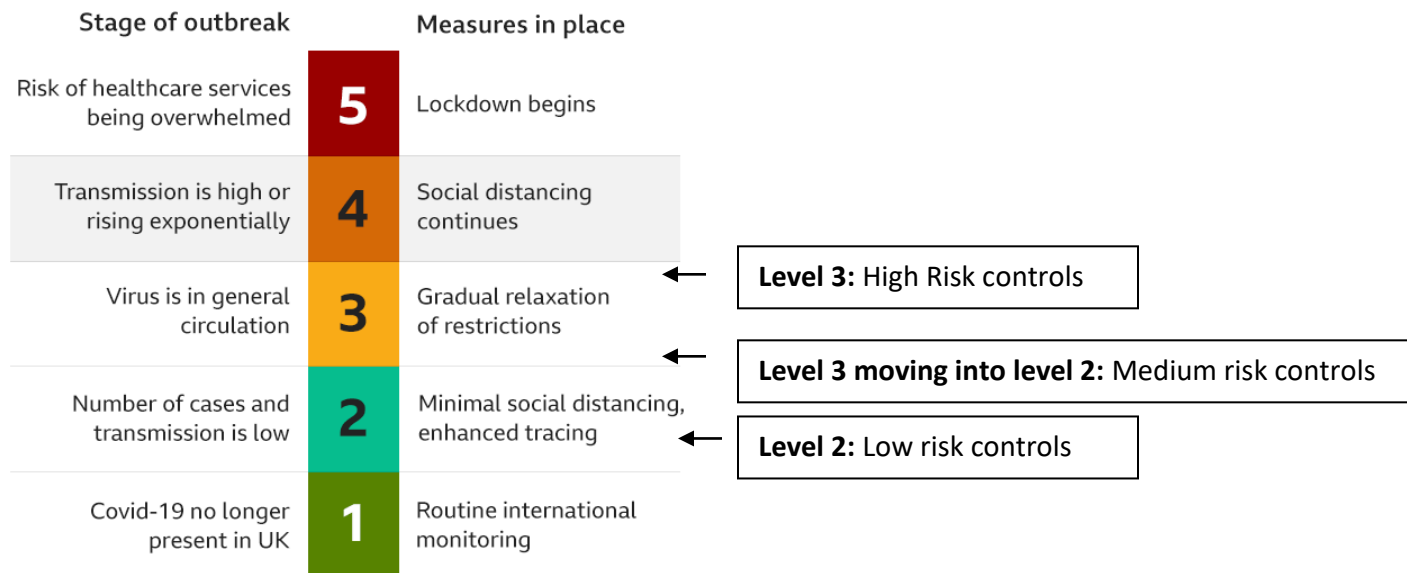


ICHF Events

Event Risk Assessment Managing the Risk of Coronavirus

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| 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 | | | |
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| 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. |

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| 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 |

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| 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. |

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| <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 |
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| <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. |

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| <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. |
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| <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. |

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| 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. |

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| | | | <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. |