals for the session * Limiting volume of equipment used, including consumables such as paper. * All surfaces to be wiped down with anti-viral wipes (where safe to use) prior to use. Care required for sensitive electronics and follow manufacturers cleaning guidance. | **FURTHER ACTION REQUIRED** |
| **Persons Affected**  *Event organisers/ all involved in delivery of event/event participants/the public* | **Person responsible:** |

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| **ACTIVITY /TASK** **Waste Management:** Arrangements for disposal of waste including paper towels, used wipes or other sanitary waste | **CONTROL MEASURES**   * Volunteers and members under supervision, required to dispose of all waste in identified receptacles * Frequent removal of all waste after each session * Volunteers to use gloves when handling waste bags and ensure containers are wiped at the time of removal. * Volunteers to ensure good personal hand hygiene * Clear understanding of who is responsible for waste management if using a hired venue. | **FURTHER ACTION REQUIRED** |
| **Persons Affected**  *Event organisers/ all involved in delivery of event/event participants/the public* | **Person responsible:** |

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| **ACTIVITY /TASK**  **Use of outdoor spaces:** un-even ground, access to space less controlled, cannot be cleaned. | **CONTROL MEASURES**   * Choice of location appropriate to activity. * Briefing to all involved in delivering event on access and movement around site. * Checks on the location ahead of event by organisers. * Signage to guide participants. * Hand washing/hand sanitiser available for all participants. | **FURTHER ACTION REQUIRED** |
| **Persons Affected**  *Event organisers/ all involved in delivery of event/event participants/the public* | **Person responsible:** |

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| **ACTIVITY /TASK** **Suspected Illness:** Persons displaying symptoms of disease or otherwise feeling unwell prior to attending location | **CONTROL MEASURES**   * Event organisers and participants to monitor their personal health and be aware of common symptoms * Maintain records of names and contact details of venues or locations attended * Collect and retain contact details from event organisers and participants in line with the relevant Test and Trace guidance for your location. * Event organisers and participants required to declare any circumstances where they may feel unwell and avoid attending meeting. * Note – Complete honesty is encouraged to help prevent possible unintended spread of disease | **FURTHER ACTION REQUIRED** |
| **Persons Affected**  *Event organisers/ all involved in delivery of event/event participants/the public* | **Person responsible:** |

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| **ACTIVITY /TASK** **Suspected case whilst on site:** Exposure to others who have the disease or exposing others | **CONTROL MEASURES**   * Notify event organisers immediately if anyone on the premises is taken ill whist there. * Collect and retain contact details from event organisers and participants. If in place, this should be in line with the relevant Test and Trace guidance for your location. * Persons taken ill required to remove (or be removed) themselves from the premises as soon as possible to prevent possible further exposure. * Inform all persons present at the time of someone being taken ill to consider isolation. * Premises management to carry out cleaning or sanitising as necessary. | **FURTHER ACTION REQUIRED** |
| **Persons Affected**  *Event organisers/ all involved in delivery of event/event participants/the public* | **Person responsible:** |

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| **ACTIVITY /TASK** **First Aid:** Arrangements for first aid must consider potential infection of first aider | **CONTROL MEASURES**   * Event organiser to ensure the procedures for accessing first aid are clarified. * Access to first aid kits by authorised persons only and distribution of plasters or similar very minor injuries using medical grade disposable gloves for injured person to self-treat. * Be aware of the location of the nearest defibrillator. * All serious injury or illness to be treated via 999 response. * Resuscitation via defibrillator or compressions avoiding mouth to mouth rescue breaths. | **FURTHER ACTION REQUIRED** |
| **Persons Affected**  *Event organisers/ all involved in delivery of event/event participants/the public* | **Person responsible:** |

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| **ACTIVITY /TASK** **Use of PPE:** Shared PPE may present risk of cross contamination | **CONTROL MEASURES**   * All persons expected to be able to provide their own face covering or mask for limited occasions it is required, the government suggests that people continue to wear one in crowded and enclosed spaces where they may come into contact with people they do not normally meet. * Use of gloves is not a replacement for good personal hand hygiene | **FURTHER ACTION REQUIRED** |
| **Persons Affected**  *Event organisers/ all involved in delivery of event/event participants/the public* | **Person responsible:** |