

WORKPLACE RISK ASSESSMENT FOR Austin Court – COVID 19 – July 2021

Version: 10

DATE: 16/07/2021

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.

DATE	AREA	Notes
Step 1 - 08 & 29 March	Education Social Contact Business and Activities Travel	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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

Wedding ceremony & Receptions

will also apply to other types of significant life events.

As of 21st June – Any number of guests can now be invited to a wedding ceremony or reception held outside or in a Covid-secure public venue.

However, venues must comply with social distancing rules, which will limit how many people they can host.

They must also provide table service, and dancing and singing are still restricted.

- 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 – 19th July

Social Contact Business and Activities

The requirement to wear face coverings in law will be lifted. However, the Government expects and recommends that people wear face coverings in crowded areas such as public transport.

- To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with.

Overview

AREA	RULE	NOTES
Public Areas	One-way system will be lifted however face coverings are expected to be worn in all public areas - from the entrance to the office or meeting room. See reference 7 - face coverings	To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with.
Offices & Staff areas	1m plus	Staff building (Sales office, staff lunch area & Venue Manager office)
Meeting Rooms - Internal Use	2m rule for internal meetings	Social Distancing remains in place at the venue
	1m plus (Risk Assessment to be provided by the organiser and reason why)	To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with.
Meeting Rooms - External Use	Both 2m and 1m plus can be offered	
	1m plus (Risk Assessment to be provided by the organiser and reason why)	To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with.

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1. Minimising staff attending at Austin Court

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Staff infection and passing on to others	Delegates, Members, Staff & Contractors	<ul style="list-style-type: none"> 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 10 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	<ul style="list-style-type: none"> 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/ 	<ul style="list-style-type: none"> To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with. 		

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	<ul style="list-style-type: none"> 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. 			
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2. Who should return to work

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Wellbeing impacts	Remote working impacting welfare, mental and physical health	All remote workers	<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> 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. 			

			<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 workstation correctly	Remote workers	<ul style="list-style-type: none"> 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

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Arrival and departure	Source of congestion and potential point of introduction of contamination	Individuals entering and leaving (and all occupiers)	<ul style="list-style-type: none"> One Way system lifted as of 19th July. All visitors still to adhere to social distancing rules within the Venue although Govt has lifted these as of 19th July. 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 expected before entering the building. Hand sanitizers available in public areas and all meeting rooms. 	<ul style="list-style-type: none"> To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with. 		

			<ul style="list-style-type: none"> • In all areas Social Distancing to be still 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	<ul style="list-style-type: none"> • Face covering expected to be worn at all times when circulating the venue. • Staff to increase frequency of hand washing and their own surface cleaning. • 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. • Maximum occupancy of one person in the lift. 			
Toilets	Ability to maintain 1m+ distancing and avoid spread of virus	All building users	<ul style="list-style-type: none"> • 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. 			
Accidents and emergencies	Protection of all visitors	IET incident staff	<ul style="list-style-type: none"> • 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. 			
	Fire control	All staff	<ul style="list-style-type: none"> • Site is 24 hours monitored by a Monitoring station. • Site is also covered by CCTV which can be accessed remotely. 			
	First aid	All staff	<ul style="list-style-type: none"> • Always a First aider onsite • First aid kits available throughout the Venue. 			
	Lone Workers	Individual staff	<ul style="list-style-type: none"> • Lone workers to inform AS of arrival & departure. 			

Exposure to COVID-19 virus	Persons displaying symptoms whilst at Austin Court	Staff, members and visitors	<ul style="list-style-type: none"> • 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. 	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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.		

PCR/Lateral Flow Testing		Staff Organisers	<ul style="list-style-type: none"> There may be occasions where close proximity for extended periods to the external client team is unavoidable. For these occasions a PCR Test and/or Lateral Flow Test may be required. 			
4. Venue Specific Areas						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Meeting Facilities	Multiple users in an area spreading virus	All delegates	<ul style="list-style-type: none"> Govt has lifted the social distancing rules as of 19th July and face coverings are not mandatory however we will still expect staff and visitors to wear face coverings and adhere to social distancing rules. Any evening events in a licensed premises must be concluded by 10pm. Rooms are set up with 1 or 2 metre distancing rules. Doors/Windows to be open, if possible, whilst meeting is in progress. 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. 	All points apply to every meeting room. Please see specific rooms for additional risk assessment.		

Kingston Theatre	Exposure to COVID-19 virus	All delegates	<ul style="list-style-type: none"> 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. Social distancing rules remain in place for seating. 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. Cloak rooms can now be used. 	<ul style="list-style-type: none"> To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with. 		
Waterside Room	Exposure to COVID-19 virus	All delegates	<ul style="list-style-type: none"> Canal doors and windows to be opened for fresh air circulation. Delegates to use hand free sanitizer dispensers provided. 	<ul style="list-style-type: none"> To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with. 		
Projection Room	Exposure to COVID-19 virus	Staff and event organisers	<ul style="list-style-type: none"> Due to no outside windows, Air Conditioning must be switched on. Only mechanical extraction is installed. Presentations to be sent digitally before the event. 	<ul style="list-style-type: none"> To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with. 		
Small Meeting Rooms – Stephenson, Edison	Exposure to COVID-19 virus	Staff and Members	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> To minimise risk at a time of high prevalence, you should limit the close contact you have with those 		

				you do not usually live with.		
Randall & Boot Room	Exposure to COVID-19 virus	Staff and delegates	<ul style="list-style-type: none"> • Windows must be open when room is in use. • Social distancing rules remain in place for room set ups. 	<ul style="list-style-type: none"> • To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with. 		
Brindley Room	Exposure to COVID-19 virus	Staff and delegates	<ul style="list-style-type: none"> • Isolation Room (please see point 3: Persons displaying symptoms whilst at Austin Court, for more information) • Max capacity is 1 person. 			
Crompton Room	Exposure to COVID-19 virus	Staff and delegates	<ul style="list-style-type: none"> • Windows both sides of the room can be opened for better ventilation, in addition Air Con can also be used. 	<ul style="list-style-type: none"> • To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with. 		
Lodge Rooms	Exposure to COVID-19 virus	Staff and delegates	<ul style="list-style-type: none"> • Windows open and Aircon to be on. • Social distancing rules remain in place for room set ups. 	<ul style="list-style-type: none"> • To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with. 		
Telford Room	Exposure to COVID-19 virus	Staff and delegates	<ul style="list-style-type: none"> • Windows open and Air Con to be on. • Social distancing rules remain in place for room set ups. 	<ul style="list-style-type: none"> • To minimise risk at a time of 		

				high prevalence, you should limit the close contact you have with those you do not usually live with.		
Staff Areas	Exposure to COVID-19 virus	Staff and contractors	<ul style="list-style-type: none"> • Maintain a 1metre+ distance from colleagues. • Staff to work at their assigned desks. • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. • Any trolleys or sack trucks used to move chairs or other equipment to be wiped down after use. 			

5. Members and contractors

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Staff and contractor infection and	Staff, visitors & contractors	<ul style="list-style-type: none"> • Signage to be placed on entrance informing visitors of the expectations the IET has of them. 			

	passing on to others		<ul style="list-style-type: none"> Contractors by prior agreement and where necessary to perform repairs of PPM on equipment. Contractors must sign in at reception. Contractors must register using the track and trace QR code. Contractors to follow one-way system. Contractors to adhere with their own risk assessments and any PPE. Cleaning staff to adhere with their own risk assessments and any PPE. AC Remains a No Smoking/Vaping building. Sales show round by appointment only (see separate Risk Assessment) 			
Exposure to COVID-19 virus	Staff and member infection and passing on to others	Staff, members and delegates	<ul style="list-style-type: none"> Members must pre-book rooms. Members must register using the track and trace QR code. Members will be allocated a smaller room to fit their size of meeting. MBC is closed for hot desking and sit down meetings. Refreshment facilities still available to members but must take them back to their assigned room. 			

6. Hygiene

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Cleaning of workplace	Stop spread of the virus	Staff and delegates	<ul style="list-style-type: none"> GCC cleaning service. Venue is being cleaned on a daily basis to ensure cleanliness before the next day meetings. Cleaners will be onsite to frequently clean touch points around the venue. Door handles, stair railings etc. Hands free sanitiser dispensers available at Reception, Atrium and in every meeting room. PPE to be disposed in the allocated bins. Reception, Atrium and Upper Atrium. If using a reusable face covering, once removed, store it in a plastic bag. Ventilation systems to be programmed when meetings are in to allow fresh air circulation. 			
Handwashing, sanitation & toilets	Reduce the spread of the virus	Staff	<ul style="list-style-type: none"> 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. 			

			<ul style="list-style-type: none"> • Soap is provided in every toilet. 			
Shower			<ul style="list-style-type: none"> • Shower located next to gender neutral toilet is not available for use. 			
Handling of goods etc	Avoid transmission through contact	Reception & Ops staff	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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) 	Catering team to be trained with specific COVID-19 hygiene procedures		

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.

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
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Lack of PPE	Possible interaction and exposure	Staff, contractors and delegates	<p>The requirement to wear face coverings in law will be lifted as of 19th July. However, the Government expects and recommends that people wear face coverings in crowded areas such as public transport.</p> <ul style="list-style-type: none"> • 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) • Where staff do wear a face mask they are encouraged to: <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with. 	All staff using public transport	
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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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 			

9. Audio Visual - Additional Precautions

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Ops staff using everyday personal and work items	The potential surface transmission of COVID – 19	Ops Staff and AV Contractors	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> One person in the store rooms at any one time. Masks should be worn. Dispose of PPE once complete then wash hands. Regularly sanitise hands. Allocated PPE is fitted correctly. 			
Building & striking event equipment	Team members handling the same equipment	Ops Staff and AV Contractors	<ul style="list-style-type: none"> Team members to be allocated setup roles to minimise cross handling. Control equipment to be wiped down at the end of setups. 			

	when building & striking equipment		<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 1metre + 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	<ul style="list-style-type: none"> • 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 			
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10. Catering

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Amadeus Food (Caterers)	The potential transmission of COVID – 19	Operations/ Catering Staff, Amadeus staff and Delegates	<ul style="list-style-type: none"> • 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>
- (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) Austin Court meeting rooms ventilation document.
- (6) Amadeus Risk Assessment available on request.
- (7) [MIA Roadmap to reopening and operating safely version 3](#)
- (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

(10)Public Transport <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

(11)<https://www.covid19.nhs.uk/>

(12)COVID-19 Response - Spring 2021 (Summary) - GOV.UK (www.gov.uk)

(13)Coronavirus: how to stay safe and help prevent the spread from 19 July - GOV.UK (www.gov.uk)

Version number	Issued by & date	Comments	Approved by	Release date
1	Akmal Shahzad 15/5/2020	Initial draft developed based on Government guidance in relation to offices and contact centres, for review by HEALTH AND SAFETY COMMITTEE and COVID Gold team	Approved by Health and Safety Committee	19/5/2020
2	Akmal Shahzad 14/6/2020	Second version to include: <ul style="list-style-type: none"> 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. https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home From 15 June, you must wear a face covering on public transport. You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification. PPE disposal in designated bin. If using a reusable face covering, once removed, store it in a plastic bag. Change Health and Safety Committee to Health and Safety Committee 	Approved by Health and Safety Committee	19/06/2020
3	Akmal Shahzad & Lee Williams 31/07/2020	Third and full version to include: <ul style="list-style-type: none"> Design for venue to be fully open to staff, contractors, Members and delegates. Information of who should return to work. (Point 2) Travel information for staff, including no work related travel. One-way system in place. Social Distancing of staff, contractors, delegates and members. Venue specific areas including meeting rooms, staff areas and store rooms. (Point 4) Member and contractor information. (Point 5) Update of Hygiene section for all people now in the building. (Point 6) Catering specific risks and measures. 		

		<ul style="list-style-type: none"> • Specific Audio Visual precautions. (Point 9) • <u>MIA Roadmap to reopening and operating safely version 3</u> • Austin Court meeting rooms ventilation document. • Amadeus (Catering supplier) site specific Risk Assessment available on request. 		
4	Akmal Shahzad 10/08/2020	<ul style="list-style-type: none"> • Included Contents section (1st page) • Amadeus Food (Caterer's) (Point 10) 		
5	Akmal Shahzad 12/08/2020	<ul style="list-style-type: none"> • Overview section added for 2meter rule and 1 meter with mitigation • All changes in blue as per SP version 1.1 update • Staff uniform to be changed on-site after using public transport or use a disinfectant spray before starting shift 	Approved by Health and Safety Committee	14/08/2020
6	Lee Williams 16/09/2020	<ul style="list-style-type: none"> • Section 3 update: Include actions to take if 2 or more cases are reported. • Section 5 update: Contractors and members to register using the track and trace QR code for Austin Court. • Section 8 update: Now includes working in bubbles. • Section 9 update: Changes made to microphone use and wiping down lectern between speakers. 	Circulated	16/09/2020
7	Lee Williams 02/10/2020	<ul style="list-style-type: none"> • Section 1 update: Include fines for not wearing face mask, mandatory of face coverings in taxis. • Section 3 update: Austin Court track & trace QR code to be on show for all delegates. • Section 4 update: Guidance - events can have a maximum of 30 people. • Section 7 update: Mandatory wearing of face masks by staff in all areas other than sat at their desks. 	Circulated	02/10/2020
8	Akmal Shahzad 10/05/2021	<p>Spring 2021 Published 22 February 2021 –</p> <ul style="list-style-type: none"> • Roadmap out of Lockdown 	Circulated	10/05/2021
9	Akmal Shahzad 22/06/2021	<ul style="list-style-type: none"> • Amended to reflect the Government's change in date from 21 June to 19 July. • Amended to reflect that any number of guests can now be invited to a wedding ceremony or reception held outside or in a Covid-secure public venue. 	Circulated	22/06/2021
10	Akmal Shahzad 16/07/2021	<ul style="list-style-type: none"> • Amended to reflect the Governments change in Policy to allow more freedom. <p>Also included is the desire by IET to have some mitigations remain in place such as Social Distancing and the continued wearing of Face Covering</p>	Circulated	19/07/2021