

**Writing a COVID-19 Risk Assessment**

**Guidance Notes**

**Showman’s Show 2021**

**Newbury Showground**

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **Ref** | **Subject Area** | **Hazards** | **People at Risk** | **Likelihood (L) x**  **Severity (S) = Primary Risk (R)**  **L x S = R** | | | **Control Measures** | **Likelihood (L) x**  **Severity (S) = Primary Risk (R)**  **L x S = R** | | | **Actions/**  **Comments** |
| **#** | ***In this area there should be detail of the subject/activity being assessed.*** | ***Identify all foreseeable hazards.***  ***Hazard – something likely to cause harm.*** | ***Who is likely to be affected?*** | ***L*** | ***S*** | ***R*** | ***Identification of the control measures that should be implemented to eliminate or minimise risk.*** | ***L*** | ***S*** | **R** | ***Any relevant comments or additional actions required.*** |
| 1. | ***Example***  ***Sharing information with all persons (communication)*** | ***Example***  *Failing to share relevant information with persons.*  *Failing to share up-to-date information from UK Gov.* | ***Example***  *Production Staff, Venue Staff, Contractors, Performers, Guests, Customers, Members of the Public, etc.* | *5* | *5* | ***25*** | ***Example***  *We will share updates with all persons to ensure that any persons attending the Venue are provided with suitable and sufficient (up to date) information specific to COVID-19 management for the project.*  *We will ensure that all control measures relevant to our staff and contractors are communicated prior to the start of the onsite phase of the project.*  *We will use emails and text messages to share appropriate information to our staff in a timely manner.*  *We will prepare a COVID-19 briefing and inform all staff of this before starting work.* | *3* | *5* | ***15*** | *Weekly project updates to be sent out to staff to reiterate the arrangements in place for this project.* |

**Example Risk Assessment Table Entry:**

**We have simplified our example table for you to make the process simple and easy to complete. Please tell us about your arrangements for the following topics:**

- Social distancing - Face masks

- Cleaning (stand and products) - Hand sanitising

- Staff C19 health declaration/checks - Staff C19 testing

- First aid - Payment methods

**NB - if you do not plan to do anything under a specific heading please put N/A.**

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| **Ref.** | **Subject Area** | **Arrangements / Control Measures** | **Any Further Comments** |
| 1 | Social Distancing |  |  |
| 2 | *Face Masks* |  |  |
| 3 | *Cleaning*   * *Stand* * *Products* |  |  |
| 4 | *Hand Sanitising* |  |  |
| 5 | *Staff Health Declarations/Health Checks* |  |  |
| 6 | *Staff COVID-19 Testing* |  |  |
| 7 | *First Aid* |  |  |
| 8 | *Payment Methods* |  |  |
| 9 | *Anything else…* |  |  |

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| --- | --- | --- | --- |
| **Completed For (Stand and Plot Location):** | **Completed by (Full Name):** | **Date:** | **Signature:** |
|  |  |  |  |