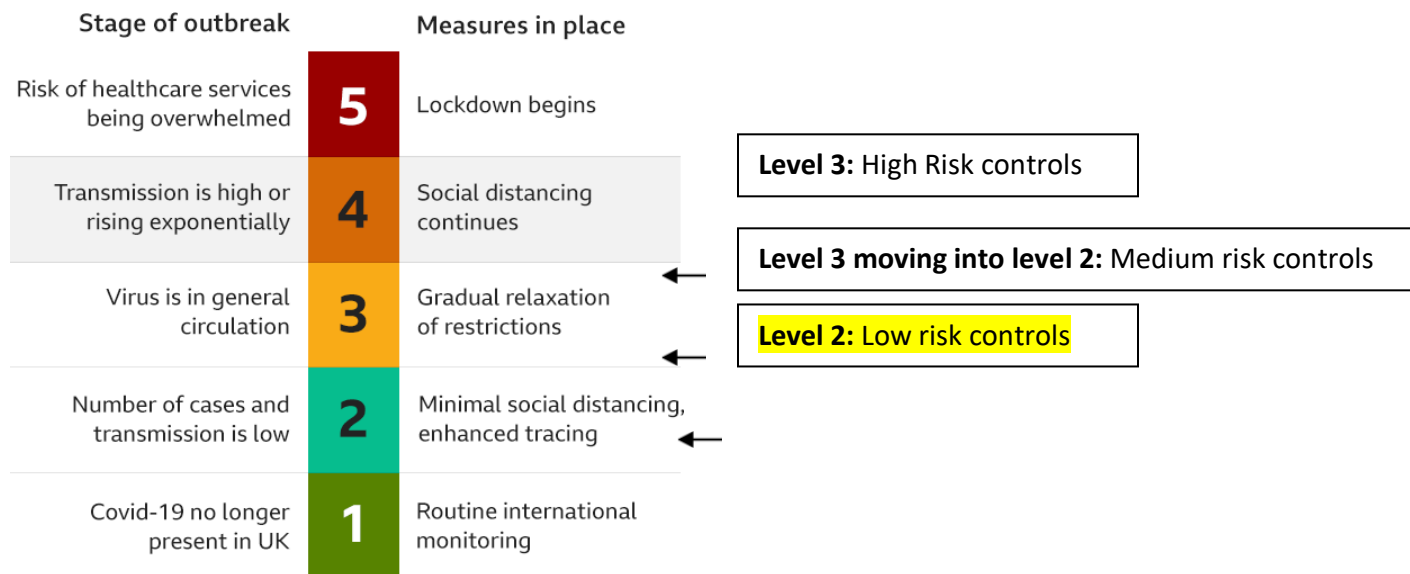


**Event Risk Assessment Managing the Risk of Coronavirus**

Date assessed: 20/8/2021 – ONSITE: 4/10/2021	Assessed By: Aimee Mowat, Event Manager
Signature:	

The purpose of this risk assessment is to provide controls to manage the risk of coronavirus at an exhibition. The controls have been split into three levels: low, medium and high. The Covid alert system will determine which level is required.



<b>Visitor Risks</b>			
<b>Potential Hazard Identified</b>	<b>Low Risk Controls</b>	<b>Medium Risk Controls</b>	<b>High Risk Controls</b>
Air born spread through travel to the venue	<ul style="list-style-type: none"> <li>• In advice to delegates preshow and ensure they wear a mask when travelling.</li> </ul>	Same as high	<ul style="list-style-type: none"> <li>• In final email to delegates preshow and encourage them to travel by car.</li> </ul>
Air born spread through close contact in networking area	<ul style="list-style-type: none"> <li>• Adequate signage and arrows to influence delegates behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage the use of face masks</li> <li>• Adequate signage and arrows to influence delegates behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• One-way system for flow round the venue, exhibition area</li> <li>• Advise the use of face masks</li> <li>• Adequate signage and arrows to influence delegates behaviour.</li> </ul>
Air born risk in theatres	<ul style="list-style-type: none"> <li>• Allow space between each seat in the theatre.</li> <li>• Increase time between sessions to allow managed exit and entry to conference room.</li> </ul>	Same as high risk	<ul style="list-style-type: none"> <li>• Allow 2 metres between each seat in the conference room.</li> <li>• Mark out the area for the seats with hazard tape so they do not get moved.</li> <li>• sessions to allow managed exit and entry to theatres.</li> </ul>

<p>Air born risk through conference</p>	<ul style="list-style-type: none"> <li>• Undertake a capacity calculation – how many delegates can partake in the event whilst not feeling crowded.</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake a capacity calculation – how many delegates can partake in the event whilst complying with social distancing rules.</li> <li>• Only allocate 50% delegate per table</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake a capacity calculation – how many delegates can partake in the event whilst complying with social distancing rules.</li> <li>• Only allocate 50% delegate per table</li> <li>• Insert sneeze guards on each table</li> <li>• Advise the use of face masks</li> </ul>
<p>Air born spread in the queues entering the show</p>	<ul style="list-style-type: none"> <li>• Visitor communication pre show to encourage visitors keeping space between others at event.</li> </ul>	<p>Same as high risk</p>	<ul style="list-style-type: none"> <li>• Temperature screening at the entrance to the venue.</li> <li>• Visitor communication pre show to encourage visitors to arrival throughout the initial 45-min networking window</li> <li>• Social distancing in queues, clearly displayed using arrows and signage</li> </ul>
<p>Contact risk in workshops and theatre</p>	<p>Same as high risk</p>	<p>Same as high risk</p>	<ul style="list-style-type: none"> <li>• Conference room to be cleaned after each session.</li> <li>• Speaker/demonstrator to use individual microphones and any other equipment required.</li> <li>• Each delegate in conference should have their own set of equipment.</li> <li>• Use of App to ask questions as well.</li> </ul>

Contact risk:visitor to exhibitors	<ul style="list-style-type: none"> <li>• Advise exhibitors to provide their staff with hand sanitiser and keep a sensible distance</li> <li>• Multiple hand sanitiser units around the show for visitors &amp; exhibitors.</li> </ul>	Same as high risk	<ul style="list-style-type: none"> <li>• Compulsory for exhibitors to provide their staff with hand sanitiser, adequate PPE.</li> <li>• Communicate the responsibilities of the exhibitors, including compulsory cleaning requirements.</li> <li>• Multiple hand sanitiser units around the show for visitors &amp; exhibitors.</li> </ul>
Contact risk: visitor to front of house staff	<ul style="list-style-type: none"> <li>• Encourage visitors to pick their own badge on arrival – no contact required</li> <li>• Provide FOH staff with adequate PPE if wanted and hand sanitiser.</li> </ul>	Same as high risk	<ul style="list-style-type: none"> <li>• No badges provided</li> <li>• Provide FOH staff with adequate PPE and hand sanitiser.</li> </ul>
Contact and air born spread in busy catering areas	Same as medium	<ul style="list-style-type: none"> <li>• Undertake a capacity calculation, increase catering areas to allow adequate spacing between each table.</li> <li>• Agree a in depth cleaning schedule with the catering company.</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake a density calculation, increase catering areas to allow adequate spacing between each table.</li> <li>• Agree an in depth cleaning schedule with the catering company</li> <li>• Introduce tray service to avoid queues. Food must be pre-packaged only.</li> </ul>

<p>Confusion leading to visitors not complying with guidelines</p>	<ul style="list-style-type: none"> <li>• Adequate signage throughout the show.</li> <li>• Include event guidelines on the event webpage.</li> </ul>	<p>Same as high risk</p>	<ul style="list-style-type: none"> <li>• Visitors communication preshow to include: <ul style="list-style-type: none"> <li>i) Event guidelines</li> <li>ii) Floorplan highlighting hand cleaning stations and possible one-way systems.</li> <li>iii) Venue floorplan highlighting first aid rooms</li> <li>iv) Travel advice</li> </ul> </li> <li>• Tannoy announcements throughout the show covering guidelines</li> <li>• Adequate signage reinforcing event guidelines throughout the show.</li> </ul>
<p><b>Exhibitor Risks</b></p>			
<p>Potential Hazard Identified</p>	<p>Low Risk Controls</p>	<p>Medium Risk Controls</p>	<p>High Risk Controls</p>
<p>Air born spread during build-up/breakdown</p>	<ul style="list-style-type: none"> <li>• Increase the number of doors available to use to avoid busy areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase build-up hours to reduce the amount of exhibitors onsite at one time.</li> <li>• Increase the number of VE doors available to use to avoid busy areas.</li> <li>• Encourage exhibitors to bring less staff onsite.</li> <li>• Advise exhibitors to wear face masks</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered Build-up</li> <li>• Advise exhibitors to use face masks</li> <li>• Increase the number of VE doors available to use to avoid busy areas.</li> <li>• Encourage exhibitors to bring less staff onsite.</li> </ul>

<p>Air born risk due to small/busy stands</p>	<ul style="list-style-type: none"><li>• Offer exhibitors more space where possible, stands must be a minimum on 2m deep.</li></ul>	<ul style="list-style-type: none"><li>• Issue exhibitors with stand guidelines</li><li>• Offer exhibitors more space where possible, stands must be a minimum on 2m deep.</li></ul>	<ul style="list-style-type: none"><li>• Issue exhibitors with stand guidelines</li><li>• Offer exhibitors more space where possible, stands must be a minimum on 2m deep.</li><li>• Introduce spacing between each stand so that visitors have room to queue to enter the stand.</li></ul>
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<p>Confusion leading to Exhibitors not complying with guidelines</p>	<ul style="list-style-type: none"> <li>• Exhibitor communication preshow to include guidelines</li> <li>• Adequate signage throughout the show.</li> <li>• Include event guidelines on the event webpage.</li> </ul>	<p>Same as high risk</p>	<ul style="list-style-type: none"> <li>• Exhibitor communication preshow to include stand guidelines and PPE requirements.</li> <li>• Experienced team onsite to offer support to exhibitors and ensure those onsite are complying with the guidelines.</li> <li>• Tannoy announcements and adequate signage to reinforce exhibitor guidelines.</li> </ul>
<p><b>Supplier Risks</b></p>			
<p>Potential Hazard Identified</p>	<p>Low Risk Controls</p>	<p>Medium Risk Controls</p>	<p>High Risk Controls</p>
<p>Air Born Risk: Front of house staff</p>	<ul style="list-style-type: none"> <li>• Offer the use of PPE if they wish</li> </ul>	<ul style="list-style-type: none"> <li>• Minimize the amount of staff.</li> <li>• Sneeze guards will be provided to avoid direct contact with visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Compulsory for staff to wear face masks</li> <li>• Sneeze guards will be provided to avoid direct contact with visitors</li> <li>• Minimise the amount of staff. Use the same staff each day where possible.</li> </ul>
<p>Contact Risk: FOH Staff</p>	<ul style="list-style-type: none"> <li>• Strong preshow communication outlining the event guidelines.</li> <li>• Provide staff with hand sanitiser</li> </ul>	<p>Same as high risk</p>	<ul style="list-style-type: none"> <li>• Compulsory PPE to include gloves.</li> <li>• Provide staff with hand sanitiser and disinfectant.</li> <li>• Strong preshow communication outlining the event guidelines.</li> </ul>

Air born risk: contractors during build-up/breakdown	<ul style="list-style-type: none"> <li>• Increase build/breakdown times.</li> <li>• Request the same 'standby' contractor onsite each day</li> </ul>	<ul style="list-style-type: none"> <li>• Increase build/breakdown times.</li> <li>• Request the same 'standby' contractor onsite each day</li> <li>• Mandatory PPE to include face masks</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory PPE to include face masks</li> <li>• Increase build/breakdown times.</li> <li>• Phased build-up to reduce the number of contractors in the hall at one time.</li> <li>• Request the same 'standby' contractor onsite each day</li> </ul>
Confusion leading to suppliers not complying with guidelines	<ul style="list-style-type: none"> <li>• Strong communication preshow outlining the event guidelines.</li> <li>• Adequate signage and tannoy announcements highlighting the guidelines.</li> </ul>	Same as high risk	<ul style="list-style-type: none"> <li>• Strong communication preshow outlining the event guidelines.</li> <li>• Adequate signage and tannoy announcements highlighting the guidelines.</li> <li>• Experience team onsite to offer support and ensure those onsite are complying with the guidelines.</li> </ul>
<b>Staff Risks</b>			
<b>Potential Hazard Identified</b>	<b>Low Risk Controls</b>	<b>Medium Risk Controls</b>	<b>High Risk Controls</b>
Air born risk travelling to the show	Same as high	Same as high	<ul style="list-style-type: none"> <li>• Compulsory for staff to travel by car.</li> <li>• Staff to be checked for covid before travelling.</li> </ul>
General air born risk onsite	<ul style="list-style-type: none"> <li>• Adequate PPE available.</li> <li>• Temperature check before arriving onsite.</li> </ul>	Same as high risk	<ul style="list-style-type: none"> <li>• Adequate PPE stock available.</li> <li>• Sneeze guards provided for organisers office desk and sales room</li> </ul>



			<ul style="list-style-type: none"> <li>• Minimise staff onsite, same staff onsite throughout the show</li> <li>• Temperature checks</li> </ul>
General Contact risk onsite	Same as high	Same as high	<ul style="list-style-type: none"> <li>• Provide staff with their own equipment to stop the spread through sharing equipment.</li> <li>• No handshake rule</li> <li>• Adequate PPE available and hand sanitiser.</li> </ul>
Air born risk spread to the office after an event	Same as medium	<ul style="list-style-type: none"> <li>• Provide staff with a covid test before returning to the office.</li> </ul>	<ul style="list-style-type: none"> <li>• Main staff to work from home for a week after each show.</li> <li>• Provide staff with a covid test before returning to the office.</li> </ul>
Confusion leading to staff not complying with guidelines or monitoring the show properly	Same as high risk	Same as high risk	<ul style="list-style-type: none"> <li>• Strong communication with staff within the office before each event.</li> <li>• Onsite teams will be given an in-depth briefing before arriving onsite. staff will be issued manuals to outline the rules.</li> <li>• Training for key personnel in managing Covid risk.</li> </ul>