

UEL Risk Assessment Form

Name of Assessor:	Kelly Atkins	Date of Assessment	01/08/2021
Activity title:	Graduation Ceremonies	Location of activity:	11a & 11b plots between ABP and UTC
Signed off by Manager (Print Name)	Scott Williams	Date and time (if applicable)	9th-17th September 2021

Please describe the activity/event in as much detail as possible (include nature of activity, estimated number of participants, etc)
If the activity to be assessed is part of a fieldtrip or event please add an overview of this below:

Graduation will be delivered as hybrid ceremonies in a purpose built, covered area between ABP and UTC with a signed lease from Newham Council to support the use of the land.

Graduates have been given the opportunity to attend physically, virtually or defer to 2022. The venue will host a maximum of 900 attendees with a breakdown of the ceremonies and times included below.

The ceremonies will take the form of a traditional ceremony with some highlighted areas for changed indicated in the risk assessment below to ensure the safety of all attendees and staff.

Ceremonies:

Thursday 9th September 10.30am – 263 grads 560 guests

Thursday 9th September 2.30pm – 248 grads 533 guests

Friday 10th September 10.30am – 210 grads 524 guests

Friday 10th September 2.30pm – 106 grads 172 guests

Monday 13th September 10.30am – 267 grads 650 guests

Monday 13th September 2.30pm – 193 grads 488 guests

Tuesday 14th September 10.30am – 276 grads 574 guests

Tuesday 14th September 2.30pm – 197 grads 554 guests

Wednesday 15th September 10.00am – 115 grads 129 guests

Wednesday 15th September 12.30pm – 171 grads 454 guests

Wednesday 15th September 3.30pm – 248 grads 593 guests

Thursday 16th September 10.00am – 138 grads 322 guests
Thursday 16th September 12.30pm – 236 grads 438 guests
Thursday 16th September 3.30pm – 192 grads 469 guests
Friday 17th September 10.00am – 205 grads and 192 guests
Friday 17th September 12.30pm – 229 grads and 491 guests
Friday 17th September 3.30pm – 161 grads 403 guests

Overview of FIELD TRIP or EVENT:

See above

Guide to risk ratings:

a) Likelihood of Risk	b) Hazard Severity	c) Risk Rating (a x b = c)
1 = Low (Unlikely)	1 = Slight (Minor / less than 3 days off work)	1-2 = Minor (No further action required)
2 = Moderate (Quite likely)	2= Serious (Over 3 days off work)	3-4 = Medium (May require further control measures)
3 = High (Very likely or certain)	3 = Major (Over 7 days off work, specified injury or death)	6/9 = High (Further control measures essential)

Hazards attached to the activity

Hazards identified	Who is at risk?	Existing Controls	Likelihood	Severity	Residual Risk Rating (Likelihood x Severity)	Additional control measures required (if any)	Final risk rating
Structural, access, electric faults, transport access – all linked to external suppliers including: Wave Co Productions	Staff supporting the set up of the event External suppliers	Risk assessments and public liability insurance documents from all suppliers have been compiled and submitted to the council and filed with the graduation team.	1	2	2	All staff in attendance will also take daily lateral flow tests before attending the site	1

Access by someone infected with Covid 19	Staff/graduates/guests	<p>All staff are asked to follow Test, Tell & Take Care and to complete the Daily Health Check when coming on campus. No-one should come on campus if they have symptoms of Covid-19 for 10 days after a household member displays symptoms.</p> <p>Graduates and guests have been advised that it is mandatory that they present a Covid pass or negative test upon entry.</p>	1	2	2	<p>It has been highlighted in all communications that anyone attending who does not present this will not be permitted entry.</p> <p>Anybody who is unable to attend can contact the graduation team for a refund and have been advised, like staff, not to attend the ceremonies if they have symptoms or a positive test.</p> <p>Testing centre to be available at the ceremonies in case people have not tested in advance. External security to manage and create risk assessment around safety.</p>	2
Social interaction	Staff/graduates/guests	<p>A one way system through gowning, photography and entrance/exits to the ceremony has been outlined to avoid unnecessary crowding.</p> <p>Entrance to the one way system will be permitted with proof of a negative test result.</p> <p>All staff are asked to follow Test, Tell & Take Care and to complete the Daily Health Check when coming on campus.</p>	1	2	2	<p>Ceremony attendance has been limited to 900 to avoid overcrowding and to allow for social distancing if government rules change.</p> <p>Graduates and guests are asked to arrive up to 2 hours before the ceremony to avoid queues. Student and guest tickets will be pre-printed to avoid bottle-necking queues at registration where queues are normally long for ticket printing.</p> <p>Staff who are symptomatic after the event are asked to complete the Daily Health Check so we can determine if any symptomatic individuals have attended the event</p>	2

						<p>Graduates and guests will be asked to wear masks until seated.</p> <p>All reception activity where mingling may occur will be situated outside.</p>	
Travel	Staff	People must wear a face-covering on public transport	1	2	2	Car parking is available for staff who want to drive, and staff are encouraged to walk and cycle where possible	2
Ceremony etiquette	Graduates	Precautions and amendments to core elements of the graduation ceremonies	1	2	2	<p>Graduates will be asked to wear their masks until seated or crossing the stage.</p> <p>On the stage there will be a red carpet with a 1m gap from the Chancellor. Graduates will be told on the day to ensure they walk across this carpet, maintaining the outlined distance.</p> <p>Rather than shake hands with the Chancellor, graduates will be asked to doff their caps instead.</p> <p>Calling cards will still be used to call graduate names. Name callers will be provided with gloves and a bin to immediately put the calling card into. These will be disposed of following the ceremony.</p> <p>PhDs will also not be dressed by the Chancellor, they instead will be able to put their caps on themselves and doff their caps.</p>	2
Contaminated surfaces (including catering)	Staff/graduates/guests	Ceremony venues cleaning procedures outlined in external supplier risk assessments.	1	2	2	<p>Nviro to be notified of event.</p> <p>Food vans will be required to adhere to Covid-secure measures</p>	1

		On campus, existing covid cleaning measures by Nviro & provision of hand sanitisers throughout the campuses				and have food hygiene certificates that will be checked prior to the event. All consumption of food will be outside in the green area.	
Injuries or interaction of presenters on stage	Staff	Existing social distancing measures in place and first aiders on hand for any slips or trips	1	2	2	The script will be placed in wipe down plastic pockets. Everybody who will utilise the script will be provided with hand sanitizer on their seats to use before going to the lectern. Microphones will be fixed to the lectern and cleaned between ceremonies, presenters wearing face masks on stage when not presenting or talking, and will remain 1m socially distant when not wearing a face mask	2
Unrelated emergency	Staff/graduates/guests	Contact Security on 020 8223 7771/5599 in emergencies or for any assistance Additional security in place at the location of the ceremonies. Contact details will be provided ahead of the event once staffing is confined.	1	2	2	Security will be notified of the event	2
Risk of fire on campus	Staff Students	Fire extinguishers; fire evacuation plans; fire marshals Off campus fire procedures are listed by the external suppliers within their risk assessments and will be outlined to the graduation team and security team visually once the construction of the venue is complete.	1	2	2	Floor plan prepared. Monitor situation regularly during day to make sure fire exits are kept clear.	1
VIP lunches	Staff/External VIPs	External catering team to complete and send a full risk assessment	1	2	2	First aiders on hand and any allergies gathered ahead of the menu plans.	1

		Potential choking on food.					
Slip or trip hazard due to literature or rubbish being dropped on the floor	Staff/graduates/guests	Be vigilant on the day to make sure that all stray literature etc. is picked up off the floor.	2	1	2	Regular monitoring during day. Ensure the exhibition is set up against the walls so that staff do not have to navigate around furniture. Ensure enough bins are available for rubbish and Nviro are aware of the event.	1
Toilet facilities	Staff/graduates/guests	Existing Covid cleaning measures by Nviro External toilets will be cleaned daily by the contractors	1	2	2	Nviro will be notified of the event	1
Virtual access	Graduates		1	1	1	Maximum 1 hour 30 of screen time per ceremony	1
Minor injuries (general accidents)	Staff	First aiders on hand: events staff, Security	1	1	1		1

Review Date n/a – one-off event
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