This assessment has been developed mindful of HM Government guidance and reviewed regarding the COVID-19 Response.

The IET Gold Contingency team is using the latest government advice to make informed decisions to ensure it offers the best possible safety and care for all staff in all its premises and operations. It should also be noted that these guidelines only apply in England.

### Overview

<table>
<thead>
<tr>
<th>AREA</th>
<th>RULE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin Court – Current Status</td>
<td>Hours – 08:00 to 17:30 Monday to Friday (Open on the weekend subject to a booking)</td>
<td>Social distancing is recommended where applicable</td>
</tr>
<tr>
<td>Members Business Centre</td>
<td>Hours – 08:00 to 17:30 Monday to Friday</td>
<td>Hot desk facility available for two. Meeting rooms available subject to prior booking.</td>
</tr>
<tr>
<td>Update regarding the wearing of Face Coverings within Austin Court</td>
<td>While wearing face coverings are no longer mandatory, our members, visitors and colleagues who may feel more comfortable wearing a face covering should continue to do so.</td>
<td></td>
</tr>
<tr>
<td>Hazard / risk</td>
<td>Issue</td>
<td>Who at risk</td>
</tr>
<tr>
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</tbody>
</table>
| Exposure to COVID-19 virus | Infection and passing on to others | Staff, members, contractors, Delegates | • *While wearing face coverings are no longer mandatory, colleagues who may feel more comfortable wearing a face covering should continue to do so.*  
• Social distancing is recommended where applicable  
• Perspex screens where fitted will be reviewed regularly  
• Continued communications to encourage vaccination and Booster  
• Other precautions we will be taking include reminding people to:  
  • Regularly wash their hands  
  • Providing hand sanitizer  
  • Having good ventilation  
• Anyone who has symptoms of a respiratory illness will be requested not to attend our offices and to work from home.  
• If they cannot work from home, they should speak to their manager  
• Staff can be provided with anti-bacterial wipes to clean their own workstation after use |                |             |      |
| Staff anxiety/concern over remaining Covid-19 risks | Limited government restrictions | All colleagues | • Communication of IET welfare priority, risk assessment and return to office plans  
• H&S Committee review of risk management plan includes staff representatives  
• Maintaining appropriate mitigations as circumstance change | Issue of risk assessment and communication s to colleagues |             |      |
| Illness | First Aid |             | • All Duty Managers are First Aid qualified.  
• All accidents and first aid calls will result in an accident form being completed by the attending First Aider to be reported to the H&S committee to monitor patterns and avoid repeats | Illness | First Aid |      |
- Defib is located behind the reception.

Fire Risk
- Evacuation
- All Staff
- All staff should make themselves aware of the nearest Fire Exit from their work location
- Evacuation is on hearing a continues alarm
- Staff must act on instructions from the Fire Warden
- The Fire Alarm test take place weekly on Tuesday morning.

Covid transmission - ventilation
- Exchange of air reduces viral transmission risk
- All users
- Fresh air mechanical ventilation provided
- Periodic monitoring of CO2 levels in open plan and meeting rooms as an indicator of fresh air circulation
- Open windows where possible

Exposure to COVID-19 virus
- Persons displaying symptoms
- Staff, members, and visitors
- Any person developing symptoms whilst in the building should leave the building, self-isolate and take a Lateral Flow Test

2. Customer, member and contractors

<table>
<thead>
<tr>
<th>Hazard / risk</th>
<th>Issue</th>
<th>Who at risk</th>
<th>Controls/ mitigations</th>
<th>Additional actions</th>
<th>Who and when</th>
<th>Done</th>
</tr>
</thead>
</table>
| Exposure to COVID-19 virus | Infection and passing on to others | Staff, visitors, contractors | • While wearing face coverings are no longer mandatory, visitors and guests who may feel more comfortable wearing a face covering should continue to do so.  
• Visitors asked not to attend the building with symptoms of Covid or other respiratory illness (colds etc)  
• External food or packaging is not permitted | | | |
| Exposure to COVID-19 virus | Kingston Theatre | Visitors Organisers Delegates | • Sanitizer stands outside each entrance | | | |
### 3. Events / Meeting / AV

<table>
<thead>
<tr>
<th>Hazard / risk</th>
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<tbody>
<tr>
<td>Exposure to COVID-19 virus</td>
<td>Infection and passing on to others</td>
<td>Staff, Members, Guests of members</td>
<td>• While wearing face coverings are no longer mandatory, <em>visitors and guests who may feel more comfortable wearing a face covering should continue to do so.</em>&lt;br&gt;• Where available the meeting room windows or windows in corridors, should be open to ensure fresh air ventilation&lt;br&gt;• There will be sanitizer and wipes available in each meeting room&lt;br&gt;• Co2 levels will be monitored periodically</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Exposure to COVID-19 virus</td>
<td>Staff infection from equipment and touch points</td>
<td>Staff, Members, Guests of members</td>
<td>• Technicians are required to ensure their own space and working environment is appropriate&lt;br&gt;• Doors should be open and window to theatre to be open&lt;br&gt;• Control equipment to be wiped down at the end of setups&lt;br&gt;• Microphone necks/bases to be cleaned between each event&lt;br&gt;• The technician issuing lapel microphones, where used, is responsible for its sanitization before and after use.</td>
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</tbody>
</table>

### Version number

<table>
<thead>
<tr>
<th>Version number</th>
<th>Issued by &amp; date</th>
<th>Comments</th>
<th>Approved by</th>
<th>Release date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 12</td>
<td>Akmal Shahzad</td>
<td>Amended to show the Government has removed remaining domestic restrictions in England</td>
<td>Health &amp; Safety Committee</td>
<td>14.03.2022</td>
</tr>
</tbody>
</table>

[Coronavirus (COVID-19): guidance and support - GOV.UK](https://www.gov.uk)