

WORKPLACE RISK ASSESSMENT FOR Austin Court (SALES SHOWROUNDS) – COVID-19

REVIEW DATE: **WEEKLY REVIEW** AS SITUATION CHANGES

DATE: 24/07/2020

This assessment has been developed mindful of HM Government guidance: Working safely during COVID-19 (Published issue 11 May 2020 and updated 17th July) in;

- Offices and contact centres,
- Visitor economy,
- Restaurant, pubs, bars and take ways

together with IET’s ongoing risk assessment approach. It is based on the Government COVID-19 threat level of 3.

It should be read in conjunction with Austin Court Risk Assessment Interim June 2020 V2 AC and Back to Work Rules and the Lone Working Policy

1. Sales/Client Visits						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Site visits	Visitors and Staff	<ul style="list-style-type: none"> • Virtual show rounds via google fly through or venue video and/or web site photography should be offered rather than physical show round. • Hold Meetings via a digital platform such as Zoom or Microsoft Teams • The next stage in the enquiry or firming up room set ups with client and contractor may involve show rounds • Maximum of 1 site visit at any time • Maximum of 1 staff member and 2 visitors per site visit • All appointments must be booked. No ad hoc visits are available 	A virtual ‘Fly Through’ video is available and will be offered prior to an actual visit		

			<ul style="list-style-type: none"> • Face coverings are now mandatory for all visitors as per Govt guidelines on 31st July 2020 • IET Staff will wear a face covering during the visit. • If Guests need to dispose of PPE on arrival, there is a specific bin in reception. • If the face covering is reusable guests should bring a suitable bag with them and store it in the bag • Where possible sales contact to be ready & waiting in the Courtyard for guest arrival to minimise time spent in reception. • Guests to be made aware there are no cloakroom facilities. • Where possible Boulton room to be used as a waiting room for site visit guests. To include hand sanitiser station • Guests to be made aware that Boulton/Faraday toilets available for Handwashing • Pre arrival confirmation sent to client with details of the following; <ul style="list-style-type: none"> • Where to wait for sales contact • Copy of RA for the venue – Receipt should be confirmed • How to access the building • Plan of how to navigate around the venue • All guests to sign (via email) saying they have not knowingly had the virus or symptoms or been in touch with anyone with symptoms in previous 14 days • Sales contact to walk route prior to visitor arrival & open all relevant doors including balcony doors where applicable • If a 'sit-down meeting' is required Physical Distancing must be considered • There will be a designated room with the small Nespresso machine setup with sanitiser wipes in the Members Business Centre. • PPE will be worn during the post meeting cleaning • No handshake or physical contact on arrival or departure. 			
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Reference documents and Version Control

- (1) <https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf>
- (2) <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>
- (3) <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>
- (4) <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>
- (5) <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own>

(6) Version Control

- (7) All released versions of this risk assessment require approval by IET's COVID-19 Gold Contingency management group after consultation with the Health & Safety Committee of the IET

Version number	Issued by & date	Comments	Approved by	Release date
V1.0 Sales	Angie Devi 24/07/2020	Initial draft developed based on Government guidance in relation to offices and contact centres, visitor economy for review by H&SC and COVID Gold team. The V1.0 Sales will work along Austin Court Interim Risk Assessment June 2020 V2.	To be approved by GOLD Team on Friday 24 th July and then reviewed by H&SC, comments feedback, not for release	N/a
V2 Sales	Akmal Shahzad 03.08.2020	Face covering is now mandatory as per Govt advice on 31 st July 2020. https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own		

