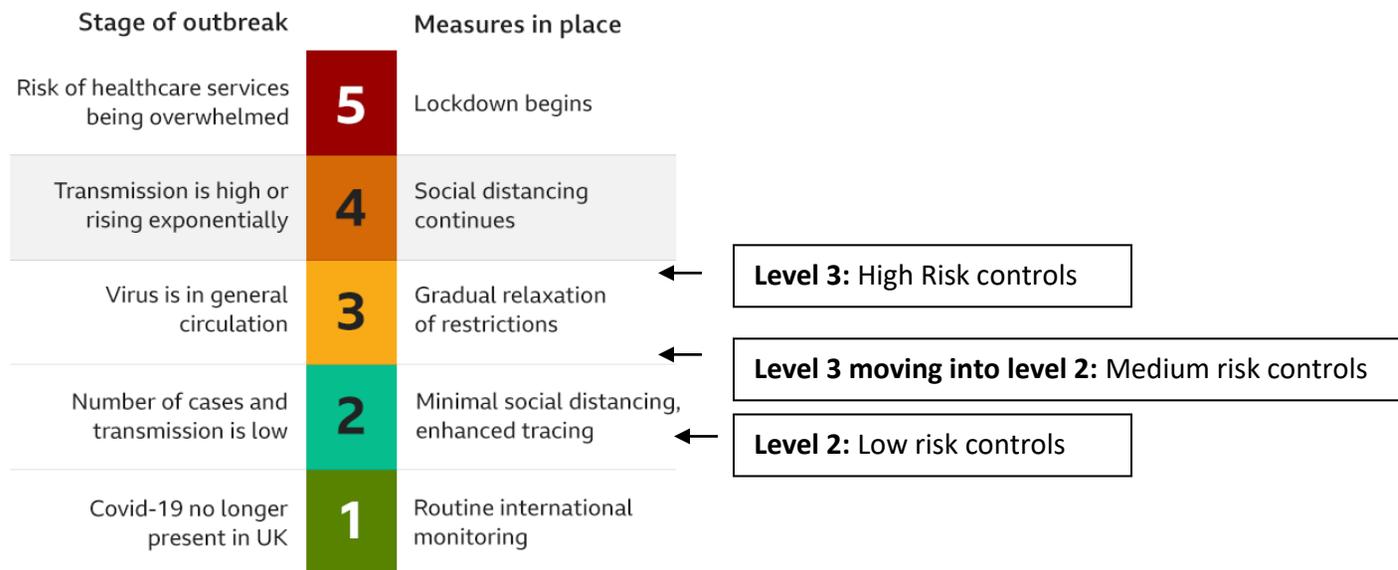


ICHF Events

Event Risk Assessment Managing the Risk of Coronavirus

Date assessed:	Assessed By:
Signature:	

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



Visitor Risks			
Potential Hazard Identified	Low Risk Controls	Medium Risk Controls	High Risk Controls
Air born spread through travel to the venue	Same as high	Same as high	<ul style="list-style-type: none"> • Contact visitors pre show and encourage them to travel by car, incentive of free or reduced parking fees. • Increase the amount of shuttle buses from car park to venue.
Air born spread through close contact in busy aisles	<ul style="list-style-type: none"> • Wider aisles where possible • Contra flow walk on the left. • Adequate signage and arrows to influence crowd behaviour. 	<ul style="list-style-type: none"> • Wider aisles where possible. • Contra flow: walk on the left. • Additional onsite arrangements for spotters to manage pitch points. • Encourage the use of face masks • Adequate signage and arrows to influence crowd behaviour. 	<ul style="list-style-type: none"> • One-way system down each aisle • Wider aisles where possible. • Advise the use of face masks • Additional onsite arrangements for spotters to manage pitch points. • Adequate signage and arrows to influence crowd behaviour.
Air born risk in theatres	<ul style="list-style-type: none"> • Allow space between each seat in the theatre. • Mark out the area for the seats with hazard tape so they do not get moved. • Increase time between sessions to allow managed exit and entry to theatres. 	Same as high risk	<ul style="list-style-type: none"> • Allow 2 metres between each seat in the theatre. • Mark out the area for the seats with hazard tape so they do not get moved. • Install high level shell scheme around the theatre to avoid crowds gathering in the aisles. • Increase time between sessions to allow managed exit and entry to theatres.

Air born risk through workshops	<ul style="list-style-type: none"> • Undertake a density calculation – how many students can partake in the workshop whilst complying with social distancing rules? • Only allocate one student per table 	<ul style="list-style-type: none"> • Undertake a density calculation – how many students can partake in the workshop whilst complying with social distancing rules? • Only allocate one student per table • Advise the use of face masks 	<ul style="list-style-type: none"> • Undertake a density calculation – how many students can partake in the workshop whilst complying with social distancing rules? • Only allocate one student per table • Insert sneeze guards on each table • Advise the use of face masks
Air born spread in the queues entering the show	<ul style="list-style-type: none"> • Visitor communication pre show to encourage visitors to arrive onsite during quieter hours (3pm onwards). • Social distancing in queues, clearly displayed using arrows and signage 	Same as high risk	<ul style="list-style-type: none"> • Temperature screening at the entrance to the venue. • Opening hours extended to reduced the amount of visitors arriving at one time. • Visitor communication pre show to encourage visitors to arrive onsite during quieter hours (3pm onwards). • Social distancing in queues, clearly displayed using arrows and signage
Contact risk in workshops and theatre	Same as high risk	Same as high risk	<ul style="list-style-type: none"> • Theatres and workshops to be deep cleaned after each demonstration. • Speaker/demonstrator to use their own microphone and any other equipment required. • Each student in the workshop should have their own set of equipment. • Equipment must be adequately cleaned

Contact risk: visitor to exhibitors	<ul style="list-style-type: none"> • Contactless payments encouraged • Advise exhibitors to provide their staff with hand sanitiser, adequate PPE. • Communicate the responsibilities of the exhibitors, including compulsory cleaning requirements. • Multiple hand sanitiser units around the show for visitors & exhibitors. 	Same as high risk	<ul style="list-style-type: none"> • Contactless payments only • Advise exhibitors to wear gloves • Compulsory for exhibitors to provide their staff with hand sanitiser, adequate PPE. • Communicate the responsibilities of the exhibitors, including compulsory cleaning requirements. • Multiple hand sanitiser units around the show for visitors & exhibitors.
Contact risk: visitor to front of house staff	<ul style="list-style-type: none"> • Encourage visitors to use digital tickets. • Provide FOH staff with adequate PPE and hand sanitiser. 	Same as high risk	<ul style="list-style-type: none"> • Only accept digital tickets. Communicate to visitors that the event will not accept printed tickets. • Provide FOH staff with adequate PPE and hand sanitiser.
Contact and air born spread in busy catering areas	Same as medium	<ul style="list-style-type: none"> • Undertake a density calculation, increase catering areas to allow adequate spacing between each table. • Agree a in depth cleaning schedule with the catering company. Tables must be deep cleaned after use. • Food must be pre-packed only. 	<ul style="list-style-type: none"> • Undertake a density calculation, increase catering areas to allow adequate spacing between each table. • Agree an in depth cleaning schedule with the catering company. Tables must be deep cleaned after use. • Introduce table service to avoid queues. Food must be pre-packaged only.

<p>Confusion leading to visitors not complying with guidelines</p>	<ul style="list-style-type: none"> • Tannoy announcements throughout the show covering guidelines • Adequate signage reinforcing event guidelines throughout the show. • Include event guidelines on the event webpage. 	<p>Same as high risk</p>	<ul style="list-style-type: none"> • Visitors communication preshow to include: <ul style="list-style-type: none"> i) Event guidelines ii) Floorplan highlighting hand cleaning stations and possible one-way systems. iii) Venue floorplan highlighting first aid rooms iv) Travel advice • Tannoy announcements throughout the show covering guidelines • Adequate signage reinforcing event guidelines throughout the show.
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Exhibitor Risks

Potential Hazard Identified	Low Risk Controls	Medium Risk Controls	High Risk Controls
<p>Air born spread during build-up/breakdown</p>	<ul style="list-style-type: none"> • Temperature checks on arrival to the VE doors • Increase the number of VE doors available to use to avoid busy areas. • Encourage exhibitors to bring less staff onsite. 	<ul style="list-style-type: none"> • Increase build-up hours to reduce the amount of exhibitors onsite at one time. • Temperature checks on arrival to the VE doors • Increase the number of VE doors available to use to avoid busy areas. • Encourage exhibitors to bring less staff onsite. • Advise exhibitors to wear face masks 	<ul style="list-style-type: none"> • Staggered Build-up • Advise exhibitors to use face masks • Temperature checks on arrival to the VE doors • Increase the number of VE doors available to use to avoid busy areas. • Encourage exhibitors to bring less staff onsite.

<p>Air born risk due to small/busy stands</p>	<ul style="list-style-type: none"> • Issue exhibitors with stand guidelines • Offer exhibitors more space where possible, stands must be a minimum on 2m deep. • Allow on stand workshops if they can adhere to social distancing rules 	<ul style="list-style-type: none"> • Issue exhibitors with stand guidelines • Offer exhibitors more space where possible, stands must be a minimum on 2m deep. • Remove any on stand workshops to avoid crowds/busy stands. 	<ul style="list-style-type: none"> • Issue exhibitors with stand guidelines • Offer exhibitors more space where possible, stands must be a minimum on 2m deep. • Remove any on stand workshops to avoid crowds/busy stands. • Introduce spacing between each stand so that visitors have room to queue to enter the stand.
<p>Contact and air born risk: food sampling</p>	<p>Same as medium risk</p>	<ul style="list-style-type: none"> • Rules for sampling: <ol style="list-style-type: none"> I. Samples must be kept covered and away from all visitors until requested. II. Samples must be served wrapped and handed over on a disposable plate/fork • Mandatory sneeze guards • Exhibitors must wear gloves and a face mask. 	<ul style="list-style-type: none"> • No samples • Mandatory sneeze guards • Exhibitors must wear gloves and a face mask.

<p>Confusion leading to Exhibitors not complying with guidelines</p>	<ul style="list-style-type: none"> • Exhibitor communication preshow to include stand guidelines and PPE requirements. • Tannoy announcements and adequate signage to reinforce exhibitor guidelines. 	<p>Same as high risk</p>	<ul style="list-style-type: none"> • Exhibitor communication preshow to include stand guidelines and PPE requirements. • Experienced team onsite to offer support to exhibitors and ensure those onsite are complying with the guidelines. • Tannoy announcements and adequate signage to reinforce exhibitor guidelines.
<p>Supplier Risks</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"> • Sneeze guards will be provided to avoid direct contact with visitors 	<ul style="list-style-type: none"> • Minimize the amount of staff. Use the same staff each day where possible. • Sneeze guards will be provided to avoid direct contact with visitors 	<ul style="list-style-type: none"> • Compulsory for staff to wear face masks • Sneeze guards will be provided to avoid direct contact with visitors • Minimise the amount of staff. Use the same staff each day where possible.
<p>Contact Risk: FOH Staff</p>	<ul style="list-style-type: none"> • Strong preshow communication outlining the event guidelines. • Provide staff with hand sanitiser and disinfectant 	<p>Same as high risk</p>	<ul style="list-style-type: none"> • Compulsory PPE to include gloves. • Provide staff with hand sanitiser and disinfectant. • Strong preshow communication outlining the event guidelines. FOH must only accept digital tickets.

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

			<ul style="list-style-type: none"> Minimise staff onsite, same staff onsite throughout the show Temperature checks daily
General Contact risk onsite	Same as high	Same as high	<ul style="list-style-type: none"> Provide staff with their own equipment to stop the spread through sharing equipment. No handshake rule Adequate PPE available and hand sanitiser.
Air born risk spread to the office after an event	Same as medium	<ul style="list-style-type: none"> Provide staff with a covid test before returning to the office. 	<ul style="list-style-type: none"> Onsite staff to work from home for a week after each show. Provide staff with a covid test before returning to the office.
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"> Strong communication with staff within the office before each event. Onsite teams will be given an in-depth briefing before arriving onsite. staff will be issued manuals to outline the rules. Training for key personnel in managing Covid risk.