



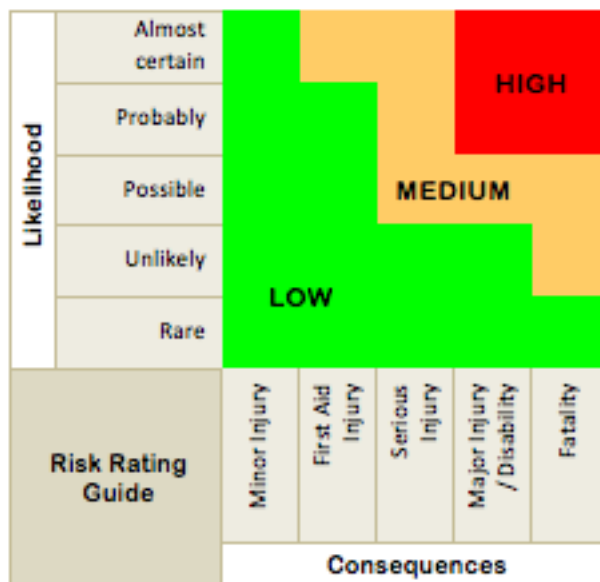
LADY MARGARET HALL

COVID19 RISK ASSESSMENT FOR DEPARTMENT OF PARTICLE PHYSICS - RESIDENTIAL SUMMER SCHOOL SEPTEMBER 2021

A generic risk assessment is publicised on the LMH Conference Website along with the Event Safety Leaflet. The specific arrangements for Department of Particle Physics Residential Summer School are contained here in this risk assessment which is sent to the event organisers in advance of the start of the course. Organisers are required to provide the risk assessment and event safety leaflet to all participants and staff prior to their arrival at the College site

The Event Safety Leaflet will be displayed in all bedrooms being used by residential guests

This risk assessment and the Event Safety Leaflet are reviewed whenever Government or University guidelines change



Completed 19th August 2021

Last Reviewed 19th August 2021

Hazard	Potential outcome	Precautions in place	Risk rating	Further action	Who's responsible	Date due
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Something with potential to cause harm	Who may be harmed	What injury may occur		High/Medium/Low	Additional precautions needed to control risk	Who will complete action	
Visitors bringing the virus into College from home or elsewhere	Staff Participants	Fatality	<ul style="list-style-type: none"> All staff, participants and visitors are told, in advance of planned visits, not to come on to the College site if they have Covid19 symptoms, or if they have been in recent contact with anyone with symptoms Access to the College site is monitored by Lodge staff Hand sanitiser is provided at the entrance to the Lodge Participants arriving from abroad must adhere to the British Government's rules for entering England, including the quarantine rules as set out in the 'Traffic Light System for international travel. Participants who are UK based are required to take a Rapid Lateral Flow test with a negative result within 24h before arrival All students and teachers (even if not staying in College) must undertake a Rapid Lateral Flow test every 3 days. Participants who are leaving the premises for more than 24h (for example during the middle weekend) must undertake a Rapid Lateral Flow test upon return. Masks or other appropriate face-coverings are required in a number of situations: In classrooms, in shared indoor areas of the school or college. In the Dining Hall unless seated, as required by public venues such as shops, restaurants, or museums. Anyone feeling ill or starting to show symptoms whilst on site will be required to leave immediately via their own transport or will be isolated 	Medium	<p>Conference staff to do pre-event check to ensure safety precautions are in place</p> <p>Review meeting if any guidelines change</p> <p>The organisers or the Director of the School are placing participants into bubbles of up to 16 people creating a limited and consistent group in which interactions and close contact are permissible.</p>	BL BL	<p>2ndSeptember 2021</p> <p>Anytime from 2ndSeptember 2021</p>

			<p>immediately in an identified isolation zone on site</p> <ul style="list-style-type: none"> Event organisers are required to have contact details of all attending participants and staff. Conference staff will contact organisers in the event of a subsequent, relevant and confirmed Covid19 outbreak on the College site. Organisers will be required to notify their event manager if any of their delegates develop Covid19 within 21 days of being on site. All arrangements and requirements are communicated via this risk assessment and the Event Safety leaflet which is provided to organisers prior to each event with instructions to circulate. In addition generic documents are published on the Conference Website. The Event Safety leaflet is displayed in bedrooms being used 				
Hazard	Potential outcome		Precautions in place	Risk rating	Future Action	Who's responsible	Date due
Something with potential to cause harm	Who may be harmed	What injury may occur		High/Medium/Low	Additional precautions needed to control risk	Who will complete action	
Staff bringing the virus into College from home or elsewhere	Staff Participants	Fatality	<ul style="list-style-type: none"> LMH Support Staff are remote working where possible. Operational staff are working on site are recommended to take 2 Lateral Flow Test a week or to take a Lateral Flow Test before coming on site. LMH Staff have received advice about travel to work, PPE expectations and are provided with equipment and training where necessary or requested Conference staff complete a Pre-Event Checklist to ensure all precautions are in place 	Low	Staff to receive updates to University or College regulations via the intranet.	University	Ongoing

			<ul style="list-style-type: none"> LMH student behaviour rules are enforced by Welfare Team 				

Hazard	Potential outcome		Precautions in place	Risk rating	Future Action	Who's responsible	Date due
Something with potential to cause harm	Who may be harmed	What injury may occur		High/Medium/Low	Additional precautions needed to control risk	Who will complete action	
Person to person transmission of virus in College in conference spaces during an event	Staff Participants	Fatality	<ul style="list-style-type: none"> Organisers are informed in advance of all arrangements via the Events Safety leaflet which they will be required to send to tutors/participants in advance of arrival Hand sanitiser is provided at the entrance to the Lodge and the entrance (and exits, where a one way system is in place) of conference spaces and toilets. The location and supply of hand sanitiser is included on the Pre-event checklist A cleaning station is available in each room providing hand sanitiser, wipes and cleaning equipment for use by delegates No pens or paper are provided to tutors/participants and they are be required to dispose of any rubbish before they leave the conference room or to take it away with them Organisers are using their own laptops. The AV technician can assist with set up if necessary, tutor to sanitise laptop and technician to help wearing a mask and disposable gloves. Arrangements agreed are detailed on the Pre-event checklist. No table cloths are used and rooms with soft furnishings on furniture are cleaned and sanitised or quarantined for 72 hours before use by different groups. The same tutor and groups 	Medium	Conference staff to do pre-event check to ensure safety precautions are in place	BL	2 nd September 2021

			<p>should be in the same room throughout the course</p> <ul style="list-style-type: none"> • Each student is placed into a 'Student Family' for the duration of the course, consisting of up to 16 participants. Each student attends their classes, meals, activities, and trips alongside other members of their bubble. The Student Family functions as the 'household' for the duration of the course, creating a limited and consistent group in which interactions and close contact are permissible. • 2m distancing from tutor will be necessary. There are plastic screens in position in all rooms. There is signage to reinforce arrangements and this is on the Pre-event checklist • Conference staff wear masks when moving furniture • Housekeeping staff will clean conference rooms in use, before 09:00 and after 17:00 • Classrooms will need to have windows and any outside doors kept open to ensure ventilation has been maximised in all indoor spaces • The Theatre and Talbot Hall will be used for 2 separate groups of 70 participants to reduce the number of group gatherings indoor. The Theatre presenters will be streamed to Talbot Hall for participants. 				
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Hazard	Potential outcome		Precautions in place	Risk rating	Future Action	Who's responsible	Date due
Something with potential to cause harm	Who may be harmed	What injury may occur		High/Medium/Low	Additional precautions needed to control risk	Who will complete action	
Person to Person transmission of virus during catering delivery	Staff Participants	Fatality	<ul style="list-style-type: none"> • Organisers are informed in advance of all arrangements via the Events Safety leaflet which they are required to send to tutors/participants in advance of arrival • Water is available in glass cups and bottles on tables for use by 	Medium	Conference staff to do pre-event check to ensure safety precautions are in place	BL	2 nd September 2021

			<p>participants and staff in designated bubbles</p> <ul style="list-style-type: none"> • Signage reminds participants of distancing requirements which remain in place whilst queuing. Face coverings are required in any indoor queuing area. • Main meals are prepared and delivered by catering staff wearing PPE. These will be buffet type meals, served by catering staff. The plate is handed to the visitor member. Visitors must maintain a 2m distance in the servery following the signage on the floor • Hot and cold drinks will be served by catering staff, who will add milk to hot drinks on request • Condiments, sauces and sugar will be available in individual wrapped portions • Used crockery and cutlery is left on the table by visitors and will be cleared and washed by catering staff and the table cleaned. • Morning and afternoon refreshments will be held in 2 separate groups of up to 70 in 2 separate locations. Where possible the refreshments will be catered for outside to encourage more ventilation. • A gala dinner will be provided on Thursday 16th September in accordance to Covid-19 government guidance, prepared by catering staff in PPE and served and cleared in a socially distanced way. Drinks will be available on the table for participants and staff to serve themselves and cutlery and glasses will be laid out on the table in advance • An informal BBQ will be held in the Monson Room/Lannon Quad. Recyclable paper plates will be used in the outside space and be thrown away after use. 			
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			<ul style="list-style-type: none"> 2 drinks receptions will be held in the gardens (if weather appropriate) to maximise ventilation. 				
Hazard	Potential outcome		Precautions in place	Risk rating	Future Action	Who's responsible	Date due
Something with potential to cause harm	Who may be harmed	What injury may occur		High/Medium/Low	Additional precautions needed to control risk	Who will complete action	
Person to person transmission of virus in communal areas	Staff Participants	Fatality	<ul style="list-style-type: none"> Identified queuing areas are socially distanced by signage One way systems have been adopted where necessary and signage indicates the flow Participants and staff staying on site are asked to use the toilet in their bedroom whenever possible Signage encourages handwashing and hand sanitiser is available Pedal bins with lids and paper towels have been provided in communal toilets Toilets are cleaned before and after teaching sessions and bins emptied A cleaning rota is displayed, signed by the cleaner and checked by the supervisor Ventilation has been maximised in all indoor spaces Outside space has been maximised with gala tents available throughout the programme Every student is allocated a single ensuite bedroom. 	Medium	Conference staff to do pre-event check to ensure safety precautions are in place	BL	2 nd September 2021
Hazard	Potential outcome		Precautions in place	Risk rating	Future Action	Who's responsible	Date due
Something with potential to cause harm	Who may be harmed	What injury may occur		High/Medium/Low	Additional precautions needed to control risk	Who will complete action	
Person to person transmission of virus in during residential stay	Delegates Organisers Staff	Fatality	<ul style="list-style-type: none"> Organisers are required to send the Event Safety Leaflet to all residential guests in advance and this is also displayed in each room Bedrooms are left vacant for 72 hours between delegates and deep cleaned before arrival of the next guest 	Medium	Conference staff to do pre-event check to ensure safety precautions are in place	BL	2 nd September 2021

			<ul style="list-style-type: none"> Participants will be arriving at LMH at the LMH Porters' Lodge from 2pm. Signage directs participants to Monson Room where they will pick up keys and directions to their bedroom. Keys should be left in a box which will be provided on leaving Hand sanitiser has been placed at the entrance of all accommodation blocks Sealed disposable water bottles are provided. The water in en-suites is not drinking water but is fine for washing and cleaning teeth Housekeeping staff visit between 09:00 and 12:00 when delegates are in teaching rooms High touch points such as handrails and door handles are cleaned daily Cleaning items are provided but bedrooms will be cleaned and linen changed on Thursdays/Fridays. Guests are asked to put personal effects away prior to this and will not have access to their room during this time Towels and rubbish may be left out for collection daily Residents are asked to use the toilet in their accommodation whenever possible Kitchens will be open and have supplies of tea, coffee, etc., for tutors, and toilet rolls, towels and water for all rooms. Guests are asked to keep kitchens tidy 				
Hazard	Potential outcome		Precautions in place	Risk rating	Future Action	Who's responsible	Date due
Something with potential to cause harm	Who may be harmed	What injury may occur		High/Medium/Low	Additional precautions needed to control risk	Who will complete action	
Infection of a vulnerable person	Staff Participants	Fatality	<ul style="list-style-type: none"> Organisers will be required to identify 'vulnerable' delegates in advance of any event and exclude them from attendance LMH have identified 'vulnerable' staff and support those individuals to reduce their risk 	Low		University	Ongoing

Participants or staff members of Summer School tests positive or develops Covid19 symptoms	Staff Participants	Fatality	<ul style="list-style-type: none"> The affected visitor will be moved to an isolation area set aside on site. Once a 'Student Family' has been established, following positive Covid19 test results being received, the entire group will isolate in their rooms on site Participants or staff who are able are required to leave immediately by own transport or family/friend pick up If visitors are too ill to leave or have no private transport available, conference staff will arrange testing and medical help if needed Organiser and conference staff to arrange food and drink delivery 	Medium	Participants and Staff are strongly advised to take Lateral Flow Tests on arrival of the course and twice per week whilst staying on site at LMH. It is further suggested that participants and staff members leaving LMH over the weekend will need to take a Lateral Flow Test on arrival back to LMH.	Participants/ Staff	2 nd September 2021
Person to person transmission during an emergency	Staff Participants	Fatality	<ul style="list-style-type: none"> Emergency evacuation procedures are displayed in all conference rooms and bedrooms The instruction to vacate the building safely, as quickly as possible remains paramount. Delegates will be reminded to socially distance in assembly points 	Medium			
Person to person transmission of the virus during an accident or incident	Staff Participants	Fatality	<ul style="list-style-type: none"> Accident and incidents should be reported to staff, in the first instance and to the Lodge where first aid is available from staff in appropriate PPE. Lodge number is 01865 274300 and e-mail lodge@lmh.ox.ac.uk 	Medium			