

RCAA Covid-19 Risk assessment

Please read in conjunction with all generic site specific / venue specific risk assessments

Company name: Royal Cornwall Agricultural Association and Events Centre

Assessment carried out by: Oli Old (Showground Manager) Date assessment was carried out: July 2020

Date of next review: October 2020 (Amendments / actions in red)

What are the hazards?	Who might be harmed and how?	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?	When is the action needed by?	Done
Risk of airborne transmission of Covid-19	Staff/employees/volunteers Customers/Clients Contractors Public Delivery drivers	Identify circumstances where airborne transmission most likely to occur and amend staffing arrangements/rotas where practical to do so and advise staff to adhere to guidance on distancing (signage clearly posted)	Review staffing arrangements, where practical to do so, to further reduce likelihood of transmission by limiting time that staff work in close proximity together. Recommend staff wear face coverings if traveling together and where possible travel separately on site	Showground Manager	Aug 2020	✓

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	<p>How: Not adhering to government advice on distancing, sanitizing and face coverings where applicable.</p>	<p>Reviewing all scheduled events and prohibiting activity which would not be deemed Covid secure thereby reducing likelihood of airborne transmission on site.</p> <p>In areas accessible to the public, contractors and deliveries signage has been displayed advising that due to Covid-19 staff may not be available face to face to answer queries/receive deliveries and advising of alternative solutions.</p>				

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		For events that are going ahead, event organisers are requested to produce Covid-19 Risk assessments relevant to their specific event details. These are scrutinised to ensure they satisfy the RCAA (as the venue provider) by demonstrating all measures are being taken to mitigate against airborne transmission during their event/activity held on site. Event organisers accept liability for their 'visitors /customers/attendees' attending their event	Ongoing monitoring of updates to government guidance that has implications on how events can operate safely at the venue	Showground Manager Event organisers to supply risk assessments to Showground Manager	In line with Government updates During preparation for events	Ongoing As and when required

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		<p>and must provide relevant evidence of public liability insurance to RCAA.</p> <p>Outside of scheduled events operating, the only expected people on site would be staff, contractors and deliveries. The public are deterred from entering the site by signage on all gated entrances advising that the site is 'Private' The site is monitored by a resident onsite Showground Manager for any activity which has not been pre-arranged and security</p>	<p>Active monitoring of any activity on site which appeared to contravene the government guidance.</p>	<p>All staff on site</p>	<p>Daily</p>	<p>Ongoing</p>

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		footage is recorded 24/7 to assist with this. Any misuse of the site and/or use of the site without permission is addressed by notifying the user that the site is Private				
Risk of contact transmission of Covid-19	Staff/employees/volunteers Customers/Clients Contractors Public Delivery drivers	Staff have been advised of a need for increased anti-bacterial cleaning schedule for common use areas between shifts. Staff to also be mindful of cleanliness and sanitisation before, during and after customers/clients have	Regularly review staffing arrangements and where practical minimise opportunity for contact transmission by avoiding unnecessary cross over of staff.	Showground Manager	Monthly	Ongoing

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	<p>How: Through touch points, physical contact with others and surfaces</p>	<p>been on site and may have used/touched items/equipment and resources that are then to be moved/touched by them.</p> <p>Hand sanitizing stations and signage supplied in common use areas.</p> <p>Communicate a 'no handshake' rule to all staff and customers using the site.</p> <p>Communicate responsibility and expectations of customers (and their clients) holding events</p>				

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		at the site in relation to sanitizing				
Risk of transmission of Covid-19 in common use / high traffic areas	Staff/employees/volunteers Customers/Clients Contractors Public Delivery drivers How: Distancing not being possible in high traffic areas / common use areas, contact transmission and or airborne transmission	Closed door policy currently in place preventing unexpected visitors thereby reducing numbers of people utilising common use areas; visitors by arrangement only. Large reduction of people utilising common use areas due to high percentage of staff working from home and/or staffing arrangements staggered to minimise staff on site at once.	Review working practices as and when more staff utilising common use areas; consider implementation of screens in office spaces and increased cleaning schedules for shared spaces.	Showground Manager and Secretary	As and when 'work from home' no longer suitable	n/a as yet

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		<p>Staff discouraged from congregating in common use areas during breaks and advised to adhere to government guidance on distancing and sanitizing.</p> <p>Where possible staffing meetings are being held using online platforms.</p> <p>Hold pre-event meetings with organisers (outside, where possible) to identify probable high traffic areas on site plans and then create action plan to mitigate against likelihood of transmission in these</p>	<p>Consider and discuss suitability of recommending face coverings being used in all indoor spaces used for Staff / Pre- Event meetings, if they cannot be held remotely.</p>	<p>Showground Manager</p>	<p>End of Oct</p>	

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		<p>areas in line with current government guidance.</p> <p>Indoor use of venue spaces advised of need to adhere to government guidance on face coverings as well as distancing and hand sanitizing.</p>				
<p>Risk of transmission of Covid-19 whilst travelling together in site vehicles and/or sharing of site vehicles</p>	<p>Staff/employees/volunteers</p> <p>Customers/Clients</p> <p>How: Distancing measures not being adhered to whilst sharing vehicles, contact transmission in shared spaces</p>	<p>Increased cleaning schedule implemented; daily regular touch point cleaning between uses and weekly deep cleaning.</p> <p>Staff advised to avoid, where possible, any unnecessary sharing or</p>	<p>Review and discuss the suitability of staff being required to wear a face covering if sharing a vehicle.</p> <p>Signage to be put into vehicles to remind about face coverings and frequent sanitizing of touch points within the vehicle</p>	<p>Showground Manager review practicality with staff</p> <p>Showground Manager</p>	<p>Monthly</p> <p>End of Oct</p>	<p>Ongoing</p>

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		<p>swapping of vehicles whilst working on site.</p> <p>Staff advised to advocate that face coverings are used if a need to share any vehicle with a customer/client.</p> <p>Where there is a need for staff to share a vehicle, ventilation should be increased by opening windows and the vehicle should be shared for as minimal amount of time possible.</p>				
Risk of transmission of Covid-19 by	Staff/employees/volunteers	Communicated advice to staff to avoid 'tool	Review working practices as and when staff are required to work simultaneously	Showground Manager	Monthly	Ongoing

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sharing of equipment / tools / work related resources	How: By sharing of equipment, cross contamination, contact transmission	sharing' where practical to do so. Staff advised to adhere to government guidance on regular hand sanitizing and sanitizer provided in work spaces	Implement an increased cleaning schedule for equipment / tools	Showground Manager	End of Oct	
Risk of negative impact on staff morale, mental health and well-being as a result of Covid-19 restrictions	Staff/employees/volunteers How: Through isolation, anxiety, stress, lack of face to face contact, poor communication	Regular ongoing communication with staff. Staff are aware of their point of contact should they have any Covid-related concerns or develop symptoms or the need to self-isolate. Include staff in consultations about	If staff disclose negative impact as a result of Covid or if this is suspected, signpost staff to suitable available support	Showground Manager	Ongoing/ Monthly	Ongoing

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		<p>staffing arrangements / changes to be made.</p> <p>Regular staff appraisals.</p> <p>Staff are being supported by the Government Furlough scheme</p>				
Transmission of Covid-19 from not following government guidance	<p>Staff/employees/volunteers</p> <p>Customers/Clients</p> <p>Contractors</p> <p>Public</p> <p>Delivery drivers</p>	<p>Staying up to date with Government guidelines and associated press releases</p> <p>Frequent staff discussions about the implications of the guidance and risks if advice is not adhered to. Working with the Local Authority to ensure any</p>	<p>Monitor and discuss implications of any changes made to Government guidance</p> <p>Refer to available current event industry standard regulations and recommendations for hosting/holding events at our venue</p>	<p>Showground Manager and Secretary</p> <p>Showground Manager in conjunction with event organiser's</p>	<p>Monthly</p> <p>As enquiries for events are made</p>	<p>Ongoing</p> <p>✓</p> <p>✓</p>

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	How: Not following advice on distancing, sanitizing, face coverings	<p>events operate in a Covid-secure manner in line with health and safety regulations.</p> <p>Not permitting events to go ahead indoors without coherent, robust risk assessments to mitigate against the risk of transmission of Covid.</p> <p>Advocating to event organiser's the use of pre-booking systems to assist with Track and Trace in the event of a localised outbreak.</p>	<p>Completed the 'We're good to go' registration and achieved certification to show we are adhering to current policy.</p> <p>Advise event organisers' of requirement to collect and retain Track and Trace information and that this is most easily obtained using a pre-booking system to attend events.</p>	<p>Showground Manager</p> <p>Showground Manager to liaise with all scheduled event organisers'</p>	<p>Aug 2020</p> <p>End of Oct 2020</p>	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/