

COVID-19 – Risk assessment

Venue – Space With Us, University Of Sussex

Address Conference Centre, Bramber House, University Of Sussex, Brighton BN1 9QU

Date of assessment – 27/10/21

By James Robinson

Date of 3 Month review -

Example points of customer contact	What is the risk?	Level (High, Medium, Low)	Controls already in place that would manage Coronavirus risk	Additional control measures to manage Coronavirus risk
Booking	Transmission of virus person to person	Low to medium	<p>Meetings are available via Digital platform (Microsoft Teams) or Telephone</p> <p>Physical meetings are carried out with both parties advised to wear face masks</p> <p>Clients are asked to use hand sanitiser when entering the venue and must check-in to the NHS track and trace QR code.</p> <p>Client to provide a delegate list of Names and addresses of all attendees for the purpose of infection tracing which will be held on file for 21 days</p>	

				Syndicate rooms will be booked as close as possible to the main room
Showrounds	Transmission of virus from person to person	Low to medium	<p>A virtual tour is offered where possible</p> <p>Physical meetings are carried out with both parties advised to wear face masks</p> <p>Clients are asked to use hand sanitiser when entering the venue</p>	
Supplier deliveries	<p>Transmission of virus</p> <p>Contamination of goods/ areas</p>	<p>Low</p> <p>Low</p>	<p>Client to advise in advance of any deliveries specifying the contents, delivery date and courier used</p> <p>Delivery driver to check-in to NHS QR code</p>	<p>Documents to be shared digitally rather than physical copies.</p> <p>Deliveries to arrive a minimum of 72 hours before event.</p>

Meeting room set up	Transmission of Virus	Low	<p>Staff to maintain social distancing when setting up</p> <p>Tables, Chairs and Lecterns are to be disinfected once in place</p> <p>Trolleys are to be disinfected before and after use</p> <p>Suppliers must sign in to the Track and trace QR code upon arrival and exit</p> <p>Suppliers must provide evidence that the equipment has been disinfected before leaving</p>	<p>Whiteboards are to be disinfected at the end of each day</p> <p>Additional equipment such as extension leads are to be disinfected before taking to the room.</p>
Arrival (outside)	Transmission of Virus	Medium	<p>Delegates are advised to be assigned staggered arrival times to comply with social distancing</p> <p>On the day point of contact is to be briefed on all policies related to onsite precautions.</p> <p>Delegates with particular access requirement (IE require lift access) are to be escorted by staff member into venue and directly to lift to aid social distancing.</p>	
Entering the venue	Transmission of Virus	Medium	Delegates are to only enter the building via their designated entrance	<p>Provide hand sanitiser on reception desk</p> <p>Use extended desks to aid social distancing.</p> <p>All staff & delegates must wear facemasks.</p>

			<p>Upon arrival delegates must use hand sanitiser and wear a mask</p> <p>Delegates are to sign in to the NHS track and trace QR code upon arrival.</p> <p>Front doors are to be left open to reduce the risk of continuous contact with handles</p>	
Reception/welcome desk	Transmission of Virus	Medium	<p>The organiser is responsible for collecting the delegate name, address, contact number and visit date to comply with government guidance, refusal to provide information with result in refusal of entry.</p> <p>The reception desk must have a protective screen fitted Badge less events are recommended to reduce risk created between staff and delegates.</p> <p>Luggage and cloakroom facilities are not to be offered, delegates must keep their personal belongings with them at all times.</p> <p>Provide hand sanitiser on reception desk</p>	<p>Use contactless payment systems</p> <p>Use pre-registration where possible</p> <p>Provide information to delegates electronically, via QR code or email.</p>

			<p>Use extended desks to aid social distancing.</p> <p>All staff & delegates must wear facemasks</p>	
Finding the meeting room	Transmission of Virus	Low	Adequate Signage to be displayed with floor markers for social distancing	
Inside the meeting room	Transmission of Virus	Medium	<p>Room Capacities Reviewed to accommodate social distancing</p> <p>Air conditioning to operate at full speed to ensure fresh supply of air.</p> <p>Windows to remain open (weather permitting) to supply fresh air.</p> <p>Window Handles to be disinfected regularly as a high touch point</p> <p>Delegate packs are to be avoided where possible and only provided on request and confirmed during the booking process</p> <p>Each delegate to be provided with individual sealed bottle of water</p>	<p>Delegate packs are to be removed by the delegate or disposed of at the end of the event</p> <p>Paper should be stored securely and changed at the end of each day.</p> <p>Each delegate to be provided with individual sealed bottle of water</p> <p>Client to be encouraged to provide small bottle of sanitiser and face mask for each delegate on arrival</p> <p>Delegates are encouraged to stay within their meeting room as much as possible</p>

			<p>Sweets are not to be provided at this encouraged sharing between delegates.</p> <p>High touch point cleaning to be carried out during lunch breaks</p> <p>Meeting rooms should be disinfected at the end of each day for meetings last more than one day.</p>	
Break-out areas	Transmission of Virus	Medium	<p>Allocate spaces for each meeting and control numbers with rope barriers & floor markers</p> <p>Stagger break times to manage peak numbers and flow of people. This is to be agreed with organiser at time of booking</p> <p>Multiple refreshment points are to be used for larger meetings</p> <p>Staff to wear masks and gloves to set up points and serve</p>	

			<p>Disposable cups and stirrers are to be used.</p> <p>Offer cold refreshments in sealed bottle or pre wrap additional products such as cakes</p> <p>Use a pick up point for any refreshments served.</p>	
Lunch break food service	Transmission of Virus	Low to Medium	<p>Staff to wear masks and gloves whilst serving food.</p> <p>Sanitiser points are to be provided at the start of the buffet</p> <p>Use pre-wrapped cutlery or disposal</p> <p>Individual picnic or bento box style lunches to be provided.</p>	
Evening meal service		Low to Medium	<p>Full plated service to be provided</p> <p>Individually wrapped condiments and sauces to be provided on request.</p>	

			<p>Face masks must be worn when moving to/ away from seat.</p> <p>Table service to be offered for all food & Drink</p>	
Public toilet areas			<p>Visual reminders to wash hands effectively are to be displayed.</p> <p>Public toilets are to be cleaned frequently by staff wearing full PPE</p> <p>Ensure break times are staggered between different rooms to manage flow of people.</p>	
End of meeting				<p>Glasses are to be cleaned through the dishwasher at the end of the day and hygiene wrapped by staff wearing gloves</p> <p>Room is to be disinfected by staff</p> <p>All delegate items are to be removed, storage is not permitted</p>
Bedrooms			N/A	

Delegate reporting COVID-19 symptoms in-house		Medium	<p>Allocate a permanent, closed isolation area for any delegates to go if they feel unwell</p> <p>If a delegate reports feeling unwell, liaise with the organiser to close down the event</p> <p>Secure the meeting room for 72 hours</p> <p>Staff that served the meeting to isolate for 14 days</p> <p>All areas to be cleaned and disinfected.</p>	
Delegate reporting COVID-19 symptoms after an event			Follow local Government Guidance	
Infection in local area with potential lockdown			Follow local Government Guidance	
National spike in infection rate with lockdown reintroduced			Follow local Government Guidance	



Example staff risk areas	What is the risk?	Level (High, Medium, Low)	Controls already in place that would manage risk	Additional control measures to manage Coronavirus risk
Before returning to work			As per Compass Policy	
Staff entrance			As per Compass Policy	
Uniform			As per Compass Policy	
Locker/toilet areas			As per Compass Policy	

Canteen			As per Compass Policy	
Breaks			As per Compass Policy	
Smoking area			As per Compass Policy	
Corridors			As per Compass Policy	
Storage rooms			As per Compass Policy	

Deliveries			As per Compass Policy	
Workflow in each department			As per Compass Policy	
Tasks defined as high risk in the main plan			As per Compass Policy	
Use of equipment – define for each department			As per Compass Policy	
General interaction with customers			As per Compass Policy	

Staff reporting symptoms of COVID-19 at work			As per Compass Policy	
Staff reporting symptoms of COVID-19 at home			As per Compass Policy	