

Venue Risk Assessment (COVID 19)

Risk Assessment:	Working and Event Environment During COVID 19	Venue Name:	30 Euston Square – All venue areas	
Overview:	<p>Whilst the UK government is lifting restrictions from 19 July 2021, due the risk of hospitalisation and death from Covid-19 being reduced mainly as a result of vaccination campaign, the risk of contracting and transmission of the virus remains high.</p> <p>Under the Health and Safety at Work Act 1974: Management of Health and Safety at Work Regulations 1999;</p> <ul style="list-style-type: none"> - It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees. - It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety. <p>Also, under the Management of Health and Safety at Work Regulations 1999, we must:</p> <ul style="list-style-type: none"> - identify what could cause injury or illness in your business (hazards) - decide how likely it is that someone could be harmed and how seriously (the risk) - take action to eliminate the hazard, or if this isn't possible, control the risk <p>As a result, the business has re-assessed the risk to health and amended its measures in order to remain a Covid Secure environment to all its clients, guests, employees and contractors as caution remains strongly advised.</p>			
Hazard(s): <i>(please add any additional hazards)</i>		Who might be harmed: <i>(please add any additional groups)</i>		How might they be harmed:
<ul style="list-style-type: none"> • Contracting or 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
<p>Exposure to COVID19 in inhaled breath</p> <p>Transfer of COVID-19 virus by handling contact surfaces</p>				
Control Measures <i>(all control measures must be implemented before signing off the risk assessment)</i>				
<p>Workforce Training/Awareness:</p> <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 ✓ 				
<p>Venue Cleaning and Hygiene Procedures:</p> <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 deployed to focus on public areas surfaces and touch points ie lift buttons, door handles counter tops ✓ - Tables on common areas display 'Sanitised/Not sanitised' signs to advise guest/visitors of cleaned surfaces. ✓ - 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 to use disposable gloves and face masks when cleaning guest bedrooms. ✓ 				
<p>Reducing likelihood of Covid-19 entering the premisses</p> <ul style="list-style-type: none"> - The venue strongly recommends that event organisers make use of the NHS Covid-19 Pass to assist determination of which guests may be allowed to attend their events. Efficiency rate to cut contracting and transmission is up to 50% after 1st dose and up to 96% after 2nd dose. Event organisers should make their own assessment based on the nature and dynamic of their event to determine if verification via the NHS Covid-19 Pass is adequate. Step-by-step on the use of NHS Covid-19 Pass can be found here: https://www.youtube.com/watch?v=40EXw7qjnz4 				

Social distance and other mitigation to be observed between individuals wherever reasonably practicable:

- Social Distance restrictions no longer mandatory on hired spaces of the venue, however caution remains strongly advised. Clients should hire the space that best suits their social distancing needs. ✓
- The venue will assist with removal of furniture or by deploying signage such as 'Seat not-in use' to assist social distance when required.
- Event organisers advised to manage staggered arrival/departure of their guests to avoid larger concentration on of people at entrance lobby, cloakroom, etc. ✓
- One-Way system throughout the venue remains in place to assist social distance on public areas. ✓
- Face covering is mandatory on all public areas of the venue such as lobby, common seating place, lifts and restrooms. ✓
- Lift capacities have been reduced and capacity advertised on each lift. ✓
- Sneeze/cough guards are in place on reception for safety of staff, guests and visitors. ✓
- Queue management system (barriers and floor signage) is in place to manage queues on site. ✓
- Individual workstations on staff working areas. ✓
- 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 ✓

Catering Offer:

- The provision of buffets lunches, canapes reception and other finger food is now available to clients and hand sanitisers to be available by all catering points.
- Continental Breakfast to our bedrooms has resumed to be served buffet style, as usual, on the 3rd floor breakfast area. ✓
- Boxed lunch is available on request on certain menu types. Please discuss your requirement with your event planner. ✓

Cross Contamination:

- Touchless visitor registration remains available to all visitors. ✓
- Only contactless payment to be available on main reception. ✓
- Client encouraged to use own pen during registration/event. Any pen issued by the venue to clients must be discarded or thoroughly sanitised prior re-use. ✓
- 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 by mechanical means or by opening of windows and doors where mechanical ventilation is not available. ✓

Audio & Video:

- Maximum number of personnel inside AV control room is 3. Face covering must be worn at all times by technicians and organisers when inside the AV control booth. ✓
- All laptops, roving microphones, lapel microphones will be sanitised by 30 Euston Square team before handed over to client. ✓
- Podiums and gooseneck microphones will continued to be sanitised between speakers to allow each speaker to safely adjust mic position to their comfort (If applicable) ✓

Personal Protective Equipment, Facemask, Face Protection:

- Staff: unless exempt, to continue to use face protection on all public areas and event spaces when interacting with guests. ✓
- Customers:
 - 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 (indoors and outdoors) is not mandatory, however, recommended for indoor areas when social distance is not possible.

Communication:

- 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. ✓

First Aiders

- All venue first aiders to be briefed on HSE guidelines in relation to Preservation of Life, Prevent further injury and Promote Recovery stages taking into account the possibility the casualty could be a carrier of Covid-19.

Suspected/Confirmed Cases:

- Once notified of a suspected or confirmed case, the venue manager will share this information with all relevant stakeholders, including event organisers when applicable. ✓
- Event organisers 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 sanitising protocol to be initiated ie 72h localised or general lockdown prior cleaning commence. ✓

Track & Trace:

- For the purpose of NHS Track & Trace only and in accordance with GDPR, 30 Euston Square will continue to keep records of all guest attending site, however, this information is to be provided voluntarily beyond 19 July 2021. Guests can provide this information by checking in to our venue QR Code location when using the NHS App. ✓

References:

- 1- Searcys – Step 4 Guidance.v3
- 2- RCGP Risk Assessment – Oct 20
- 3- <https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/coronavirus-how-to-stay-safe-and-help-prevent-the-spread>
- 4- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>
- 5- <https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>
- 6- <https://www.gov.uk/government/news/vaccines-highly-effective-against-hospitalisation-from-delta-variant>
- 7- <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>
- 8- ISS UK – Covid-19 Back to Work Guidance ISS-1000-TMP-00464 (Scenario Planning Tool)
- 9- <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

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.

Manager Signature:		Print Name:	Luiz Mazzari	Date:	06/10/2021
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