

COV005 Covid Risk Assessment – Events

Usually in a risk assessment, we would evaluate the likelihood and severity associated with each hazard and arrive at a risk rating. In the case of the novel coronavirus Covid-19, we are unable to make an accurate judgement of severity as this is so variable between individuals, therefore our risk rating is based on likelihood (L) only.

Hazard	Who is affected	Risk (L)	Control Measures	Residual Risk
Showrounds	Staff, visitors, agents	MED	<ul style="list-style-type: none"> • Conduct virtual show rounds via photographs / video wherever possible. • Clear communication to the clients prior to arrival on site – about our controls • All visitors will be required to have their temperature taken before being granted access to the boarding area, both internal & external and the event back of house areas & meeting rooms. • Hand sanitizer to be used. • All visitors will be required to wear a face covering when entering an enclosed space throughout the site • Social Distancing must be always observed. • All contact point to be cleaned, following a show around. • Continue to monitor government guidance, and update procedure to ensure compliance • All guests must be asked to scan QR code on entry to our premises whether indoor or outdoor. 	LOW
Inbound/Outbound Goods for Events	Staff, visitors, agents	MED	<ul style="list-style-type: none"> • Only security personnel to accept deliveries into the building, this will include mail. • All mail that is delivered will be quarantined for 24hrs before being opened, the quarantine boxes will be kept inside the West employee entrance. All deliveries that arrive on the day of an event need to be sanitized and thoroughly wiped down. • All deliveries are to be contact free using the floor markings outside of the West entrance door. The only exception to this is food deliveries which can be delivered to the kitchen through the East doors. • All employees to thoroughly wash hands following the receipt of any delivery and once stock has been stored away. 	LOW

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Capacities	Staff, visitors & organisers	HIGH	<ul style="list-style-type: none"> Banqueting / receptions / wakes /networking events cannot take place under current restrictions. Business and educational events permitted from 17 May at 50% capacity (excluding staff, security, photography personnel) From 12 April - Wedding ceremonies and Wedding Breakfasts can be held for maximum of 15 (excluding staff, security, photography personnel) From May 17th - Wedding ceremonies and Wedding Breakfasts can be held for maximum of 30 (excluding staff, security, photography personnel) Social distancing measures must always be implemented and complied with. Room capacities can be reduced to ensure social distancing if required Floor plans are available for all formats. From 21st of June – No government restrictions 	LOW
Room Set up	Staff & organisers	HIGH	<ul style="list-style-type: none"> Following room setup, all touch points to be sanitised. Chair backs, PC leads, remotes, light switches must be included. Only washable tablecloths to be used – no baize. Multiple refreshment stations to be set up to minimise queuing (maximum of 12 guests per point) Room to be locked following set up and signage positioned outside to make this clear. 	LOW
Arrival/Reception	Staff, visitors & organisers	HIGH	<ul style="list-style-type: none"> Digital registration required with attendees list shared with venue prior to arrival Attendees list to be shared with the head of catering & events at least 72hrs prior to arrival. Name badges to be shared prior to event where possible by event organisers Staggered arrival slots (recommended) Designated entrance - separated from the general public, details shared prior to arrival Arrival point and one-way process to be explained prior to arrival and signage clearly in place One-way signage / Social distancing signage clearly display Temperature check stations to be in place. Face mask signage to be in place. Sanitizer station to be in place NHS QR Track & Trace signage to be clearly positioned at the entrance to the event room. 	LOW

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Meetings	Staff, visitors & organisers	HIGH	<ul style="list-style-type: none"> • Social distancing to be always fully complied with by organisers, guests and event staff. • Capacities restricted as previously mentioned to be Covid-safe. • Masks must be worn when moving around the room. • Hand sanitizer stations will be in place and should be used by attendees. • Sanitizer wipes will be provided for use with equipment (IT & microphones) • All touch points will be sanitized by our event staff during F&B breaks. • Separate toilets will be allocated, sperate from the general public and other groups, with clear signage 	LOW
Alternative Events		HIGH	<ul style="list-style-type: none"> • These events consist of streamed or pre-recorded productions that may take place for music, industry or meeting purposes without a crowd or spectators present on-site. • AV / Technical crews to provide own risk assessments prior to event. • Designated entrance - separated from general public, details shared prior to arrival • Arrival point and one-way process to be explained prior to arrival and signage clearly in place • One-way signage / Social distancing signage clearly display • Temperature check stations to be in place. • Face mask signage to be in place. • Sanitizer station to be in place • NHS QR Track & Trace signage to be clearly positioned at the entrance to the event room • Masks must be worn when moving around the room. • Hand sanitizer stations will be in place and should be used by attendees. • Sanitizer wipes will be provided for use with equipment (IT & microphones) • All touch points will be sanitized by our event staff during F&B breaks. • Separate toilets will be allocated, separate from the general public and other groups, with clear signage • Drink & canapes receptions not to take place • Seated dining only • Food served plated or Bento box style – No buffet service. • No bar in place. • Clear direction given of the one-way system for departure. 	LOW

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F&B	Staff, visitors & organisers	HIGH	<ul style="list-style-type: none"> Where necessary, alternative breakout spaces to be used for F&B. Separate groups / meetings will have different dining times so groups do not overlap. There will be multiple F&B points to minimise queuing. Multiple refreshment stations to be set up to minimise queuing (maximum of 12 guests per point) There will be regular cleaning of F&B stations by event staff. Food served plated / Bento box style – no buffet service. Drink & canapes receptions not to take place. Seated dining only. No bar in place 	LOW
Departure	Staff, visitors &	HIGH	<ul style="list-style-type: none"> One-way system observed using clear signage and events staff presence Separate exit and one-way system used, so not to mix with general public. Touch points cleaned once guests have departed. 	LOW
Room breakdown / Reset	Staff & organisers	HIGH	<ul style="list-style-type: none"> Masks worn throughout process. Room sanitized. Cleared or reset for next day as required. Room locked (if group returning following day) 	LOW
Post event	Staff & organiser	MED	<ul style="list-style-type: none"> Attendee data retained for 21 days following Reminder email sent to organiser by events sales team regarding reporting of symptomatic attendees Event debrief completed noting any additional points of focus 	LOW

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1 April 2021