

File name:	Generic Covid meeting room RA		
Risk assessment	Generic COVID meeting room Risk Assessment	Version number:	2 (16/05/2022)

Risk assessment:

Description of activity / area being assessed	COVID-19 Generic Risk Assessment for the in-person meetings	Location	University of Essex Meeting Rooms
Manager responsible	Lara Carmel	Signature & date	Lara Carmel 16/05/2022
Assessed by (name & role)	Richard Green Professional Lead for Health and Safety (Professional Services)	Signature & assessment date	Richard Green 16/05/2022

Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk $L \times C = R$	Additional controls needed to reduce risk	Residual risk $L \times C = R$	Target Date
Risk of COVID-19 spread from person to person from breathing, speaking, coughing or sneezing and contact with contaminated surfaces.	Meeting attendees	<ul style="list-style-type: none"> Anyone who is COVID positive or has COVID symptoms should not attend a face-to-face meeting. Where windows can be opened they must be open to allow air flow. Ventilation systems are set to maximise fresh air input. Supplementary stand-alone air filtration units are deployed in unventilated or poorly ventilated “windowless” spaces and where air 	U x Mod = Low			

Consequence	Catastrophic	Medium	High	Very High	Very high	Very High
	Major	Low	Medium	High	High	Very High
	Moderate	Very low	Low	Medium	Medium	High
	Minor	Very low	Low	Low	Medium	Medium
	Insignificant	Very low	Very low	Low	Low	Low
	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Likelihood of hazardous event						

Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls needed to reduce risk	Residual risk LxC=R	Target Date
		<p>changes are considered to require additional support.</p> <ul style="list-style-type: none"> ▪ Air filtration systems present should be set to at least level 3. <p>Note that the earlier COVID-19 restriction on moving furniture is now not in place.</p>				
Risk of vulnerable worker catching COVID-19 resulting in serious illness or fatality.	Any meeting attendee who is at increased vulnerability of severe complications if contracting the virus	Staff members who have underlying health conditions that make them susceptible to suffering from a serious illness if expose to Covid 19 and other respiratory viruses should be referred to the University of Essex Occupational Health team for OH assessment.	U x Maj = Med			