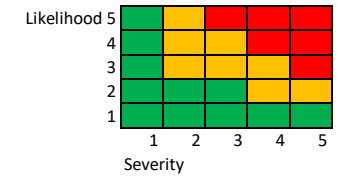
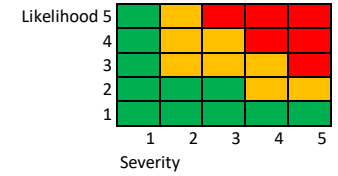


Site Congress Centre
Area Reception
Persons at risk Reception Staff
Specific threat Covid 19



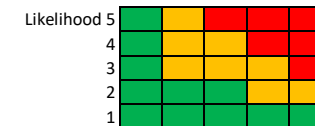
Risk Item	Area/Access/Task use & Method Statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk l
1	Contact with delegates or visitors at reception	Infection spread through close contact at desk	high	medium	15	Perspex screens to be installed to protect reception staff. Social distancing signage visible to visitors Latest guidelines on social distancing to be adhered to. Sanitiser Point to be used by all guests on entering the building	low	Medium	3
2	Use of computer equipment and entry system while on reception	Infection spread through multiple staff members using the area during the day and touching the keyboard, mouse or screen.	High	medium	15	Sanitise work area and before and after use with bacterial wipes Sanitise keyboard, mouse and monitor before and after use Use own phone headsets Agency Cover not to use PC while on shift Sanitise door controls with bacterial wipes before and after use	Medium	Medium	9
3	Hand contact with reception desk and chair while working	Infection spread through multiple users when in contact with desk and chair while on reception	High	Medium	15	Provide front of house with PPE to reduce risks. Masks gloves antibac gel Antibac wipes to clean desk and other equipment before and after use.	Medium	Medium	9

Site Congress Centre
Area Toilets
Persons at risk Visitors and Staff
Specific threat Covid 19



Risk Item	Area/Access/Task use & Method Statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk l
1	Toilet use by delegates, visitors and staff.	Infection being spread due to delegates close contact when entering the toilets and while waiting	high	medium	15	Social Distancing and good hygiene signage visible to visitors Latest guidelines on social distancing to be adhered to. Steward the amount of guests in the toilets to ensure social distancing Main Entrance Doors left open to avoid door handle contact - Check for privacy issues	low	Medium	3
2	Toilet Cubicles being used by delegates, visitors and staff throughout the day	Infection spread through multiple use throughout the day	High	medium	15	Sanitise the following areas after each break period and regular intervals during the day. Toilet roll holder, anti-back pumps, door locks, cubicle doors	Low	Medium	3
3	Delegates using sinks for handwashing	Infection spread through touching soap pumps and touching taps	High	medium	15	Latest guidelines on social distancing to be followed when at sink area. Sanitise the soap dispensers and auto taps sanitise areas regularly and after each break period	Low	Medium	3

Site Congress Centre
Area Cloakroom
Persons at risk Cloakroom Staff and Visitors
Specific threat Covid 19



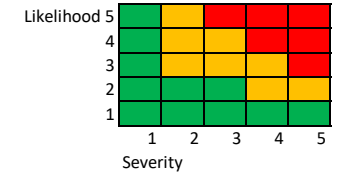
Risk Item	Area/Access/Task use & Method Statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk
1	Contact with visitors coats and bags on arrival at cloakroom	Infection spread through hand to hand contact of coats and bags from delegates to staff on arrival and departure.	high	medium	15	No cloakroom staff to be in use during coat and bag drops. Social Distancing signage visible to all visitors. Antibacterial Gel Station Latest guidelines on social distancing to be adhered during coat and bag drop and collection.	low	medium	3

Site Congress Centre
Area Conference Rooms
Persons at risk Visitors and Staff
Specific threat Covid 19



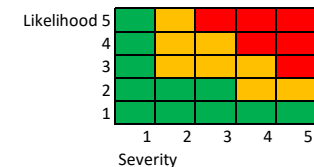
Risk Item	Area/Access/Task use & Method Statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk
1	Delegates and Staff entering the Conference Rooms	Spread of infection due to contact with visitors and staff on entering the conference room	high	medium	15	Social Distancing and good hygiene signage visible to all visitors Latest guidelines on social distancing to be adhered to while entering and exiting the conference room Sanitising points to be used by delegates when entering the conference room Main Entrance Doors left open to avoid door handle contact	low	Medium	3
2	Delegates sitting in the conference room in a standard meeting room layout	Spread of infection due to delegates sitting close together in the conference room	high	medium	15	Social Distancing and good hygiene signage displayed in conference rooms Latest guidelines on social distancing applied to chair and table spacing Anti bacterial gel at entry points No table cloths to be used on any tables Sanitise all tables after each event	Low	Medium	9
3	Delegates sitting in the conference room in a standard meeting room layout	Touching chair fabric leading to spread of infection	medium	medium	9	Delegates to use the same seat for the duration of the event Spray Sanitiser on each chair after each event	Low	low	3
4	Microphone use during presentations, discussions or Q&A	Passing and touching microphones between delegates	high	medium	15	Sanitise each microphone before and after each use with bacterial wipes	Medium	Medium	9
5	Panel discussion delegates sitting at top table	Infection spread by various panel delegates touching tables, chairs and AV equipment during the event	high	medium	15	Sanitise the tables, chairs, microphones and additional equipment before and after each use. latest guidelines on social distancing from stage area to first row of chairs/tables.	Medium	Medium	9
6	Delegates and Speakers using the lecturn during their presentation	infection spread to multiple speakers by touching the lecturn, microphone and slide clicker during their presentations	high	medium	15	Sanitise the lecturn, microphone and additional equipment before and after use with bacterial wipes. Latest guidelines on social distance to be maintained between the top table area and first row of delegates	Medium	Medium	9
7	Conference Room setup and breakdown after the event	Infection spread due to sharing tasks, touching furniture and AV equipment.	high	medium	15	Gloves and masks to be worn if moving equipment with someone else if social distancing can not be maintained. Work in designated teams	low	low	3

Site Congress Centre
Area Technicians Area
Persons at risk Technicians, Delegates and Staff
Specific threat Covid 19



Risk Item	Area/Access/Task use & Method Statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk
1	Entering technician's work area	Contact with visitors and other event staff	high	medium	15	Social Distancing signage visible to all visitors Latest guidelines on social distancing to be adhered to while entering and exiting the technicians area. All other staff to remain outside the technicians area. Only technicians working permitted in the area during the event. Technicians to sanitise before entering work area.	low	Medium	3
3	Technician using seating near AV desk while overseeing an event	Transfer of germs by touching fabric someone else using the seat	medium	medium	9	Technician to use the same seat for the duration of the event Sanitise the seat after each event Rope barrier at the ends of technicians desk to ensure social distancing is maintained	Low	low	3
4	Microphones used for Q&A and public address announcements	Germs spread through multiple person contact with the microphone	high	medium	15	Sanitise each microphone before and after each use with bacterial wipes.	Medium	Medium	9
5	Client and Venue Laptops used by technician's, venue staff and multiple clients	Germ transfer via keyboard/mouse use	high	medium	15	Clients and Technicians to sanitise all laptops before and after each use.	Medium	Medium	9
7	Technician and venue staff using AV equipment during the event	Germ transfer via hand contact with all AV equipment	high	medium	15	PPE to be worn at all times, all audio visual equipment to be sanitised with bacterial wipes before and after use. Sanitise whole area and equipment after the event.	low	Medium	9

Site Congress Centre
 Area Kitchen Areas
 Persons at risk Visitors and Staff
 Specific threat Covid 19



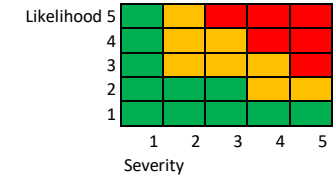
Risk Item	Area/Access/Task use & Method Statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised
1	Contact with Catering and Kitchen Staff on entering the venue.	Infection spread through close contact with staff while working or passing through the kitchen areas	high	medium	15	Social Distancing and good hygiene signage* visible to all staff Latest guidelines on social distancing to be adhered to while working in the kitchen. Staff to sanitise when entering the kitchen Designated work areas to avoid cross contamination Anti Bacterial Gel Stations positioned in the kitchen PPE gloves and masks to be worn by all staff while working Work with agency to ensure regular pool of staff are used which will ensure consistent safety practices Social Distancing markers visible within all areas of the kitchen, regular hand washing while on shift	low	medium	3
2	Food Production Areas in use throughout the day	Spread of infection through food handling or vapour droplets onto open food production	high	medium to high	20	PPE gloves and masks to be worn by all staff Sanitise work areas every 20 minutes Sanitise all work areas at the end of the day Sanitise trolleys after use Ensure regular hand washing is implemented	low	medium	3
3	Chefs working on the Hot Plate Area during service	Virus spread via cross contamination when handling open food or passing to service staff	high	medium to high	20	PPE gloves and masks to be worn by all staff. Work areas to be sanitised every 20 minutes and at the end of the day	Low	medium	3
4	Transferring food from the kitchen to service areas	Virus spread through vapour droplets from staff or delegates while in open areas such as lifts or corridors	high	medium to high	20	All food to be covered while being taken through open areas eg. Lifts and Corridors. Only one member of staff and food trolley in the lift at a time. Hand washing to be completed after before and after task completion.	low	medium	3
5	Cooking equipment and food service equipment being cleaned in dishwasher areas	Virus spread through hand contact with counters, glassware, plates, cutlery and cookware	medium	medium	9	PPE gloves and masks to be worn while working Sanitise all areas after use including trolleys Handwashing to be completed before shift starts, returning from breaks and moving from one task to another.	low	medium	3
6	Still Area	Virus spread through hand contact with serviceware	medium	medium	9	PPE gloves and masks to be worn while working Sanitise all areas and equipment every 20 minutes Sanitise all areas and equipment at the end of the day	low	medium	3
7	Deliveries from suppliers to kitchen	Delivery being brought in via public lifts and left in still area.	high	medium to high	20	PPE gloves and masks to be worn while working All deliveries to be brought in via loading bay lift Gloves to be replaced once delivery has been received and commencing a different job task Food delivery packaging to be removed away from food production area. Wash hands after deliveries have been completed	medium	medium	9

Site Congress Centre
Area Catering Service
Persons at risk Visitors and Staff
Specific threat Covid 19



Risk Item	Area/Access/Task use & Method Statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk I
1	Contact with visitors and Catering Staff on entering the venue	Likelihood of spreading infection to staff and delegates through large groups of delegates situated in close proximity at the service area	high	medium	15	Social Distancing signage visible to all visitors Latest guidelines on social distancing to be adhered to while queueing for food and beverages Perspex Screen in place on all catering stations Anti Bacterial Gel Station at service areas Wash hands before starting shift and after breaks	low	medium	3
2	Food and Beverage service throughout the day to delegates	Spread of infection through food handling or vapour droplets onto open food and beverage displays	high	medium	15	Staff to serve all food and beverage from behind a perspex screened counter PPE gloves and masks to be worn by all staff Staff to be allocated specific tasks to avoid cross contamination eg food or beverage service, collection	low	medium	3
3	Self Service Catering Areas	Virus spread via Cross contamination when handling cutlery, napkins or self service food and beverage items e.g Juice, Salads, Bread	high	medium to high	20	No sharing or self serve food to be available for delegates to help themselves. All items to be served by F&B staff. Cutlery and Napkin to be presented to guest with their lunch. Drinks islands to be screened off and staff to serve all hot and cold beverages and additional food items.	Low	low	3
4	Soft Seating Area for networking and relaxation	Virus spread through close contact with other delegates and touching of seating fabric	high	medium	15	All soft seating to be removed to ensure social distancing is maintained	low	low	3
5	Clearing of Service Area after each service period	Virus spread through hand contact with counters, glassware, plates and cutlery	medium	medium	9	Staff to wear PPE when clearing the service area. Staff to sanitise all counters and serviceware after use Sanitise all trolleys after use Wash hands at the end of your shift	low	low	3

Site - Congress Centre
 Area - Café Bar
 Persons at risk - Visitors and Staff
 Specific threat - Covid 19



Risk Item	Area/Access/Task use & Method Statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk
1	Contact with visitors and Café Bar Staff during lunch service	Likelihood of contamination through large groups of diners situated in close proximity at the Café Bar area	high	medium	15	Social Distancing signage visible to all visitors Latest guidelines on social distancing to be adhered to while queuing for food and beverage Screens in place on all catering stations Anti Bacterial Gel Station at service areas Wash hands before shift and after breaks Scheduled breaks to minimise queues in the Marble Hall	low	medium	3
2	The service of food and beverages during breakfast and lunch	Virus Cross contamination through food handling by diners which includes, coffee, water, cereals etc.	high	medium	15	Café Bar Staff to serve all food and beverage from behind the café bar counters including complimentary coffee, cereals, hydration drinks etc PPE gloves and masks to be worn by all staff Staff to be allocated specific tasks to avoid cross contamination eg food or beverage service, clearing duties. payments Disposable containers and cutlery to be used	low	medium	3
3	Self service areas of food, beverages and condiment island	Virus Cross contamination from self serve salads, bread, cutlery and condiments	high	medium	15	No sharing or self serve food to be available for diners to help themselves. All items to be served by Café Bar staff Cutlery, Napkin and condiment choice to be presented to diners with their lunch, no condiments placed on service island	Low	low	3
4	Café Bar Seating Area for meetings, breakfast, lunch and rest breaks	Contamination through touching chairs and tables throughout the day and close contact across tables	high	medium	15	All seating to be removed to ensure social distancing is maintained during breakfast and lunch service	low	low	3
5	Clearing of Service Area at the end of each service	Contact with counters and equipment from multiple users left unsanitised could spread infection	medium	medium	9	Staff to wear PPE when clearing the service area. Staff to sanitise all counters and café bar area after use Sanitise all trolleys after use	low	low	3