


Venue Risk Assessment (COVID 19)

Risk Assessment:	Working Environment During COVID 19	Venue Name:	30 Euston Square – All venue areas
Hazard(s): <i>(please add any additional hazards)</i>		Who might be harmed: <i>(please add any additional groups)</i>	
<ul style="list-style-type: none"> • Transmission of coronavirus • Contamination of surfaces by coronavirus 	<ul style="list-style-type: none"> • Team Members • Customers & client staff 	<ul style="list-style-type: none"> • Venue Customers • Visitors & Contractors 	<ul style="list-style-type: none"> • Exposure to COVID19 in inhaled breath • Transfer of COVID-19 virus by handling contact surfaces
Control Measures <i>(all control measures must be implemented before signing off the risk assessment)</i>			
Workforce Training/Awareness: <ul style="list-style-type: none"> - Return to Work (Covid-19 Module); no employee is allowed back on site until training is completed ✓ - All team members to complete a return to questionnaire before returning to work due to sickness ✓ - All team members have been trained in effective handwashing and personal hygiene procedures ✓ - Sickness reporting is in place so that if a team member or a member of their household is displaying symptoms of COVID 19 they do not attend work/go home immediately ✓ - Site induction on day 1 to ensure all staff knows specific measure put in place on site to safety operate at 30 Euston Square ✓ - All team members informed not to wear uniforms to and from work ✓ 			Reference: <ul style="list-style-type: none"> • Searcys Covid Secure Guidance v.6
Venue Cleaning and Hygiene Procedures: <ul style="list-style-type: none"> - Hand sanitising stations available at all staff/client entrances and public areas. ✓ - Hand sanitising available on all meeting rooms. ✓ - Enhanced cleaning schedule is in place for each area. ✓ - Dedicated Hygiene Steward (ISS) deployed to focus on public areas surfaces and touch points ie lift buttons, door handles counter tops ✓ - Bedroom Cleaning: No cleaning to take place if guest is inside room to safeguard both parties and only 30 minutes after guest has vacated bedroom. Cleaners (ISS) to use disposable aprons, gloves and face masks when cleaning guest bedrooms. ✓ 			<ul style="list-style-type: none"> • Searcys Covid Secure Guidance v.6 • ISS UK – Covid-19 Back to Work Guidance ISS-1000-TMP-00464 (Scenario Planning Tool)
Social distance as advised by government is being maintained between individuals wherever reasonably practicable: <ul style="list-style-type: none"> - Venue capacities have been limited to 30 pax on all meeting and events space, and staff welfare rooms in accordance to government advice and where tables/chairs cannot be moved, 'Seat not-in use' signage deployed. Weddings limited to 15 pax. On all scenarios, transient catering staff is not counted on either capacity but clients personnel is ie. photographer, register, event organiser, etc... ✓ - Event organisers advised to manage staggered arrival/departure of their guests to avoid larger concentration of people at entrance lobby, cloakroom, etc. ✓ - Sufficient number of hand sanitiser and touchless sign-in stations at entrance to expedite entry to venue and minimise congregation at lobby. ✓ - One-Way system throughout the venue, including stairs. ✓ - Lift capacities have been reduced to 1-2 passengers. ✓ - Sneeze/cough guards are in place on receptions and Café Caritas ✓ - Sneeze/cough guards to be issued to all client registration desks ✓ - Queue management system (barriers and floor signage) is in place to manage queues on site. ✓ - Individual workstations on staff working areas. ✓ - Accommodation Breakfast to be served on individual meal box (delivered outside the bedroom or consumed at the breakfast area respecting social distancing) ✓ - Individual meal box offer to be offered as an alternative to buffet catering point to minimise risk of social distance breach. (Bento Box Menu in place) ✓ - Site Visits: Sales Site visits to be kept to minimum and use of the 30ES virtual tours to be encouraged. ✓ - Deliveries: Staff to wear gloves and face protection when interacting with couriers, client's items ✓ 			<ul style="list-style-type: none"> • Searcys Covid Secure Guidance v.6 • RCGP Risk Assessment – Oct 20

<p>Cross Contamination:</p> <ul style="list-style-type: none"> - Touchless registration and self track & trace: all staff, visitors, clients and guests to sign in when entering the venue. ✓ - Only contactless payment to be available on main reception and Café Caritas. ✓ - Client encouraged to use own pen during registration/event. Any 30ES pen issued to clients must be discarded or thoroughly sanitised prior re-use. ✓ - 'Self-service' catering to be stopped in café and catering stations. Only take-away or table service operation to be made available to customers. - All condiments and other food to be individually wrapped. Ie salt, sugar, coffee, biscuits ✓ - Stirrers are not made available at the counter. To be given on request only. ✓ - Indoor meeting and event to have adequate ventilation, either my mechanical means or by opening of windows and doors where mechanical ventilation is not available. ✓ 	<ul style="list-style-type: none"> • Searcys Covid Secure Guidance v.6 				
<p>Personal Protective Equipment, Facemask, Face Protection:</p> <ul style="list-style-type: none"> - Staff: unless exempt, the use of face protection is now mandatory to all front of house staff. ✓ - Customers: <ul style="list-style-type: none"> a. unless exempt, the use of face protection is now mandatory on all common areas of 30 Euston Square. ✓ b. face coverings inside meeting/events spaces is not mandatory IF 2 metres social distance can be achieved or barriers are in place between participants. c. Face coverings inside meeting/event spaces is mandatory as a mitigation factor when 2 metres social distance cannot be achieved. 	<ul style="list-style-type: none"> • Searcys Covid Secure Guidance v.6 • Searcys Position Statement #8 • Searcys Position Statement #9 				
<p>Communication:</p> <ul style="list-style-type: none"> - All team members to read and signed Searcys Covid-19 Guidance for team members ✓ - All clients to receive a copy of the venue risk assessment (covid-19). ✓ - Team members are updated daily and are informed if any control, policies, or site procedures have changed or altered ✓ - Information of suspected or confirmed COVID-19 to be shared immediately managers/clients. ✓ - Signage on all catering points reminding client to sanitise hands prior/post using catering points. ✓ 	<ul style="list-style-type: none"> • Searcys Covid Secure Guidance v.6 • RCGP Risk Assessment – Oct 20 				
<p>First Aiders</p> <ul style="list-style-type: none"> - All venue first aiders to be briefed on HSE guidelines in relation to Preserve Life, Prevent further injury and Promote Recovery stages on suspect/confirmed COVID-19 cases. 	<ul style="list-style-type: none"> • https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm 				
<p>Suspected/Confirmed Cases:</p> <ul style="list-style-type: none"> - Once notified, manager will share information with property manager, peers and clients. ✓ - Client must also notify the venue if any suspected/confirmed case arises within their groups during the course of the event or immediately thereafter. ✓ - Assessment of possible contamination and need for lockdown to take place immediately. ✓ - Enhanced decontamination protocol to be initiated ie 72h localised or general lockdown prior cleaning commence. ✓ 	<ul style="list-style-type: none"> • ISS UK – Covid-19 Back to Work Guidance ISS-1000-TMP-00464 (Scenario Planning Tool) 				
<p>Track & Trace:</p> <ul style="list-style-type: none"> - For the purpose of NHS Track & Trace only and in accordance with GDPR, 30 Euston Square will keep records of all staff, visitor and guest attending site. This can happen via touchless means such as 30 Euston Square own QR Code, NHS App and QR Code or by manual sign in at the building entrances. ✓ 	<ul style="list-style-type: none"> • https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace 				
<p>Risk Assessment Declaration: I confirm that all the above control measures have been implemented and where necessary appropriate corrective actions will be taken to ensure compliance with legal requirements and company standards.</p>					
<p>Manager Signature:</p>		<p>Print Name:</p>	<p>Luiz Mazzari</p>	<p>Date:</p>	<p>19/10/2020</p>