

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

Version: 14 Sept 2021

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).

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

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.

Number of attendees (including convenor/panel/podium)		Convening body (e.g. faculty, HAW Hamburg administration)	
Room		Building	
Convenor (organiser)			

Risk: Contact with SARS-CoV-2				
Risk mitigation measures	Done/ applies		n/a	To be implemented by
	yes	no		
1. Fundamental organisational measures				
Notice of the meeting has been given to the relevant Dean's office or to the room management unit of the central administration.				Convenor
Under the current Hamburg Covid-19 Containment Ordinance, event participants are required to present proof of a negative corona test result				
If the answer to the previous question was 'no', please explain in more detail here:				
Minimum physical distancing of 1.5 m can be maintained throughout the meeting/event by all those present.				Convenor
The convenor is aware of the FAQs on the HAW Hamburg website (https://www.haw-hamburg.de/en/university/coronavirus-updates/) and has taken them into account in planning the meeting/event.				
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.				Attendees to report to convenor
2. Management of the meeting/event				
Attendees' contact information will be collected via the 'darfichrein.de' app or a participant list.				Convenor
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.				
The convenor informs those present of the following: <ul style="list-style-type: none"> • The requirement to comply with the regulations set out in HAW Hamburg's Framework Hygiene Plan (follow the link at https://www.haw-hamburg.de/en/university/coronavirus-updates/). • The requirement to maintain a minimum physical distance of 1.5 m from others. • In enclosed rooms, all those present (except the presenter/speaker) are required to wear medical masks (surgical or FFP2). • All those present should use the hand sanitiser provided at the entrance to the building, or wash their hands thoroughly before entering the room. • All those present must observe coughing and sneezing etiquette. 				Convenor Notices in the building will reinforce the messages.

Risk: Contact with SARS-CoV-2				
Risk mitigation measures	Done/ applies		n/a	To be implemented by
	yes	no		
3. Further technical and organisational measures				
The number of participants will be determined in such a way as to enable participants to maintain the minimum physical distance of 1.5 m.				
If the room has a technical ventilation system, the windows must remain closed throughout the meeting/event.				Convenor
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.				Convenor
If the room will be used by different groups of people on the same day, it must be cleaned between uses.				Convenor
There is a minimum distance of 2.5 m between the stage/podium/panel and the audience.				Convenor
There are Covid-secure procedures in place for entering and leaving the room.				Convenor
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.				Convenor

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.)

No.	Name
1	E.g. seating plan, diagram of exit and entry routes
2	E.g. additional protective measures and/or further information