

# Supplementary risk assessment form D4-1: Risk of contact with SARS-CoV-2 through non-teaching events

Version: 6 April 2022

Risk assessment pursuant to Section 5 of the Arbeitsschutzgesetz (Act on the Implementation of Measures of Occupational Safety and Health)

The risk assessment applies to **events** and is intended as a supplement to existing risk assessments.



Risk assessment carried out by: \_\_\_\_\_

Event organiser: \_\_\_\_\_

Date / Signature of event organiser: \_\_\_\_\_

## Objective of the risk assessment and of the action to be taken as a consequence of the risk assessment

Avoiding transmission of SARS-CoV-2 and breaking chains of Covid-19 infection at non-teaching events held at the university. These include the following: discussion, presentation and information events; film screenings; expert conferences; workshops; conferences; and welcome and graduation parties.

## Documentation and storage of risk assessment

Once the risk assessment is conducted and those in attendance at the event have been informed of the action required of them and issued with corresponding instructions, the signed risk assessment form shall be placed on file by the person who carried out the risk assessment. This person shall also send a copy of the form to the department or unit responsible for allocating the room for the event (e.g. Dean's office or the room management unit within the HAW Hamburg central administration).

**Advice and support** You can obtain advice and support with conducting the risk assessment from the occupational health and safety specialists from the Occupational Safety Unit (AKU): ([arbeitschutz@haw-hamburg.de](mailto:arbeitschutz@haw-hamburg.de)).

Type of event	Frequency of event (e.g. annually, monthly, etc.)
<input type="checkbox"/> Event/s relating to a specific topic, held within a faculty, a central service unit or the HAW Hamburg administration	
<input type="checkbox"/> Other type of event	

**Is the event related to the tasks of HAW Hamburg pursuant to Section 3 and Section 4 para. 2 of the Hamburg Higher Education Act (HmbHG)?**

yes  no

**Please explain briefly why it is absolutely necessary to carry out this event on campus and not via an online format.**

<b>Number of attendees</b> (including panel/podium)		<b>Convening body</b> (e.g. faculty, HAW Hamburg administration)	
<b>Room</b>		<b>Building</b>	
<b>Event organiser</b>			

Risk mitigation measures	Done/ applies		n/a
	yes	no	
<b>Protective measures</b>			
Notice of the event has been given to the relevant Dean's office or to the room management unit of the central administration.			
The event organiser is aware of the FAQs on the HAW Hamburg website ( <a href="https://www.haw-hamburg.de/en/corona">https://www.haw-hamburg.de/en/corona</a> ) and has taken them into account in planning the event.			
The attendees have been informed that they are required to notify the organiser immediately if they test positive for Covid-19 within 14 days of the event.			
The organiser will inform those present of the following: <ul style="list-style-type: none"> <li>• That the regulations set out in HAW Hamburg's Framework Hygiene Plan apply (follow the link at <a href="https://www.haw-hamburg.de/en/corona">https://www.haw-hamburg.de/en/corona</a>).</li> <li>• That all those present must use the hand sanitiser provided at the entrance to the building, or wash their hands thoroughly before entering the room.</li> <li>• That all those present observe coughing and sneezing etiquette.</li> <li>• That an FFP2 must be worn in public areas (e.g. foyers, lifts, toilet facilities) and during the event.</li> </ul>			
If the room has a technical ventilation system, the windows must remain closed throughout the event.			
If ventilation of the room relies on windows and there is no technical ventilation system, the room must be aired out by opening all windows as wide as possible every 20 minutes.			
There are Covid-secure procedures in place for entering and leaving the room.			
All participants are required to wear an FFP2 mask at all times.			
Speakers/presenters are permitted to remove their masks while speaking/presenting, provided that sufficient physical distance (2.5 m) from listeners can be maintained.			
Food and drink can only be consumed when participants are at their seats or standing at a designated spot.			
Participants can remove their mask briefly to consume food and beverages when they are at their seat.			