

SAFE OPERATING PROCEDURE

Meetings, Events and Social Activity

The University is required to comply with legal obligations to minimise the risk of exposure to and transmission of coronavirus on their premises or when undertaking university organised activity.

The University is adopting a risk-based approach to all activity, to ensure we keep our community safe. All events, meetings and social activities are required to comply with the existing University arrangements.

Specifically, the risk of exposure to coronavirus on all premises open to the public and workplaces must be assessed and “reasonable measures” taken to minimise that risk. *“While it is unlikely to be possible to mitigate the risks completely in all premises, some measures are reasonable to take, so must be taken”*. It is important that organisers appreciate that the pandemic is not over, and that mixing could lead to a significant increase in cases of coronavirus.

It is recognised that lower risk activities such as face to face meetings and interviews will **not** require a written risk assessment, provided University guidance is implemented as appropriate and the general principles within this guidance are followed.

The responsible person arranging any event or social activity, either on or off campus, is responsible for completing a thorough risk assessment in accordance with [Welsh Government](#) and University guidance and ensuring that appropriate reasonable measures are in place and understood to minimise COVID transmission.

A range of existing documents and risk assessments are available on the [H&S Staff Intranet](#) page to assist with specific activity risk assessment. The University Events and H&S teams are available to provide support as required.

Definition of Meetings, Events/ Social Activity

Within the scope of this guidance, Meetings, Events or Social Activity is defined as a planned public or social occasion where colleagues, students, invited guests or members of the public gather, outside of the scope of everyday teaching, learning and general business.

This may include (but is not limited to):

- Fairs and exhibitions;
- Conferences and Dinners;
- Awards ceremonies such as Graduation;
- Open days and VIP visits;
- Student social activities, including societies;
- Political or religious gatherings;
- Outdoor activities such as BBQs and marquees;
- Sporting activities;

- Training (internal or by external provider);
- Team meetings;
- Face to face meetings;
- Interviews.

This does not include (in usual circumstances):

- Timetabled learning and teaching;
- Exams;
- Ad-hoc learning activities within a normal classroom environment.

All events and activities must follow the relevant industry guidance or best practice. For example, guidance for hospitality and licensed venues, sporting activities or theatres and performing arts activities. Guidance and action cards can be found on the Welsh Government [website](#).

Preventing COVID Exposure and Transmission

The organiser is required to manage COVID risks in accordance with the University risk assessment arrangements and established risk control hierarchy [Risk Assessment Information Sheet](#). The risk assessment template is available at the end of this document.

The risks related to events will vary significantly depending on the size of the event, the number of people attending, the location, and the type of activities. Some events will be much higher risk larger events and events where people are indoors in proximity for long periods of time.

While risks will vary depending on the event, the following risks will be typical and must be managed as part of the risk assessment process:

- Close physical interaction, including queuing near others before entry and while at the event venue, for example at food and drink outlets, corridors and aisles, toilets and near stages.
- Increased likelihood of mixing and face to face interaction, exacerbated by the influence of alcohol;
- Raising of voices over loud music increasing risk of aerosol transmission;
- Increased humidity from physical exertion through dancing or exercise;
- Potential for poor ventilation, particularly problematic where people spend prolonged periods together (indoors) at events.

Where events/ activities are organised at another premises (not owned/ under the control of the University), the responsibility to risk assess lies both with the owner of the premises and the organiser of the activity.

The risk assessment must consider staff, volunteers, activity attendees and any others supporting the event/ activity, including those with an increased risk of COVID. The activity organiser is required to communicate the risk assessment and all control measures in advance of it taking place.

The following paragraphs identify reasonable measures for preventing COVID transmission.

Reduce the chance of Coronavirus being present

The best way of preventing spread of coronavirus in any premises is to reduce the risk of the virus being on the premises in the first place.

1. Symptomatic individuals, Confirmed Cases, Isolation and Close Contacts

All staff, students, tenants, contractors and visitors who are feeling unwell or test positive for COVID 19, should stay at home and not come into campus. If you feel unwell whilst on campus or at an event you are required to go home immediately and follow the advice on the [Welsh Government website](#) and [University guidance](#).

Positive cases can be reported using the details below.

STAFF	STUDENT	TENANT	CONTRACTOR	VISITOR
Contact Security supervisor. Email: securitysupervisor@swansea.ac.uk Telephone: 01792 604271	Staff member in the vicinity i.e. event organiser	Contact Security supervisor. Email securitysupervisor@swansea.ac.uk Telephone: 01792 604271	Contact Security supervisor. Email securitysupervisor@swansea.ac.uk Telephone: 01792 604271	University Staff Contact
Line Manager	Email MyUni Support	University E&FM Contact Organisation Line Manager	University Staff Contact Organisation Line Manager	

In the unlikely event that the individual is too unwell to leave an on campus event and requires medical assistance, or the space is contaminated with bodily fluids, evacuate the room and contact security on 01792 604271 for support.

You are required to provide the following information;

Name	
Status (staff, Student, Tenant, Contractor, Visitor)	
Location on campus	
Other campus locations visited	
Are you leaving the site?	
Is additional assistance required?	

2. Regular Asymptomatic Testing

Free LFT kits can be collected from locations in the community [Get rapid lateral flow COVID-19 tests. GOV.WALES](#). It is recommended that all those attending an event take a lateral flow test within 24 hours prior to the start of the event they are attending.

3. Maintaining Attendance Registers and TTP

The organiser must have arrangements in place to monitor and record attendance at meetings events/ activities, to support Test, Trace and Protect (TTP) in line with Public Health Wales and Local Health Board guidance.

On campus all University staff and students are required where applicable, to sign into rooms via the existing Salto and TDS points. QR codes are used in a number of University social spaces. Staff and students are also strongly encouraged to check in to the SafeZone app when attending campus. The use of SafeZone is particularly important during out of hours activity and lone working.

4. Prevent Crowding and Limit Capacity

Limiting the number of attendees and controlling movement of people so that where possible customers can safely distance themselves from others is a sensible control measure. This is particularly important when the activity is likely to result in close interactions or aerosol generating activity.

A limited number of rooms across campus are still operating with a reduced capacity, where there is insufficient ventilation. These are minimal and not used for event bookings.

In all venues, in order to prevent crowding the following must be considered during the risk assessment:

- Reducing numbers to minimise close interaction.
- The location of the room in the building, considering access to and from the space. Consider the timing of room use between groups and any changeover/ cleaning arrangements required.
- The shape and layout of the room/ space.
- The use of one-way systems to walk around and control the movement of people coming together in confined areas such as toilets and food and drink outlets, and near stages.
- Controlling entry and exit points and manage queues, to prevent people coming together.
- Adopting a table service system where appropriate for food and drink available at the event
- Spreading people evenly across the venue so that they don't gather in disproportionate numbers in one room or space.

5. Ventilation

Good ventilation, either mechanical or natural is important in reducing the airborne transmission risk of COVID. On campus, the E&FM team has identified all ventilation and air conditioning systems across the estate and taken appropriate action to control the risks. All action is in accordance with regulator and industry expert guidance.

Event Organisers are required to consider appropriate ventilation as part of their risk assessment and report any concerns with on campus ventilation, to the E&FM technical services team. Ventilation system settings on campus must not be altered.

Consideration should be given to:

- The use of outdoor spaces instead of indoors.
- Ensuring natural ventilation by opening windows and internal doors (unless fire doors) to enable the flow of natural ventilation and avoid pockets of stagnant air in rooms. Contact the H&S team for advice when planning to prop open doors on campus.

Further information on ventilation is available on the [H&S Staff Intranet](#) page.

It is foreseeable that individuals will experience a degree of thermal discomfort as a result of increased natural ventilation on campus. This is a balance of risk between minimising COVID transmission and individuals feeling cold. Staff and activity attendees must be advised that campus spaces may be colder than usual and suitable clothing should be worn.

6. Cleaning and Sanitising

Event organisers are required to risk assess the cleaning and sanitising requirements for their event/activity. This includes:

- Minimising the number of surfaces and objects people can touch. For example, avoid sharing equipment and materials, limit contact with menus, use Apps to order and pay for food or drink, use contactless technology.
- Thorough and regular cleaning using disinfectant in high footfall areas and in high contact touchpoints such as counter tops, tables and door handles.
- Ensure that arrangements are in place to clean shared equipment and always maintain good hand hygiene in accordance with the University guidance when handling shared equipment.
- Provide hand washing facilities/ hand sanitisers in multiple locations, particularly at entry points and elsewhere at key touchpoints.

On campus, Hand sanitiser stations are placed entrances to all buildings and the University has arrangements in place for enhanced cleaning and sanitising of all areas. As standard and in addition to cleaning by the Campus Services team, the following arrangements are in place in centrally managed spaces:

- The sanitising wipe (Sanisafe 3) dispenser buckets are fixed to a surface so please do not attempt to remove.
- The sanitising wipes will be frequently checked and replenished.

In departmental spaces, the department is responsible for ensuring that sanitising wipes are available. If you notice that there are no wipes, please inform the relevant Department and ask for a restock to be arranged.

7. Face Coverings and PPE

The University arrangements for wearing face coverings on campus can be found on the [H&S Staff Intranet](#) page.

In accordance with Welsh Government guidance face coverings **must be worn** in the following scenarios unless you are exempt:

- In health and social care settings.
- Where identified on a risk assessment as an appropriate control measure.
- When requested as a reasonable measure, i.e. where there are individuals who are at increased risk from COVID-19, including those who were previously shielding.

In accordance with Welsh Government guidance, the University **strongly recommends** that you continue to wear a face covering in all indoor areas, particularly where social distancing is not possible.

PPE and RPE may be required as per the activity risk assessment and take precedence over wearing a face covering. Compatibility of wearing a face covering with PPE/ RPE must be considered as part of the activity risk assessment.

8. Refreshments

As with shared equipment, minimising the number of surfaces and objects people can touch is a reasonable measure to reduce the spread of COVID-19. Consideration should be given to the following:

- Can attendees bring own refreshments?
- Can refreshments be consumed during outdoor breaks?
- Refreshments to be served in individual packages.
- As a reasonable measure, avoid sharing food and utensils i.e. removal of buffets, shared tea, coffee and drink facilities.
- Ensure personal hand hygiene before and after eating.
- Cleaning and sanitising meeting space before and after eating.
- All waste to be removed from the meeting room and appropriately disposed of by the individual.

9. Emergency Situations

Event organisers are responsible for ensuring that emergency arrangements are in place (for events on and off campus) and are communicated to attendees. If you are a member of University staff or are a student, download and check in to the SafeZone App when on campus to be kept up to date in the case of any emerging situations.

On campus the following arrangements are in place:

9.1 Fire

In the event of a fire alarm activation, individuals should immediately evacuate the building through the nearest safe exit.

- Any one-way system and social distancing does **not** have to be adhered to in an emergency.

- Once outside and a safe distance away from the building, individuals should gather near to, but not congregate at, the muster point.

If you require assistance to evacuate a building in the event of an emergency, please inform;

- Staff: your line manager and HR.
- Student: disability office and MyUni support.

During events/ activities, the availability of fire wardens in buildings may be compromised. All activity should consider the availability of fire wardens. When organising events on campus, ensure that you read, understand and communicate the emergency information and that you are aware of how to safely access and egress the building.

9.2 First Aid

General arrangements are in place for the provision of first aid on campus, but event organisers are responsible for ensuring that appropriate first aid cover is in place for their event. If you require first aid:

- Inform a University staff member, contact a University reception desk or use the SafeZone app to summon help;
- In the event of an emergency contact security (333 from a landline, 01792 604271 from an external phone) or use the SafeZone app or 999 for the Emergency Services.

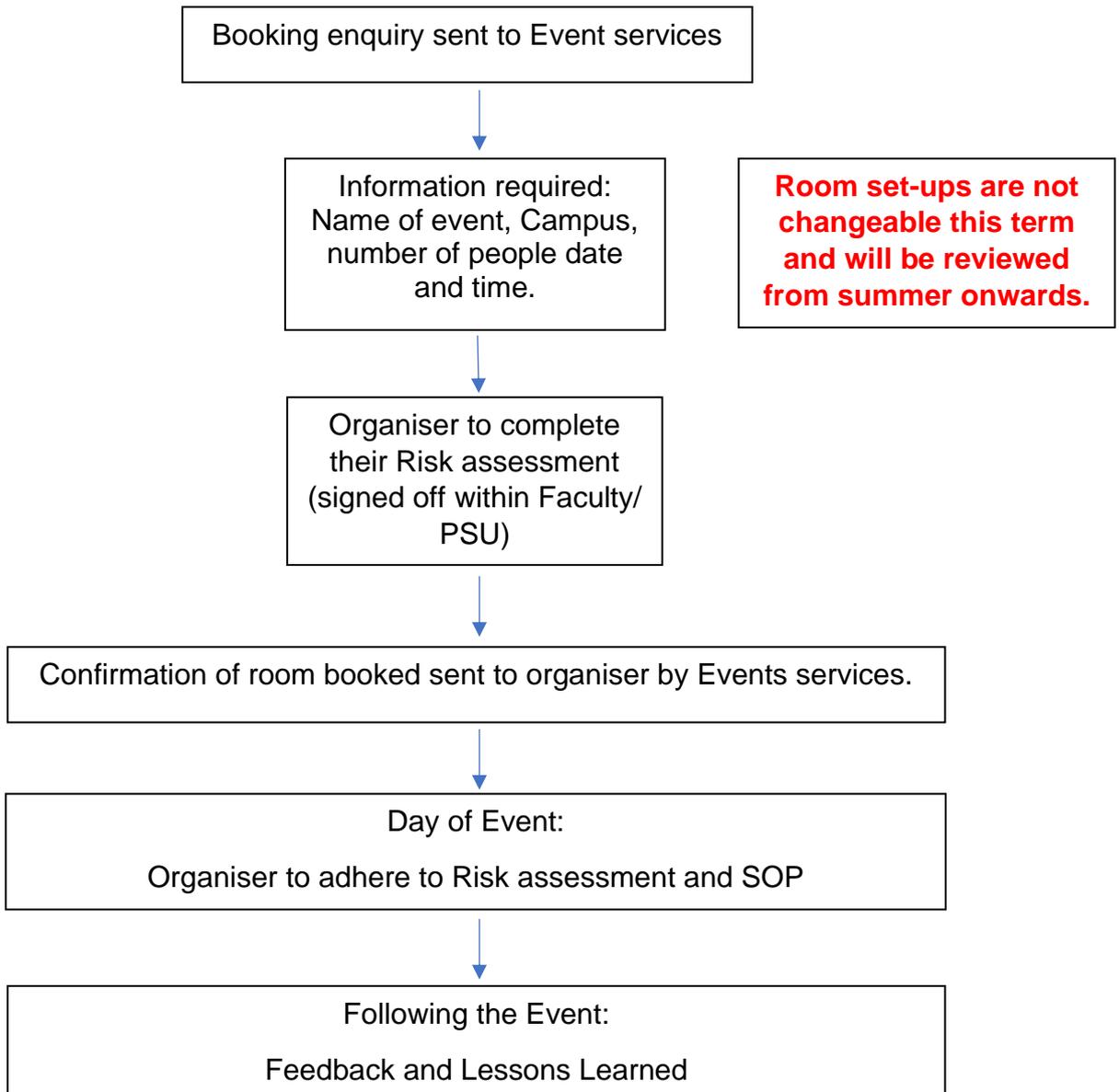
10. Non-compliance

All individuals are expected to comply with University requirements at all times. The event organiser is responsible for ensuring that all H&S arrangements outlined in this document (and referenced guidance/ documents) are in place and are communicated to others in attendance. Any concerns related to the space or to individual compliance, should be reported to your line manager, the booking contact i.e. department, timetabling or events team as applicable.

11. Booking an event

Please see the following flow chart for booking an event.

Booking an event flow chart



12. Booking a meeting room

Bookings for in person meetings and training spaces may either be made by contacting:

- **The Department;** departmental booking arrangements will apply.
- **The University Events team;** Bookings for meetings, training and events may be made by contacting: roombookings@swansea.ac.uk

In person meetings and training are provisioned in learning environments and meeting rooms where COVID arrangements are in place. All attendees are expected to comply with these measures.

Anyone using a University space for the purpose of a meeting or training, **for both internal and external attendees** is expected to comply with the University health and safety arrangements outlined on the [health and safety webpages](#).

The person booking the space is responsible for ensuring that all H&S arrangements are in place and are communicated to others in attendance.

Where the meeting/ training involves a specific activity or working out of hours then a separate risk assessment must be completed identifying the risks and control measures in place. A range of existing documents and risk assessments are available on the [H&S intranet](#) to assist with specific activity risk assessment and the H&S team are available to provide support as required.

Risk Assessment Template

Risk Assessment

College/ PSU		Assessment Date	
Location		Assessor	
Activity		Review Date (if applicable)	
Associated documents			

Part 1: Risk Assessment

What are the hazards?	Who might be harmed?	How could they be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done Yes/ No

Part 2: Actions arising from risk assessment

Actions	Lead	Target Date	Done Yes/No