WORKPLACE RISK ASSESSMENT FOR Austin Court – COVID-19 – May 2021

For Full Venue opening

Version: 8

DATE: 10/05/2021

REVIEW DATE: AS SITUATION CHANGES

- This assessment has been developed mindful of HM Government guidance and reviewed regarding the COVID-19 Response – Spring 2021 Published 22 February 2021 – Roadmap out of Lockdown Offices and contact centres.

It should be read in conjunction with AC Back to Work Rules and the Lone Working Policy.

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<tr>
<th>DATE</th>
<th>AREA</th>
<th>Notes</th>
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</thead>
</table>
| Step 1 - 08 & 29 March | Education
Social Contact
Business and Activities
Travel | • Schools and Higher Education Practical Courses
• Meet up outdoors
• Outdoor sports and swimming pools
• Stay at Home Rule expires but people should continue to work from home to minimise travel |
| Step 2 - 12 April | Business and Activities
Events | • Non-essential retail may open
• **Hospitality Venues will be allowed to serve people outdoors**
• Funerals up to 30 permitted. Weddings and other commemorative events such as wakes will rise to 15 |
| Step 3 - 17 May | Social Contact
Business and Activities
Events
Review of Social Distancing | • The government will look to continue easing limits on seeing friends and family wherever possible but remain limited to a maximum of 30.
• Most businesses will be able to reopen but still with some restrictions in numbers |
• Up to 30 people will be able to attend weddings, receptions, and wakes, as well as funerals. This limit will also apply to other types of significant life events.
• the government will complete a review of social distancing and other long-term measures. This will also inform guidance on working from home – which should continue wherever possible until this review is complete.

Step 4 - 21 June

Social Contact
Business and Activities

• By Step 4 which will take place no earlier than 21 June, the government hopes to be able to remove all legal limits on social contact.
• The Government hope to reopen remaining premises, including nightclubs, and ease the restrictions on large events and performances that apply in Step 3. This will be subject to the results of a scientific Events Research Programme and selected pilot events taking place after Step 3.

Overview

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<thead>
<tr>
<th>AREA</th>
<th>RULE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Areas</td>
<td>One-way systems and face coverings must be worn in all public areas - from the entrance to the office or meeting room. See reference 7 - face coverings</td>
<td></td>
</tr>
<tr>
<td>Offices &amp; Staff areas</td>
<td>2m rule and 1m plus</td>
<td>Staff building (Sales office, staff lunch area &amp; Venue Manager office)</td>
</tr>
<tr>
<td>Meeting Rooms - Internal Use</td>
<td>2m rule for internal meetings</td>
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<tr>
<td>Meeting Rooms - External Use</td>
<td>1m plus (Risk Assessment to be provided by the organiser and reason why)</td>
<td></td>
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<tr>
<td>Meeting Rooms - External Use</td>
<td>Both 2m and 1m plus can be offered</td>
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<td>Amadeus Food (Caterer’s)</td>
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</table>

#### 1. Minimising staff attending at Austin Court

<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 | Staff infection and passing on to others | Delegates, Members, Staff & Contractors | • All persons visiting AC minimised to essential only. This will change as lockdown restriction ease.  
• Staff that can work from home encouraged to do so.  
• Staff returning to work only where task is important to company and cannot be actioned at home.  
• Discussions to be had about which staff, in particular, need to come back to work at the venue and those to remain at home.  
• Staff to sign saying they have not knowingly had the virus or symptoms or been in touch with anyone with symptoms in previous 14 days.  
• Austin Court hours to be 08:00 to 17:30, unless evening events occur. | | | |
| Transport to Austin Court | Travel to/from Austin Court using public transport | Staff travelling to AC | • Travel on trains out of peak hours where possible.
• Wear face coverings on public transport (mandatory from 15 June) and observe social distancing. £100 fine for not wearing face covering. £3,200 fine for repeat offenders.
• Face coverings now mandatory when traveling in a taxi.
• On arrival at Austin Court any used disposable single use face masks should be disposed in one of the assigned PPE bins in the venue.
• If using a reusable face covering, once removed, store it in a plastic bag.
• Where possible, walk or use other forms of transport i.e. bike, motorbike, car.
• Car sharing should only be undertaken with people from your own household or within your Support Bubble.
• All staff using public transport to change uniform on-site to avoid any risk of carrying over the virus during transport. If this is not possible then to utilise a disinfectant spray on garments such as [https://www.kelticclothing.co.uk/parking-security-uniforms/infection-control/sursol-garment-disinfectant-spray/](https://www.kelticclothing.co.uk/parking-security-uniforms/infection-control/sursol-garment-disinfectant-spray/) |

| Expectant mothers | Expectant mothers are not at any greater risk from Covid-19, unless there are other health factors present. | Staff, members, visitors, Organisers, Delegates | • Physical distancing particularly during latter stages of the pregnancy is recommended, alongside other general precautions for preventing infection (hand washing etc.)
• Earlier stages of pregnancy present lower risk, expectant mothers may return to public-facing role, but precautions must be in place and risk assessment to be conducted that supports the decision. |

### 2. Who should return to work

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<thead>
<tr>
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</thead>
</table>
| Wellbeing impacts | Remote working impacting welfare, mental and physical health | All remote workers | • Programme of communications, including promotion of wellbeing activities
• Signposting of relevant support
• Line management training to support remote working
• On-going 1:1 and performance review | | Line Manager Regular 1 to 1 |
Higher vulnerability to COVID-19

Individuals suffering potentially worse outcomes from infection

- Extremely vulnerable individuals or members of their household preferably not to attend workplace without prior review and agreement.
- No detriment applied to these individuals.
- If staff from these groups have to attend site, they are to be situated away from all others and assess if seeing other staff involves an acceptable level of risk.
- Consideration to show equality in the workplace regardless of special needs. IET will allow staff to return based on the importance of the task required not who can undertake the task. There will be no discrimination against groups such as carers, parents.
- Avoid contact, maintain Physical Distancing.
- Clinically extremely vulnerable individuals will have received a letter telling them they are in this group, or will have been told by their GP.
- Clinically vulnerable individuals include those aged 70 or over and those with some underlying health conditions.
- Those in households or with carer responsibilities for such individuals.
- People from vulnerable groups or those over 70 should avoid attending Austin Court.
- From 1 August, clinically extremely vulnerable individuals can go to the workplace as long as it is COVID-secure, but should carry on working from home wherever possible.

Higher vulnerability to COVID-19

Older people are generally more likely to be at-risk of infection and are therefore defined as clinically vulnerable.

Staff and Visitors People over the age of 70

- Avoid contact, maintain Physical Distancing
- People from vulnerable groups or those over 70 should avoid attending Austin Court.

Staff with difficulty working from home

Mental and physical deterioration of staff health due to lone working, space issues to set up

Remote workers

- Provision of equipment where possible or practicable. Staff to liaise with their line managers who will check requirements with HR / Facilities. This to be done case by case

Separate risk assessment to be made on these staff if required
## 3. Social distancing at work

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<tr>
<th>Hazard / risk</th>
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<th>Controls/ mitigations</th>
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</tr>
</thead>
</table>
| Arrival and departure | Source of congestion and potential point of introduction of contamination | Individuals entering and leaving (and all occupiers) | • One Way system in place.  
• All visitors to adhere to social distancing rules – 2 meters.  
• Pre-organised and staggered times for the meetings booked to avoid congestion.  
• This will be supported by external and internal signage.  
• In the event of an accessible visitor requiring the use of the lift and pass through the courtyard the area will be isolated by Duty Manager to facilitate this.  
• External signage will also be in place to remind all attendees that face coverings are required before entering the building.  
• Hand sanitizers available in public areas and all meeting rooms.  
• In all areas Social Distancing to be observed.  
• Hands to be washed and sanitised immediately on entry to AC following the use of public transport.  
• PPE designated bin for disposable face coverings.  
• If using a reusable face covering, once removed, store it in a plastic bag.  
• NHS Track & Trace QR code to be visible for all attending. | | | |
| Circulation | Ability to maintain at least 1m+ or where possible 2m distancing in circulation routes | All building users | • Face covering to be worn at all times when circulating the venue.  
• Staff to increase frequency of hand washing and their own surface cleaning.  
• Remove or reduce the need to move around the building.  
• One-way stairwells and corridors with signage.  
• Floor signage (Tape and Stickers) reminding of Social Distancing.  
• Rope barriers used to clearly mark one-way system in congested areas.  
• The use of radios and mobile phones to communicate within the building should be promoted. This will limit the number of movements around the building.  
• Avoid contact, maintain Physical Distancing. | | | |
<table>
<thead>
<tr>
<th>Service Area</th>
<th>Description</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>Toilets</td>
<td>Ability to maintain 1m+ distancing and avoid spread of virus</td>
<td>All building users - With fewer staff/delegates/visitors initially onsite the number of toilets will exceed demand. - Physical Distancing signage will be used to advise people to use a common sense approach in these 1m+ areas. - Urinals to be placed ‘Out of Use’ according to 1m+ with specific covers.</td>
</tr>
<tr>
<td>Accidents and emergencies</td>
<td>Protection of all visitors</td>
<td>IET incident staff - In event of a fire evacuation staff to evacuate and keep 2m apart at the front Car park. - Staff to ensure all visitors leave the building. - Roll call of staff, contractors and check with Meeting organisers to ensure every delegate is accounted for.</td>
</tr>
<tr>
<td>Fire control</td>
<td>All staff</td>
<td>- Site is 24 hours monitored by a Monitoring station. - Site is also covered by CCTV which can be accessed remotely.</td>
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<tr>
<td>First aid</td>
<td>All staff</td>
<td>- Always a First aider onsite - First aid kits available throughout the Venue.</td>
</tr>
<tr>
<td>Lone Workers</td>
<td>Individual staff</td>
<td>- Lone workers to inform AS of arrival &amp; departure.</td>
</tr>
<tr>
<td>Exposure to COVID-19 virus</td>
<td>Persons displaying symptoms whilst at Austin Court</td>
<td>Staff, members and visitors - Take the person to Reception. - Duty Manager to be called. - Duty Manager to wear Perspex face shield. - Duty Manager will escort the patient to the Brindley Room. - Provide the patient a mask and pair of disposable gloves to wear, already in Brindley Room. - Explain that the patient will need to call 111 – Show the phone. - Leave the patient in the room. - They call 111 – They discuss their symptoms with the advisor. - Ensure Isolation Room signage is displayed. - When the call is complete, patient will call the Duty Manager via Reception and talk about the next steps according to the advisor - Reception Number: 7500 - Venue Manager will inform GCC cleaning contractor and a trained cleaner will carry out ‘Enhanced Cleaning’ of the room and any room the patient has occupied.</td>
</tr>
</tbody>
</table>

These notes are on display in the Brindley room. It is likely that following the display of symptom, the person may be instructed to self-isolate for a period of time.
| Exposure to COVID-19 virus | 2 or more cases reported whilst at Austin Court | Staff, members and visitors | • If there are 2 or more cases reported, the Single Point of Contact (SPOC) Akmal Shahzad, Ext - 7526, should contact the local PHE Protection team who will advise.  
• Facilities will also investigate who was in contact with the person using the daily signing in sheet on Reception or the organiser’s registration and contacting those persons who will also be advised to self-isolate for 14 days.  
• The meeting room used and the persons desk / surrounding area will be immediately deep cleaned. |

| Exposure to COVID-19 virus | Deliveries for meeting rooms | Staff, visitors | • All boxed deliveries for events must be delivered to the MBC at least 72 hours before the start of the event.  
• They will then be dated and held under quarantine for 72 hours before being delivered to the appropriate room.  
• Delivery staff are required to wear PPE within the building.  
• Staff accepting deliveries should wear PPE at all times when the delivery is taking place.  
• Chefs and Porters (Amadeus) will be responsible for sanitising their hot box trolleys before arriving at the venue.  
• Chefs and porters (Amadeus) need to wear PPE when walking around the building.  
Full copy of Amadeus (Catering supplier) RA specific to Austin Court is a separate document. |

### 4. Venue Specific Areas

<table>
<thead>
<tr>
<th>Hazard / risk</th>
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</tr>
</thead>
</table>
| Meeting Facilities | Multiple users in an area spreading virus | All delegates | • Meetings of up to 30 people indoors are allowed in permitted venues if social distancing can be maintained and the venue can demonstrate it has followed the COVID-19 guidance. If permitted venues have multiple, separate meeting facilities, these can be hired out simultaneously for separate meetings/events if social distancing can be maintained, groups can be kept separate, and the venue can demonstrate it has followed the COVID-19 guidance.  
• Any evening events in a licensed premises must be concluded by 10pm.  
• Max of 30 people per event only.  
• Rooms are set up with 2 metre distancing rules.  
• Doors/Windows to be open, if possible, whilst meeting is in progress. | All points apply to every meeting room. Please see specific rooms for additional risk assessment. | | |
<table>
<thead>
<tr>
<th>Kingston Theatre</th>
<th>Exposure to COVID-19 virus</th>
<th>All delegates</th>
</tr>
</thead>
</table>
| • Larger rooms have split air-conditioning units also installed to be used in conjunction with windows.  
• Revised capacities have been compiled utilising Social Distancing.  
• Signs to be placed on meeting room doors to inform the maximum number of people allowed in the room.  
• No pens or paper pads required as part of set up.  
• Flip Chart & pens will be sanitised after each use and put back into stock.  
• Flip chart paper will be offered to client to take away or be recycled after the meeting.  
• Touch free wall mounted sanitiser will be provided in each meeting room.  
• Meeting Room tables will be sanitised between each meeting.  
• Operations team will sanitise tables before moving or changing the room setup.  
• Chairs will be cleaned with a disinfectant spray after every meeting.  
• Meeting Room stationery boxes will be removed from the rooms.  
• Staff to encourage the use of technology rather than face to face meetings.  
| Kingston Theatre has its own Air handling unit, new air filters have been recently put in. This unit has ability to provide fresh air circulation.  
• Chairs marked with a tick to indicate where delegates can sit.  
• One-way system in place showing entrance and exit. One-way system to be used for stage access also.  
• Max number of people in Kingston theatre is 24, with 2metre social distancing.  
• Stage can hold a maximum of 3 people.  
• Staff to encourage Hybrid package option to reduce number of people on site.  
• If table cloths are used on the top table then these will need to be changed and washed after the event.  
• Accessible access via the green room. Maximum number of people is 2. Seats marked with a tick.  
• Cloak room not to be used to eliminate the presence of personal belongings from lots of different delegates in a confined space. |
<table>
<thead>
<tr>
<th>Room Type</th>
<th>Exposure to COVID-19 virus</th>
<th>Responsibility</th>
<th>Guidelines</th>
</tr>
</thead>
</table>
| Waterside Room                  |                           | All delegates  | • 2 metre tape markings on the floor to be followed when waiting for refreshments.  
• Canal doors and windows to be opened for fresh air circulation.  
• Delegates to use hand free sanitizer dispensers provided.  
• Max number in Waterside at one time is 30 people. |
| Projection Room                 |                           | Staff and event organisers | • Due to no outside windows, Air Conditioning must be switched on. Only mechanical extraction is installed.  
• Only one AV technician present at a time.  
• Presentations to be sent digitally before the event.  
• Masks to be worn if room is going to be utilized by more people at a time. Max 3 people. |
| Small Meeting Rooms – Stephenson, Edison |                           | Staff and Members | • These rooms to only be used by staff or members.  
• Max capacity is 1 person in Edison. Max capacity 2 people in Stephenson.  
• Windows must be open when room is in use.  
• Reception and ops team must be made aware when either room is in use. |
| Randall & Boot Room             |                           | Staff and delegates | • Max capacity of rooms will be 3 people in boardroom style.  
• Windows must be open when room is in use. |
| Brindley Room                   |                           | Staff and delegates | • Isolation Room (please see point 3: Persons displaying symptoms whilst at Austin Court, for more information)  
• Max capacity is 1 person. |
| Crompton Room                   |                           | Staff and delegates | • One-way system to be used for entrance via spiral staircase and exit via the Atrium.  
• Toilets to be used by Edison and then follow one-way system back up the spiral staircase.  
• Windows both sides of the room can be opened for better ventilation, in addition Air Con can also be used.  
• Max capacity is 7 people in a boardroom style. |
| Lodge Rooms                     |                           | Staff and delegates | • One-way system to be used for entrance via Reception and then Telford staircase and exit via the Atrium.  
• Toilets to be used by Boulton & Faraday by following one-way system down into Waterside Room, down corridor to toilets and then back up the Telford staircase.  
• Windows open and Aircon to be on.  
• Max capacity for Lodges 1,2 &3 is 18 people in a theatre style. |
| Telford Room | Exposure to COVID-19 virus | Staff and delegates | • One-way system to be used for entrance via Reception and then Telford staircase and exit via the Atrium through the Waterside room, if all of Lodges are in use.  
• Toilets opposite Telford entrance to be used.  
• Windows open and Air Con to be on.  
• Max capacity is 9 people in a theatre style. |
| Staff Areas | Exposure to COVID-19 virus | Staff and contractors | • Maintain a 1metre+ distance from colleagues.  
• Staff to work at their assigned desks.  
• Staff Room to allow max of 3 people at a time.  
• Breaks should be staggered to reduce numbers in staff room and kitchenette.  
• Staff required to clean down their desk area and equipment before leaving.  
• Clean down of Reception area needed before staff hand over.  
• Windows to be open for better ventilation. |
| Catering Kitchen | Exposure to COVID-19 virus | Staff and contractors | • PPE to be worn at all times.  
• Ventilation to be on at all times when in use.  
• Maintain a 1metre+ distance from colleagues when possible.  
• Maximum number of people is 3.  
• Catering staff to communicate job roles between themselves to minimise crossing paths.  
• Dirty and used mugs, glassware, cutlery etc to be washed ASAP to reduce the risk of spreading the virus.  
• Other staff to not enter unless necessary. |
| Storage Areas | Exposure to COVID-19 virus | Staff and contractors | • Only one person to be in any store room at one time.  
• No opening windows in these areas.  
• Masks should be worn.  
• Dispose of PPE once complete then wash hands.  
• Sanitise hands.  
• Any trolleys or sack trucks used to move chairs or other equipment to be wiped down after use. |

5. Members and contractors
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<tr>
<th>Hazard / risk</th>
<th>Issue</th>
<th>Who at risk</th>
<th>Controls/ mitigations</th>
<th>Additional actions</th>
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<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exposure to COVID-19 virus</strong></td>
<td>Staff and contractor infection and passing on to others</td>
<td>Staff, visitors &amp; contractors</td>
<td>• Signage to be placed on entrance informing visitors of the expectations the IET has of them.</td>
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<td></td>
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<td>• Contractors by prior agreement and where necessary to perform repairs of PPM on equipment.</td>
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<td>• Contractors must sign in at reception.</td>
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<td>• Contractors must register using the track and trace QR code.</td>
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<td></td>
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<td>• Contractors to follow one-way system.</td>
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<td></td>
<td>• Contractors to adhere with their own risk assessments and any PPE.</td>
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<td></td>
<td>• Cleaning staff to adhere with their own risk assessments and any PPE.</td>
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<td>• AC Remains a No Smoking/Vaping building.</td>
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<td>• Sales show round by appointment only (see separate Risk Assessment)</td>
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<tr>
<td><strong>Exposure to COVID-19 virus</strong></td>
<td>Staff and member infection and passing on to others</td>
<td>Staff, members and delegates</td>
<td>• Members must pre-book rooms.</td>
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<td></td>
<td></td>
<td></td>
<td>• Members must register using the track and trace QR code.</td>
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<td></td>
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<td>• Members will be allocated a smaller room to fit their size of meeting.</td>
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<td>• MBC is closed for hot desking and sit down meetings.</td>
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<td>• Refreshment facilities still available to members but must take them back to their assigned room.</td>
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**6. Hygiene**

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<thead>
<tr>
<th>Hazard / risk</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Cleaning of workplace</strong></td>
<td>Stop spread of the virus</td>
<td>Staff and delegates</td>
<td>• GCC cleaning service. Venue is being cleaned on a daily basis to ensure cleanliness before the next day meetings.</td>
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<td>• Cleaners will be onsite to frequently clean touch points around the venue. Door handles, stair railings etc.</td>
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<td>• Hands free sanitiser dispensers available at Reception, Atrium and in every meeting room.</td>
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<td>• PPE to be disposed in the allocated bins. Reception, Atrium and Upper Atrium.</td>
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<td>• If using a reusable face covering, once removed, store it in a plastic bag.</td>
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<td></td>
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<td>• Ventilation systems to be programmed when meetings are in to allow fresh air circulation.</td>
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</tbody>
</table>
| **Handwashing, sanitation & toilets** | **Reduce the spread of the virus** | **Staff** | • IET will use signage to build awareness of the benefits of good hygiene.  
• Hand sanitizer is provided on arrival, in every meeting room and in staff areas.  
• Soap is provided in every toilet. |
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<tbody>
<tr>
<td><strong>Shower</strong></td>
<td></td>
<td></td>
<td>• Shower located next to gender neutral toilet is not available for use.</td>
</tr>
</tbody>
</table>
| **Handling of goods etc** | **Avoid transmission through contact** | **Reception & Ops staff** | • Couriers / deliveries are contact free for the foreseeable future.  
• Sanitizer and wipes available at Reception.  
• Wear PPE when accepting and moving delivery of goods. |
| **Handling of food and refreshments** | **Avoid transmission through contact** | **Staff & delegates** | • Catering staff to wear PPE when transporting and delivering refreshments to meeting rooms.  
• Gloves and face covering to be worn at all times.  
• Catering surfaces wiped down with disinfectant between each refreshment break.  
• Hand washing of mugs, glassware and plates should be avoided.  
• Minimise handling of food boxes when delivering them to the meeting rooms.  
• Individual packed lunch will be provided for delegates, to reduce the spread of virus compared to our normal buffet style lunch.  
• Provide each delegate with one bottle of water each to reduce risk of multi user.  
• Encourage delegates to use a recyclable water bottle and use water stations around the venue.  
• Extra water bottles provided in the meeting rooms to minimise catering staff entering throughout the day.  
• Lunch will arrive in pre-packed and disposable packaging which is made by Veg ware company so it will be compostable  
• Lunch will be delivered to the rooms by Ops/Catering team un-opened to reduce the risk of transmission  
• Packaging to be only opened by the delegate/consumer  
• Delegates to be seated whilst Catering team is serving refreshments to keep the social distance (If catering is in the same room) |

7. PPE and face coverings – NB with current measures at AC the risk of COVID-19 is very low so PPE is not required inside meeting rooms when delegates are sat down.
<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>
| Lack of PPE  | Possible interaction and exposure | Staff, contractors and delegates | • People are now required by law to wear a face covering if using public transport.  
• All people entering the building must be wearing a face covering.  
• Face covering must be worn by all when walking around the building. Only when delegates get into their meeting rooms and sit down can they then be removed.  
• Staff assisting with technical support or catering requirements must wear a face covering to, in and from the meeting room.  
• Catering staff will additionally wear gloves when handling food and drink for meetings.  
• Staff on show rounds must wear face coverings (see separate Risk Assessment)  
• Guidance has been issued clarifying that the mandatory wearing of face coverings for tourism and hospitality workers is only if they are working in areas that are open to the public and where they come or are likely to come within close contact of a member of the public. So kitchen staff and back office staff do not have to wear masks unless they move into the public areas of the business.  
• Where staff do wear a face mask they are encouraged to:  
  • Wash hands with soap for 20 seconds before putting on and after removing it  
  • Avoid touching your face or the covering as you could contaminate it  
  • Change it if it becomes damp  
  • Still practice 2m social distancing  
  • Staff are responsible for the safe disposal of their masks  
  • Dispose of PPE in the designated bin  
  • If using a reusable face covering, once removed, store it in a plastic bag.  
  • Perspex screens have been installed at Reception and in the Atrium on the registration desk. | Face covering as per Govt advice 15th June 2020 – Public transport | All staff using public transport |  

8. workforce management – to change the way work is organised
| Hazard / risk                              | Issue                                                                 | Who at risk | Controls/ mitigations                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Additional actions | Who and when | Done |
|-------------------------------------------|-----------------------------------------------------------------------|-------------|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |             |      |
| Unnecessary contact between staff         | Potential transmission of virus                                       | Staff       | • Work should be set up to minimise the number of contacts each person has through working at AC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |             |      |
| Work related travel                       | Staff member catching virus                                           | Staff       | • Initially there should be no travel on behalf of work except to and from AC and even then, only if unavoidable.  
• Avoid all unessential travel – managers to promote technology.  
• Minimise the number of staff travelling together.  
• Hands to be washed and sanitised immediately on entry to AC following the use of public transport.  
• AC Remains a No Smoking/Vaping building.                                                                                                                                                                                                                                                                                                                                 |                   |             |      |
| Communications and training               | Staff unaware of the rules or risk assessment and becoming a danger to themselves and others | staff       | • The IET will provide clear and consistent information.  
• The IET will engage with the HEALTH AND SAFETY COMMITTEE and representatives and agree changes in any working arrangements.  
• The IET will inform staff of the rules and risks prior to them entering AC.  
• Staff need to abide by these rules and measures to reduce or avoid risk for the safety of themselves and others on site.  
• This risk assessment will be shared with the contractors who provide non IET staff at AC.  
• Contractors have also created their own Risk Assessments which may result in alternative procedures – Such as cleaners have a requirement to wear additional PPE.                                                                                                                                                                                                 |                   |             |      |
| Exposure to COVID-19 virus                | Staff members catching and passing on the virus to the whole team     | Staff       | • The Austin Court team will be split up into two main work bubbles(A&B). Front of house will be in their own bubble.  
• Staff members within the same bubble will work the same shift patterns.  
• Where possible bubbles will work alternating days.  
• If both bubbles are required to work on the same day managers will work out a switch over time, to reduce contact to a minimum.  
• No staff member can mix between these bubbles.  
• Front of house must stay at the reception desk for work and lunch time.  
• Touch points and room setups must be sanitised at the end of every day ready for the next bubble to start their shift.                                                                                                                                                                                                                                                                                                                                 |                   |             |      |
<table>
<thead>
<tr>
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</table>
| Ops staff using everyday personal and work items | The potential surface transmission of COVID – 19 | Ops Staff and AV Contractors | • Safely dispose of PPE once complete and wash hands.  
• Regularly sanitise and wash hands.  
• Keep personal devices clean with sanitising wipes.  
• Any shared spaces need to be cleaned before hand over to another staff member. |  |  |  |
| Prepping equipment & storage spaces | The store rooms are small enclosed spaces which do not allow for social distancing | Ops Staff and AV Contractors | The person in the store rooms at any one time.  
• Masks should be worn.  
• Safely dispose of PPE once complete then wash hands.  
• Regularly sanitise hands.  
• Ensure allocated PPE is fitted correctly. |  |  |  |
| Building & striking event equipment | Team members handling the same equipment when building & striking equipment | Ops Staff and AV Contractors | Team members to be allocated setup roles to minimise cross handling.  
• Control equipment to be wiped down at the end of setups.  
• Safely dispose of PPE once complete and wash hands.  
• Regularly sanitise hands.  
• Ensure allocated PPE is fitted correctly. |  |  |  |
| Running an Event | Proximity to clients and fellow staff | Ops Staff, Delegates and AV Contractors | Ops staff only areas to be made at the control position.  
• PPE masks should be worn if more than 1 person is present.  
• Safely dispose of PPE once complete and wash hands.  
• Regularly sanitise hands.  
• Ensure allocated PPE is fitted correctly. |  |  |  |
| Clients & staff handling microphones | The potential surface transmission of COVID – 19 | Ops Staff, Delegates and AV Contractors | Ensure allocated PPE is fitted correctly.  
• Desktop microphone necks & bases to be cleaned between each event.  
• Microphones to have removeable foam pop shields for cleaning between each event.  
• Hand held microphones will not be used.  
• Headset or Lapel microphones if required to be fitted by the user, with instructions, not fitted by the technician. After use to be set down on the stage for cleaning by the technician. |  |  |  |
| The use of Lectern | The potential surface transmission of COVID – 19 | Staff and delegates | • Speakers to wipe down lectern and clicker before use.  
• Ops to wipe down lectern at the end of every event. |
|-------------------|-----------------------------------------------|--------------------|--------------------------------------------------|
| Handling of delegate presentation hard drives | The potential surface transmission of COVID – 19 | Ops Staff | • All content for the lecture theatres must be provided electronically prior to the event.  
• If memory sticks are given on the day the technician must wear gloves when handling.  
• Memory sticks to be wiped down before handing back to delegate. |
| Assisting with AV problems in meeting rooms | Exposure to COVID-19 virus | Staff, delegates and organisers | • PPE masks should be worn.  
• Minimise time in room by getting Reception to get as much detail about the technical issue before a member of staff goes into the room to assist.  
• Staff to confirm problem with delegate and then ask them to move 1 metre + away from the equipment, while the problem is resolved.  
• If delegates are using their own equipment, then gloves must be worn.  
• If a change of equipment is needed, then this must be disinfected before install. |
| Communications and training | Staff unaware of the rules or risk assessment and becoming a danger to themselves and others | staff | • The IET will provide clear and consistent information.  
• The IET will engage with the HEALTH AND SAFETY COMMITTEE and representatives and agree changes in any working arrangements.  
• The IET will inform staff of the rules and risks prior to them entering AC.  
• Staff need to abide by these rules and measures to reduce or avoid risk for the safety of themselves and others on site.  
• This risk assessment will be shared with the contractors who provide non IET staff at AC.  
• Contractors have also created their own Risk Assessments which may result in alternative procedures – Such as cleaners have a requirement to wear additional PPE |

10. Catering
<table>
<thead>
<tr>
<th>Hazard / risk</th>
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<th>Done</th>
</tr>
</thead>
</table>
| Amadeus Food (Caterers) | The potential transmission of COVID – 19 | Operations/ Catering Staff, Amadeus staff and Delegates | • Chefs to be wearing faces masks & gloves  
• Food will be prepared at ICC location next to AC building by Amadeus Food  
• Food remains a drop off service by Amadeus based on orders  
• Full risk assessments by Amadeus Food for Austin Court has been completed  
• No open buffets are available until further notice  
• No sit-down meal service is available until further notice | | | |

(1) [https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf](https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf)  
(5) Austin Court meeting rooms ventilation document.  
(6) Amadeus Risk Assessment available on request.  
(7) [MIA Roadmap to reopening and operating safely version 3](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)  
(8) Version Control  
(9) 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  
(11) [https://www.covid19.nhs.uk/](https://www.covid19.nhs.uk/)  
(12) COVID-19 Response - Spring 2021 (Summary) - GOV.UK (www.gov.uk)

<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>1</td>
<td>Akmal Shahzad 15/5/2020</td>
<td>Initial draft developed based on Government guidance in relation to offices and contact centres, for review by HEALTH AND SAFETY COMITTEE and COVID Gold team</td>
<td>Approved by Health and Safety Committee</td>
<td>19/5/2020</td>
</tr>
</tbody>
</table>
| 2              | Akmal Shahzad 14/6/2020 | Second version to include:  
• Room ventilation for onsite meeting rooms to be considered with windows/AHU’s or air con.  
• Latest Govt. advice on face masks to be mandatory during public transport. | Approved by Health | 19/06/2020 |
<p>| | | |</p>
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<tbody>
<tr>
<td>3</td>
<td>Akmal Shahzad &amp; Lee Williams</td>
<td>31/07/2020</td>
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<tr>
<td></td>
<td></td>
<td>Third and full version to include:</td>
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<tr>
<td></td>
<td></td>
<td>- Design for venue to be fully open to staff, contractors, Members and delegates.</td>
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<tr>
<td></td>
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<td>- Information of who should return to work. (Point 2)</td>
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<td>- Travel information for staff, including no work related travel.</td>
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<td>- One-way system in place.</td>
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<td></td>
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<td>- Social Distancing of staff, contractors, delegates and members.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Venue specific areas including meeting rooms, staff areas and store rooms. (Point 4)</td>
</tr>
<tr>
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<td>- Member and contractor information. (Point 5)</td>
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<td>- Update of Hygiene section for all people now in the building. (Point 6)</td>
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<tr>
<td></td>
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<td>- Catering specific risks and measures.</td>
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<td>- Specific Audio Visual precautions. (Point 9)</td>
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<td></td>
<td></td>
<td>- MIA Roadmap to reopening and operating safely version 3</td>
</tr>
<tr>
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<td>- Austin Court meeting rooms ventilation document.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Amadeus (Catering supplier) site specific Risk Assessment available on request.</td>
</tr>
<tr>
<td>4</td>
<td>Akmal Shahzad</td>
<td>10/08/2020</td>
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<td>- Included Contents section (1st page)</td>
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<td></td>
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<td>- Amadeus Food (Caterer’s) (Point 10)</td>
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<tr>
<td>5</td>
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<td>12/08/2020</td>
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<td></td>
<td></td>
<td>- Overview section added for 2meter rule and 1 meter with mitigation</td>
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<td>- All changes in blue as per SP version 1.1 update</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Staff uniform to be changed on-site after using public transport or use a disinfectant spray before starting shift</td>
</tr>
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<td>Approved by Health and Safety Committee 14/08/2020</td>
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<tr>
<td>6</td>
<td>Lee Williams</td>
<td>16/09/2020</td>
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<tr>
<td></td>
<td></td>
<td>- Section 3 update: Include actions to take if 2 or more cases are reported.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Section 5 update: Contractors and members to register using the track and trace QR code for Austin Court.</td>
</tr>
<tr>
<td></td>
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<td>- Section 8 update: Now includes working in bubbles.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Section 9 update: Changes made to microphone use and wiping down lectern between speakers.</td>
</tr>
<tr>
<td>7</td>
<td>Lee Williams</td>
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<tr>
<td></td>
<td></td>
<td>- Section 1 update: Include fines for not wearing face mask, mandatory of face coverings in taxis.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Section 3 update: Austin Court track &amp; trace QR code to be on show for all delegates.</td>
</tr>
<tr>
<td>Date</td>
<td>Update</td>
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<td>------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>02/10/2020</td>
<td>- Section 4 update: Guidance - events can have a maximum of 30 people.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Section 7 update: Mandatory wearing of face masks by staff in all areas other than sat at their desks.</td>
<td></td>
</tr>
</tbody>
</table>

| 8          | Akmal Shahzad                                                         |
|           | **Spring 2021 Published 22 February 2021** –                        |
|           | - Roadmap out of Lockdown                                            |
| 10/05/2021 |                                                                       |