

Event Risk Assessment: Used in conjunction with RCPE Event Checklist

Assessment No: Version 1
 Assessment Name: College Events
 Assessment carried out by: Allan mckain
 Date assessment was carried out: 25-Aug-21

RCPE Event Checklist Reference	Who might be harmed and how?	Areas of College	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Done/to be completed
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Understanding of the overview of the current COVID-19 situation

1	Staff, Contractors, Visitors, fellows and Members, and Delegates	Pre-Event	Communicate Current Guidance Level Edinburgh onsite, website and pre-event communication - See Coms Plan at end of Risk assessment	Monitor Guidance level	SA - Onsite Website ordinator - Registration	AB- Co-
2	Staff, Contractors, Visitors, fellows and Members, and Delegates	Pre-Event	Communicate Guidance change onsite, website and pre-event communication - See Coms Plan at end of Risk assessment	Monitor Guidance updates	SA - Onsite Website ordinator - Registration	AB- Co-
3	Staff, Contractors, Visitors, fellows and Members, and Delegates	Pre-Event	Travel: Only those who are based within the UK, have completed a period of international quarantine or are double vaccinated can attend or work at the event.	Monitor Travel Restrictions: Guidance updates to be issued to Staff and Delegates	AB- Website ordinator - Registration	Co-
4	Staff, Contractors, Visitors, fellows and Members, and Delegates	Pre-Event	It is not necessary to consult local health authority to host an event at RCPE, due to the size and mitigating measures put in place, see Facilities risk assessment details below	Monitor Sector Guidance	Co-ordinator Venue Manager	
5	Staff, Contractors, Visitors, fellows and Members, and Delegates	Pre-Event	Sector advice cards have been consulted before and during the Risk assessment process	Sector advice cards no longer active. No further action required.	Venue Manager	
6	Workforce	Pre-Event	Work Force issued guidance on Scottish government guidance	Monitor guidance and update workforce on changes	HR Manager and Venue Manager Department Heads	
7	Workforce	Pre-Event	Work Force discussions, training and induction required before the workforce support the event	Training session for Internal Event coordinators on measures put in place	Venue Manager Department Heads	
8	Workforce	Pre-Event	Workforce Planning- Individual risk assessments	Individual risk assessments to be completed by departmental head	Department Heads	
10	Workforce	Pre-Event	workforce - Opt-in written consent	Written consent to work in events environment obtained	Department Heads	
11	Work Force	Pre-event	Medical Contract , Not required as First aid available onsite by College Officers, Covid19 trained		Venue Manager	
12	Workforce	Pre-Event	Senior medial Professional consulted on measures put in place for the workforce	No Action required as size of events falls well with permitted limits	Venue Manager	
13	Staff, Contractors, Visitors, fellows and Members, and Delegates	Pre-Event	Medical Response plan in the event of an Outbreak, Provision for Track and Trace	Create the plan	Venue Manger	
14	Staff, Contractors, Visitors, fellows and Members, and Delegates	Pre-Event	Medical Healthcare interphase , How delegates and staff interact first aiders and local healthcare	Include this in registration and workforce update	Venue Manager Event co-ordinator Department Head	

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Event emergency preparedness and response plans						
2a	Workforce	All Indoor settings, corridors and communal areas	Supplies purchases, PPE for staff where necessary . Additional mask available for those that forget. Marks, gloves, gowns available for first aiders	Maintain a supply with a par stock of 100	Senior College Officer	
2b	Workforce	All Indoor settings, corridors and communal areas	Staff provide their own face coverings , spare masks are available should they forget or need to change them	Maintain a supply and communicate with workforce, advice on what constitutes a suitable face covering	Senior College Officer	
2c	Workforce	All Indoor settings, corridors and communal areas	Face coverings of suitable quality	Staff registration guidance details requirements of face coverings, as above	Line Manager, HR	
2d	Workforce	All Indoor settings, corridors and communal areas	Visors can only be worn in addition to a face covering, not a suitable alternative	Staff registration guidance details requirements of face coverings & Intranet	Line Manager, HR	
2e	Workforce	All Indoor settings, corridors and communal areas	Workforce: RCPE doesn't have any staff who are deaf or lip read to communicate.	No Action required.	Venue Manager	
2f	Customers and Visitors	All Indoor settings, corridors and communal areas	Instruction for visitors and staff that face coverings are required to enter the building	Signage placed at entrances and exits to the building and meeting spaces	Senior College Officer	
2g&H	Customers and Visitors	All Indoor settings, corridors and communal areas	Monitor compliance with Face cover wearing	Train staff to challenge individuals who are not wearing a face covering when in the building	Senior College Officer	
3a	Workforce	All Areas	Procedure for workforce to reporting illness	Communicated in the Interim staff registration guidance & Intranet	Line Manager, HR	
3b	Workforce	All Areas	Protocol for organisers to report illness	Communicated in interim guidance and in risk assessment- linked to medical plan	Venue Manager	
3e	Workforce	Isolation Room	Isolation room is available for one individual, equipped with a chair, phone handwashing facilities and external ventilation	Communicate location to Co-ordinator	Senior College Officer	
3f	Workforce	Medical Facilities	Local medical facilities include the western general and royal infirmary	Included in Medical plan and guidance to be issued at registration. Medical insurance recommended for overseas visitors	Co-ordinator	
4a&b	Staff, Contractors, Visitors, fellows and Members, and Delegates	Local Medical Provision	Local Hospital and ambulance provision is good	No Action required.	Venue Manager	
5	Staff, Contractors, Visitors, fellows and Members, and Delegates	Medical Screening	No Screening on the premises	Advance guidance issued on to all. Issued as part of the registration process/on boarding	Co-ordinator	
6	Staff, Contractors, Visitors, fellows and Members, and Delegates	Track and Trace	Details kept for 21 days and includes contact information	Advance registration for all college staff visitors and contractors. Advance registration for event delegates	Reception ordinator	Co-ordinator
7	Staff, Contractors, Visitors, fellows and Members, and Delegates	Track and trace	Data only used for the purpose of test and protect . Data deleted on Day 22	No Action required.	Reception ordinator	Co-ordinator
8	Staff, Contractors, Visitors, fellows and Members, and Delegates	Track and trace	Data collected in advance, at registration and reception where necessary. Data collected in advance reduces queueing on entry	No Staff, contractor, visitor Fellow, member or delegate can attend the collage without registration. Advanced registration recommended	Reception ordinator	Co-ordinator
2	Workforce	Health	Individual risk assessments for all staff, particularly to those who are returning from shielding or normal duties related to restrictions	Back to work chat	Department Heads	
4	Workforce	Risk Assessment-oversight	Sight of Risk assessment given to Venue Manager	Co-ordinator to review risk assessment for each event and issue to Venue manager or senior college officer in their absence	Co-ordinators Venue Manager	
6	Contractors	Risk Assessment-oversight	Sight of risk assessment from caterers and other contractors required in advance of the event	A central file to be created where these risk assessments are collated for future use. any changes to be updated centrally	Co-ordinators Venue Manager	
	Staff, Contractors, Visitors, fellows and Members, and Delegates	Reduced contact	Staff and Delegate staggered arrival and departure times (where possible).	No Longer required, although can be implements for events over 100	Co-ordinators	
7a,c&d	Staff, Contractors, Visitors, fellows and Members, and Delegates	Public Transport	the Capacity of the Venue does not have an impact on public transport provision. No consultation required	No Action required.	Venue Manager	
7e						

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Workforce						
1	Workforce	Accommodation	Only Serviced accommodation to be used when accommodation is required. College Bedroom Accommodation has been suspended until further notice	Accommodation providers must have enhanced covid19 cleaning measures. Airbnb not recommended	Co-ordinator	
1	Workforce	Car or Vehicle Sharing	Car and vehicle sharing discourage , Closed cohorts with shift partners can be observed but not mixed	Q-park recommended to work workforce where on street and College carpark is not available. Travel and accommodation to be listed at registration	Co-ordinator	

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Venue Facilities						
1	Staff, Contractors, Visitors, fellows and Members, and Delegates	All Areas	Physical Distancing measures no longer required for events under our maximum capacity (bathroom facilities to maintain distancing measures on 1m)	Co-ordinator to refer to room capacity chart to ensure onsite registration does not exceed maximum capacity	co-ordinator	16/08/2021
2 & 3	Staff, Contractors, Visitors, fellows and Members, and Delegates	Congestion areas , for example cloakrooms, food outlets, and bars	Staggered registration arrival , Open doors where it does not impede fire suppression. Cloakroom open for use.	See Guidance PDF to be issued to all . Must form part of the registration process	Co-ordinator	16/08/2021
4	Staff, Contractors, Visitors, fellows and Members, and Delegates	Outdoor Event areas	Physic Garden , Observe maximum capacity Social distancing no longer required.	Co-ordinator to refer to room capacity chart to ensure onsite registration does not exceed maximum capacity if levels change	Co-ordinator	16/08/2021
5 & 13	Staff, Contractors, Visitors, fellows and Members, and Delegates	All Areas	Deep Cleaning , Additional Cleaning measures put in place between events: Event Spaces, toilets and kitchens	Monitor cleaning contractor that measures are being carried out. 28 day Misting with surface activated cleaning fluid.	Senior College Officer	16/08/2021
6 & 13	Staff, Contractors, Visitors, fellows and Members, and Delegates	All Areas	Cleaning during the event: Regular bathroom cleaning and high touchpoint cleaning throughout. Supported but Active Misting every 28 days.	Monitor Cleaning contractor that measures are being carried out. Spotless cleaning schedule	Senior College Officer	16/08/2021
7	Staff, Contractors, Visitors, fellows and Members, and Delegates	All Areas	Handwashing and/or hand sanitiser stations available at all points of entry and exit, and other well-marked and illuminated locations throughout the venue. A mixture of Hand and automated sanitiser.	Stock and battery supply Monitored. WHO signage available on how to wash hands and use hand rub	Senior College Officer	16/08/2021
8	Staff, Contractors, Visitors, fellows and Members, and Delegates	Car park	Car park has 9 spaces and complies with Guidance currently in place	Back entrances to the College (supplier and staff usage only) guidance clearly marked. Monitor level system	Senior College Officer	16/08/2021
9	Staff, Contractors, Visitors, fellows and Members, and Delegates	Self Service Food and Drink	Boxed, bagged, plated or individually portioned food and Drink should be prioritised over buffet and self help catering. Catering operations can continue with out legal restriction but not recommended.	Self service Coffee machines and water coolers to remain available, with wipes and guidance on their usage. Communicate the colleges preference for boxed, bagged and plated catering.	Senior College Officer Venue Manager	16/08/2021
11	Staff, Contractors, Visitors, fellows and Members, and Delegates	Screens	Screens available for registration, reception and pay points. A barrier between staff and all other visitors where possible	Co-ordinator to inform Venue of the number required. A permanent screen is placed at Reception	Co-ordinator	16/08/2021
12	Staff, Contractors, Visitors, fellows and Members, and Delegates	Bathrooms and Meeting spaces	A stock of sanitiser, tissues and hand soap replenishment monitored throughout the day	No further action required	Senior College Officer	16/08/2021
14	Staff, Contractors, Visitors, fellows and Members, and Delegates	Areas where queues are likely to form	Floor markings indicating social distancing: No longer required in event spaces.	Remove current floor markings in event spaces	Senior College Officer & Buildings officer	16/08/2021
15	Staff, Contractors, Visitors, fellows and Members, and Delegates	Lifts	Guidance of Lift usage outside the lift at all floors and inside the lift: no longer required	Keep in place for staff use as office guidance requires it.	Senior College Officer	16/08/2021
16 & 17	Staff, Contractors, Visitors, fellows and Members, and Delegates	Entry Points	Separate entry points for Historic and Modern areas of the building. When Hosting a single event all doors to be open for entry. Make reasonable adjustment for disabled guests (Use of 11 street entrance and internal lift regardless of which side of the building they are attending).	Manage the entry points to the college making them available on the day to events that require them.	Senior College Officer	16/08/2021
18	Staff, Contractors, Visitors, fellows and Members, and Delegates	Entry Points	Stagger arrival times to avoid locking pavements and discourage queueing on the street.	Not required but recommended for events over 100	Senior College Officer & Co-ordinator	16/08/2021
19	Staff, Contractors, Visitors, fellows and Members, and Delegates	Pinch Points	Transition areas identified and no dwell areas created. Distance markings placed where necessary. A single vomitorie outside of the projection room blocked for staff usage only	Transition area markings to be removed as no longer required.	Senior College Officer	16/08/2021
22	Staff, Contractors, Visitors, fellows and Members, and Delegates	Adherence to Physical Distancing	College officers and events staff to monitor and identify non compliance . Continued non compliance by an individual will be treated as disruptive behaviour and they will be asked to leave. Continued non compliance by a group will result in the event being ended by the most senior member of the venue team available.	Monitor Compliance on the day. Send guidance to all in advance of attending the event	Co-ordinator	16/08/2021
23	Staff, Contractors, Visitors, fellows and Members, and Delegates	Minimise Face to face contact	Screens placed at registration and reception. Theatre seating or cabaret seating used where possible.	Assess capacity of the room with setup, reduce attendee numbers to accommodate theatre of cabaret set up.	Co-ordinator	16/08/2021
24	Staff, Contractors, Visitors, fellows and Members, and Delegates	unnecessary Travel	Offer a Hybrid/Live Stream option to help reduce unnecessary travel	Offer Hybrid where practical to do so or where availability exists. Consider alternative dates or reduced capacity.	Co-ordinator	16/08/2021
25	Staff, Contractors, Visitors, fellows and Members, and Delegates	Payments	Contactless payments only. Reduce the need for cash handling.	Cash is not permitted for transaction unless the person is disabled or of an age where they do not have contactless payment. Use PDQ machines provided by finance team to transact. Receptions card machine can act as an overflow or alternative to cash.	Co-ordinator	16/08/2021

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Delivering Event Toilets						
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1	Staff, Contractors, Visitors, fellows and Members, and Delegates	Public toilets	The Provision of event toilets are considered sufficient.	Signage directing delegates to the nearest alternative toilets. Social distancing markings to remain despite not being required by law.	Senior College Officer	00/01/1900
2	Staff, Contractors, Visitors, fellows and Members, and Delegates	Outer doors(not cubical doors)	Outer doors to be kept open as to reduce touch points	Doors to be opened and closed at the beginning and end of each event day	Senior College Officer	
3	Staff, Contractors, Visitors, fellows and Members, and Delegates	Sanitiser	Sanitiser to be available near bathrooms exits and entry points	Replenished daily and checked throughout the day	Senior College Officer	0
4	Staff, Contractors, Visitors, fellows and Members, and Delegates	Signage and Markings	Social distancing markings , closed sinks and handwashing techniques displayed within the public bathrooms	Social distancing not required. However, wil remain in place due to the nature of bathrooms	Senior College Officer	0
5	Staff, Contractors, Visitors, fellows and Members, and Delegates	Waste Disposal	Increased hand washing requires a mid day collection of waste paper towels from the bathrooms	Checked throughout the day	Senior College Officer	0
6	Staff, Contractors, Visitors, fellows and Members, and Delegates	Cleaning	A daily cleaning regiment in place. Cleaning before official event break times and high touch cleaning throughout the day	Checked throughout the day	Senior College Officer	0

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Delivering Event Ventilation						
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2	Staff, Contractors, Visitors, fellows and Members, and Delegates	Event Spaces	Air Ventilation. Increased ventilation. Refer to Ventilation guide depending on what rooms are allocated to the event	Monitored by the event Co-ordinator and Senior College Officer. Refer to Ventilation chart	Senior College Officer Co-ordinator	
3	Staff, Contractors, Visitors, fellows and Members, and Delegates	Event Spaces	Doors and Windows to be opened at break times to air the room	Monitored by the event Co-ordinator and Senior College Officer	Senior College Officer Co-ordinator	
1	Staff, Contractors, Visitors, fellows and Members, and Delegates	Cleaning	Daily detergent cleaning in place that kills bacteria and viruses. 28 day active cleaning fogging of event spaces	Monitored by Senior College Officer	Senior College Officer Co-ordinator	
2	Staff, Contractors, Visitors, fellows and Members, and Delegates	Symptomatic attendee Cleaning	28 day active misting/fogging and current daily cleaning sufficient to prevent spread of virus. High touch throughout the day and handheld Misting spray available for interim use. Room may be closed for 72 hours or deep cleaned depending on the space and duration the delegate attended	Cleaning schedule monitored	Senior College Officer	
3	Workforce	Entrance Key pads	Exit buttons replaced by sensor systems. Touch buttons for exit removed where it does not impeded fire prevention measures	Maintenance schedule in place, guidance on which entrance and exits to use for different groups within the College	Senior College Officer & Buildings Officer	
4	Workforce	Communal areas	workforce rooms, communal staff areas, canteens and equipment cleaned frequently between uses	Wipes provided for use throughout the day, High touch point cleaning throughout and a single daily clean	Senior College Officer	
5	Workforce	Tidy Work Space	Clear desk policy Adopted, Personal items put away at the end of each day	Wipes provided at each work area, daily cleaning of office spaces	Senior College Officer	
6	Workforce	Toilet Cleaning	Toilet cleaning schedule agreed to ensure they are cleaned consistently	monitored daily	Senior College Officer	
7	Workforce	Waste removal	Waste removed daily	monitored	Senior College Officer	
8	Staff, Contractors, Visitors, fellows and Members, and Delegates	Payment	Contactless payment available onsite, Cash and token payment not permitted onsite - Exceptions made for those who are older or have a disability	Signage at payment points	Senior College Officer Co-ordinator	
9	Staff, Contractors, Visitors, fellows and Members, and Delegates	Merchandise	Merchandise signage and isolation area identified for goods that have been touched	Signage and process in place	Senior College Officer Co-ordinator	

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Delivering Event Ventilation						
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1	Staff, Contractors, Visitors, fellows and Members, and Delegates	Encourage Active Travel	Bicycle risks: Available for staff at AV entrance, Available visitors at No13 basement to the front of the building, No8 entrance at Ground level, specific front railings designated for Bicycles	Monitored by the event Co-ordinator and Senior College Officer	Senior College Officer	Co-ordinator
2	Staff, Contractors, Visitors, fellows and Members, and Delegates	Staggered break times	Where possible stagger break times with 15min gaps. Recommended for groups with over 100Pax but not required by law	Co-ordinator to identify this when designing the event.	Co-ordinator	
3	Workforce	Staff Welfare areas	Social distanced within Staff welfare area. Such as eating and taking breaks.	Room to be identified at time of booking	Co-ordinator	
4	Staff, Contractors, Visitors, fellows and Members, and Delegates	Tables and Chairs	Cleaned after use , must form part of the 28 day fogging process and high touch cleaning when possible	Monitored by Senior College Officer	Senior College Officer	
5	Staff, Contractors, Visitors, fellows and Members, and Delegates	Catering	Buffets strongly discourage , bagged, boxed and plated catering recommended although not law	Co-ordinator to identify this when designing the event.	Co-ordinator	
6	Staff, Contractors, Visitors, fellows and Members, and Delegates	Exiting Theatre style events	Arrival and departure for a room. Furthest seats from entrance should be occupied first and depart last.	Co-ordinator to brief chair person with speaker notes. Announcements should be made where a PA system exists	Co-ordinator	