

RISK ASSESSMENT FOR LECTURERS IN THE POST PANDEMIC RETURN TO LIVE LECTURES

Stage One: Keeping in touch with a Society which has booked you

Consult with the Society 3-6 months ahead and discuss in general their ability to run live lectures and your willingness to:

- a) Give a lecture at a venue
- b) Travel using either public transport (agree fare) or private transport (agree mileage charges)
- c) Stay overnight in a private home / hotel / B&B / or not stay overnight
- d) If you feel reluctant or are unable to deliver in person at that time, discuss lecturing by Zoom to a live audience, or rebooking for a future date, or cancellation arrangements.

Stage Two: 6 to 8 weeks before an 'in person' lecture

Discuss detailed arrangements if lecturing at a venue

- a) what are the regulations regarding the venue
- b) what will be arranged for members at the venue, including the layout e.g. will the front row be left empty? How many will be in the audience? Spacing? Size of venue? Where will you be located throughout the lecture?
- c) if you are driving, where is the car park and what is a safe route from the car park to the venue
- d) if you are travelling by train, will you take a taxi or public transport from the venue? If you are being met at a station by a member what precautions will be taken regarding any PPE etc.

Agree

- a) you give final agreement that you are prepared to lecture at a venue
- b) confirm travel using either public transport (agree fare) or private transport (agree mileage charges)
- c) agree the overnight arrangements, if any
- d) discuss the payment arrangements: can invoices be emailed and payment made by bank transfer, for example?

Stage Three: Specifics for delivering a lecture at a venue. 1 week before

You will need to know

- a) if arriving on your own, where is the venue's access point
- b) if being met, name of 'escort' who will be meeting you, and what precautions will be taken regarding PPE. Do you need to provide your own?
- c) if necessary, where to eat safely. You may be advised or prefer to bring your own refreshments, and you may not be allowed to eat in the venue
- d) toilets; location, regulations and safety measures
- e) where to wait safely for lecture to start; the 'meeter and greeter' to be responsible for this, and for keeping members at a distance from you
- f) assurances about cleaning the equipment, including lectern, computer, remote control, laser pointer etc.
- g) details of any overnight accommodation. If in a private home, know who is in the household, details of your room and bathroom, and eating arrangements
- h) how you are returning to the train station, and PPE precautions.