

Updated COVI+A1:H49D 19 Risk Assessment

Carried out by Katharine Carver

Date Carried out 13.08.2020

WHAT ARE THE HAZARDS	WHO MIGHT BE HARMED AND HOW	CONTROLS IN PLACE	FURTHER ACTION REQUIRED	ACTION CARRIED OUT BY	ACTION NEEDED BY
<p>Getting and spreading Coronavirus</p> <p>CONFERENCES</p>	<p>Customers</p> <p>Contractors</p> <p>Visitors</p> <p>Staff</p>	<p>Updated 26.08.2020</p> <p>Updated 14.09.2020</p> <p>Updated 24.09.2020</p> <p>Following Government Guidance 22.09.2020 conference areas to remain closed.</p>	<p>Review Government Guidance</p>	<p>Managers</p>	<p>Complete 24.09.2020</p>
		<p>Conference rooms, toilets and access areas deep cleaned prior to opening in accordance with cleaning protocol.</p> <p>Conference chairs and carpets cleaned prior to use.</p>	<p>To be constantly monitored moving forward while Coronavirus remains a risk.</p>	<p>Cleaners</p>	<p>Managers</p>
			<p>Infrared thermometers to be purchased.</p>	<p>Manager</p>	<p>Complete 24.09.2020</p>
		<p>Covid 19 questionnaires to be completed and returned before admission to venue.</p>	<p>To be monitored by manager throughout</p>		<p>Office and Reception</p>
		<p>Tables to be disinfected after each use</p> <p>Checklist to be completed each time.</p>	<p>To be monitored by manager throughout</p>	<p>Cleaners</p>	<p>Managers</p>
		<p>Chairs to be disinfected after each use.</p> <p>Checklist to be completed each time.</p>	<p>To be monitored by manager throughout</p>	<p>Cleaners</p>	<p>Managers</p>
		<p>Meeting rooms to be disinfected before and after use and secured prior to cleaning.</p> <p>Checklist to be completed.</p>	<p>To be monitored by manager throughout</p>	<p>Cleaners</p>	<p>Managers</p>
		<p>Trolleys used to move tables and chairs should be disinfected before and after use.</p> <p>Checklist to be completed each time.</p>	<p>To be monitored by manager throughout</p>	<p>Cleaners</p>	<p>Managers</p>
		<p>High touch points identified and regularly disinfected to break infection chains through contact in accordance with cleaning protocol and checklist completed.</p>	<p>To be monitored by manager throughout</p>	<p>Cleaners</p>	<p>Managers</p>
		<p>Hand sanitiser with minimum 60% alcohol provided in conference rooms.</p> <p>Checklist to be completed.</p>	<p>To be monitored by manager throughout</p>	<p>Cleaners</p>	<p>Managers</p>
	<p>Water connections flushed through to remove risk of Legionnaires.</p>	<p>Legionnaires checks carried out.</p>	<p>Managers</p>		

		Thirsty work water dispensers taken out of operation while Coronavirus remains a risk.	None	Managers	
		Flipcharts removed from rooms.		Managers	
		Delegate packs not to be produced while Coronavirus remains a risk.		Staff instructed	
		Additional cables and controls that organisers request must be disinfected before taking to room and gloves and masks to be worn by staff.	To be monitored by manager throughout	Cleaners	Managers
		Syndicate, meeting and conference areas allocated with care to ensure social distancing can be maintained.	To be monitored by manager throughout	Staff instructed	Managers
		Syndicate rooms should be as close to meeting rooms as possible to avoid unnecessary travel around building by delegates.	Conference Staff Office staff	Staff instructed	Managers
		Temperature screening to take place. Delegates refusing temperature check to be refused entry.	Hand held digital thermometers to be purchased	Staff to be trained	Managers
		Larger meetings should have staggered start times.	To be monitored by manager throughout	Reception staff instructed.	Managers
		Non fire doors propped open to avoid contact.	To be monitored by manager throughout	Staff instructed	Managers
Infection Outbreaks	Customers Contractors Visitors Staff	Closed isolation area available for delegates who feel unwell with Coronavirus symptoms. Manager to liase with organiser to close down event and to contact local health authority for support and advice.	Health Room to be made available and manager to support distancing rules, wearing mask and gloves.	Staff instructed	Managers
		If delegates or organisers report infection after event, use the delegate information to contact other delegates.	To be managed by Managers	Reception Staff	Managers
		Contact staff that served that meeting and they must self isolate for 14 days.	To be managed by Managers	Office Staff	Managers
		Secure meeting room for at least 72 hours.	To be managed by Managers	Staff instructed	Managers

		Deep clean areas involved in accordance with cleaning protocol. Also public toilets, refreshment areas and corridors.	To be monitored by manager throughout	Staff instructed.	Managers
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