Supplementary risk assessment form D4-1: Risk of contact with SARS-CoV-2 through meetings and events

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: __________________________________________
Convenor: ____________________________ Date / Signature of convenor: __________________________________________

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 infection with Covid-19.

Documentation and storage of risk assessment
Once the risk assessment is conducted and those in attendance at the meeting/event have been informed of the action required of them and issued with corresponding instructions, the risk assessment form, signed by the convenor of the meeting/event, 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 meeting/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): (arbeitsschutz@haw-hamburg.de).

<table>
<thead>
<tr>
<th>Type of meeting/event</th>
<th>Frequency of meeting/event</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Meetings of HAW Hamburg administrative and management bodies or of committees and decision-making bodies pursuant to the Hamburg Higher Education Act (HmbHG)</td>
<td>(e.g. annually, monthly, etc.)</td>
</tr>
<tr>
<td>☐ Meetings/events relating to a specific topic, held within a faculty, a central service unit or the HAW Hamburg administration</td>
<td></td>
</tr>
<tr>
<td>☐ Other type of meeting/event</td>
<td></td>
</tr>
</tbody>
</table>

Is the meeting/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/meeting on campus and not via an online format.

<table>
<thead>
<tr>
<th>Number of attendees (including convenor/panel/podium)</th>
<th>Convening body (e.g. faculty, HAW Hamburg administration)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room</td>
<td>Building</td>
</tr>
</tbody>
</table>

Produced by the Occupational Safety Unit (AKU)
## Risk: Contact with SARS-CoV-2

### Risk mitigation measures

<table>
<thead>
<tr>
<th>Risk mitigation measures</th>
<th>Done/ applies</th>
<th>n/a</th>
<th>To be implemented by</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Fundamental organisational measures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notice of the meeting has been given to the relevant Dean’s office or to the room management unit of the central administration.</td>
<td></td>
<td></td>
<td>Convenor</td>
</tr>
<tr>
<td>Under the current Hamburg Covid-19 Containment Ordinance, event participants are required to present proof of a negative corona test result.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the answer to the previous question was ‘no’, please explain in more detail here:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum physical distancing of 1.5 m can be maintained throughout the meeting/event by all those present and an area of 10 m² per person is available. If this does not apply, permission for the meeting/event shall not be granted in the first instance. Should the meeting/event be absolutely necessary and the protective measures listed under 2 and 3 below prove insufficient to ensure a Covid-secure meeting/event, the convenor/convening body shall develop additional protective measures and document them in an appendix to this risk assessment form as set out in Section 4 below.</td>
<td></td>
<td></td>
<td>Convenor</td>
</tr>
<tr>
<td>The convenor is aware of the FAQs on the HAW Hamburg website (<a href="https://www.haw-hamburg.de/en/university/coronavirus-updates/">https://www.haw-hamburg.de/en/university/coronavirus-updates/</a>) and has taken them into account in planning the meeting/event.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The attendees have been informed that they are required to notify the convenor immediately if they test positive for Covid-19 within 14 days of the meeting/event.</td>
<td></td>
<td></td>
<td>Attendees to report to convenor</td>
</tr>
<tr>
<td><strong>2. Management of the meeting/event</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendees’ contact information will be collected via the ‘darfichrein.de’ app or a participant list.</td>
<td></td>
<td></td>
<td>Convenor</td>
</tr>
<tr>
<td>All attendees confirm they are present with their signature. If the contact information is collected in a list, this list will be destroyed after four weeks.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The convenor informs those present of the following:</td>
<td></td>
<td></td>
<td>Convenor</td>
</tr>
<tr>
<td>- The maintenance of a minimum physical distance of 1.5 m between all individuals present is of paramount importance. Where appropriate, the convenor should place markings on floors and institute a one-way system in the room.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- In enclosed rooms, all those present are required to wear medical masks (surgical or FFP2).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- All those present should use the hand sanitiser provided at the entrance to the building, or wash their hands thoroughly before entering the room.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- All those present must observe coughing and sneezing etiquette.</td>
<td></td>
<td>Notices in the building will reinforce the messages.</td>
<td></td>
</tr>
</tbody>
</table>
## Risk: Contact with SARS-CoV-2

### 3. Further technical and organisational measures

<table>
<thead>
<tr>
<th>Risk mitigation measures</th>
<th>Done/ applies yes</th>
<th>n/a</th>
<th>To be implemented by</th>
</tr>
</thead>
<tbody>
<tr>
<td>The number of participants does not exceed the maximum number of people permitted under the coronavirus-related measures (see notice on room of door) and is less than 50.</td>
<td></td>
<td></td>
<td>Convenor</td>
</tr>
<tr>
<td>A seating plan for the meeting is appended to this risk assessment form.</td>
<td></td>
<td></td>
<td>Convenor</td>
</tr>
<tr>
<td>If the room has a technical ventilation system, the windows must remain closed throughout the meeting/event.</td>
<td></td>
<td></td>
<td>Convenor</td>
</tr>
<tr>
<td>If ventilation of the room relies on the 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.</td>
<td></td>
<td></td>
<td>Convenor</td>
</tr>
<tr>
<td>If the room will be used by different groups of people on the same day, it must be cleaned between uses.</td>
<td></td>
<td></td>
<td>Convenor, in accordance with HAW Hamburg Framework Hygiene Plan, Section 5.1</td>
</tr>
<tr>
<td>There is a minimum distance of 2.5 m between the stage/podium/panel and the audience.</td>
<td></td>
<td></td>
<td>Convenor</td>
</tr>
<tr>
<td>There are Covid-secure procedures in place for entering and leaving the room.</td>
<td></td>
<td></td>
<td>Convenor</td>
</tr>
<tr>
<td>Where appropriate, the convenor should institute a one-way or other appropriate system for entering and leaving the room and signpost it on the floor.</td>
<td></td>
<td></td>
<td>Convenor</td>
</tr>
</tbody>
</table>

### 4. Supplementary information

If the obligatory protective and hygiene measures outlined above cannot be implemented/upheld, the event cannot be carried out.

This risk assessment does not apply to events with increased levels of respiratory emissions (e.g. singing, yelling). Such events are currently not permitted on HAW Hamburg premises.

**Optional appendices to the risk assessment (e.g. diagram of furniture/seating, photo of even location, further information, etc.)**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>E.g. seating plan, diagram of exit and entry routes</td>
</tr>
<tr>
<td>2</td>
<td>E.g. additional protective measures and/or further information</td>
</tr>
</tbody>
</table>