



The Arts Society Oxford

The Arts Society Member No. 349

Registered Charity No. 1175875

The Arts Society Oxford

COVID-19 Risk Assessment for members and lecturer when attending lectures in the Grove Auditorium, Magdalen College, Oxford

Assessment carried out by Ann McIlhinney, assisted by Ruth Burdett and Hilary Reid Evans

Date: 1 November 2021

Risk category	Detail	Control measures	Who to carry out the action
Communication	Risk of attendees misunderstanding & ignoring precautions	Provide clear pre-event communication Remind all attendees about social distancing Stewards to give reminders at venue	TASO Committee members
Track & trace	Cross-infection between participants	Use venue's NHS QR code track and trace logging system Keep register of those attending venue and their contact information	Magdalen College TASO Committee members
Infectiousness	Detecting COVID-19 cases	Any person with symptoms requested not to attend Attendees asked to consider doing a rapid flow test before the event	All attendees
Air viral load	Risk of transmission through the air	Doors to be kept open during lectures to increase air flow through venue	TASO Committee members
Proximity	Proximity of attendees while queueing, entering and leaving the building	Online ticketing to facilitate rapid flow into the building Signing-in process to be done outside the entrance door, weather permitting Members asked to wear masks when moving around the building	TASO Committee members



The Arts Society Oxford

The Arts Society Member No. 349

Registered Charity No. 1175875

		<p>One-way routes in and out of the building</p> <p>Members asked to maintain social distancing while waiting to enter the building, when moving through the building and when leaving</p> <p>Members who wish to socialise asked to do so outside the building</p> <p>No tea and coffee offered prior to the lecture</p> <p>No access to the cloakroom area; all possessions to be taken into the lecture theatre</p>	
	Proximity of audience in room	<p>Capacity to be limited to a level that can maintain social distancing and within permitted numbers for the venue</p> <p>Attendees asked to consider wearing a mask throughout the lecture</p> <p>Household groups allowed to sit together; others requested to socially distance</p>	TASO Committee members
	Proximity of speaker to audience	<p>Speaker to be socially distanced from first row of seating and from TASO members doing introduction</p>	TASO Committee members
Surface contact	Transmission of COVID-19 via surfaces	<p>Thorough cleaning of lecture theatre before use</p> <p>Hand sanitiser provided at entry point and around the building</p> <p>Doors to be left open for ingress/egress</p> <p>Attendees asked to bring their own hand sanitiser for use after contact with any high touch areas</p>	<p>Magdalen College</p> <p>TASO Committee members</p>
	Risk of cross-infection via water sources	<p>Lecturer to be given bottled water and a disposable cup</p>	TASO Committee members
	Risk of cross-infection via toilet facilities	<p>Ensure socially-distanced queueing</p>	TASO Committee members



The Arts Society Oxford

The Arts Society Member No. 349

Registered Charity No. 1175875

		Check that cleaning equipment is available in toilets	
	Risk of cross-infection from microphones	Speaker to be given a clip-on neck microphone to wear Hand-held microphone to be sanitised between users After lecture, Chair or Programme Secretary to run question session keeping hold of microphone and repeating questions for lecturer and membership to hear	Magdalen College TASO Committee members