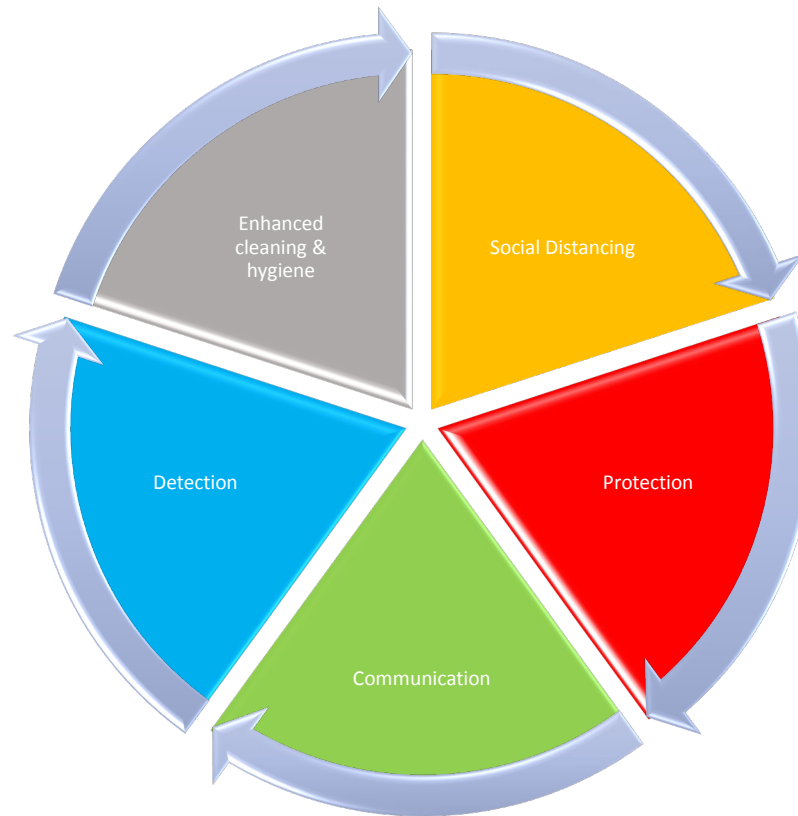


LAMMA'21

12-13 January 2021, NEC

Government guidance on planning and control measures are based on the following categories which are also reflected in the exhibition industry's guidance on the management of COVID-19 (All Secure Standard). These are the 5 key areas to consider when planning your stand.



So what does this mean for you?

Firstly you need to write a risk assessment. This will allow you to work through the hazard and establish control measures which are appropriate to the activities on your stand. Use the example as provided by the HSE to help you along this process -

www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf. Once you have done this you must then ensure that all the items identified are delivered on site.

Exhibitor Frequency asked questions		
Social Distancing	What is the distance required between exhibitor and buyer for meetings?	Government guidance still remains at 2 metres although this can be reduced to 1m with mitigation measures. Wearing a mask, introducing screens between exhibitor and buyer etc are all examples of mitigation measures.
	Will there be a cloakroom at the show	Cloakrooms will not be in operation at the show.
	How are the entrances going to be managed	The entrances will be arranged to clearly define access and egress routes. Where possible these will be completely separate. All attendees will be encouraged to maintain 2m distance should there be a queue but we are encouraging, where possible, for visitors and exhibitors to pre-register which will quicken up the arrival process. Stewards will be in place to continually monitor the entrance throughout the day. The names and details of all entering the hall will be registered to comply with track and trace.
	How many people am I allowed on my stand?	This very much depends on the design of your stand. The aim is to try and maintain a 2m social distance with anybody. Examine the space that is available on your stand, not including areas such as storage areas, and divide this total area by 4.9 sqm. This will give you a good idea of how many people you should permit on your stand at any one time.

		<p>Additionally you should also think about how you might control this if you do reach capacity.</p>
<p style="text-align: center; color: white;">Protection</p>	<p>Do I need a perspex screen on my stand?</p>	<p>Perspex screens are not necessary if you are maintaining a 2m social distance between yourselves and the clients. A screen can be considered in your risk assessment should this distance need to decrease but other options are available as well.</p> <p>Please also note that 'perspex' as a material cannot be used in the exhibition hall. There are many alternatives to consider which have the required fire rating.</p>
	<p>Do I need to wear a mask at all times?</p>	<p>The show has a policy of making face coverings mandatory. Whilst you are in the hall you should wear a face covering. Please note that this is different to a face mask which is used by those in a healthcare setting.</p>
	<p>Will there be a catering service available inside the exhibition hall or each exhibitor must bring their own food pack</p>	<p>Venue catering will continue to operate so you will be able to purchase food and drink. For obvious reasons there will be strict processes whilst purchasing and the normal offering may have been changed to suit the current conditions.</p>
	<p>Will I be able to buy food in the venue?</p>	
	<p>Are there any changes to the build and breakdown that we need to be aware of?</p>	<p>To assist NHS Test and Trace we will be looking to take details of all persons wishing to enter the hall for build and breakdown. You will be able to conduct a site induction in advance of arriving on site to reduce the amount of time queuing to access the venue.</p> <p>A more detailed and specific build schedule will be developed where we will try and control the numbers of people in the hall at any one time. Additionally we will look at the location of any build activities and schedule these to maximise social distancing.</p>

		<p>We will be looking to limit the movement around the hall and encouraging all exhibitors and contractors to remain on their stand as much as possible. Only essential journeys should be made off the stand and around the hall.</p>
<p>Detection</p>	<p>What measures will we be subject to before coming into the show?</p>	<p>As an event we will be taking your details to assist with NHS Test and Trace should it be necessary.</p> <p>At present we are considering temperature checks at the entrance, however, we are reviewing the evidence as to the efficacy of this approach.</p>
	<p>Is there anything that I need to prove before arriving onsite</p>	<p>You will need to have provided a COVID-19 risk assessment before coming on site as well as completing the Site Induction.</p> <p>It is your responsibility to follow the government Stay At Home Guidance. This should be for individuals who have symptoms of COVID-19, live in a household or are in a support bubble with someone who has symptoms, and those that have been advised to self-isolate as part of the government's test and trace service.</p> <p>You should keep to an absolute minimum the numbers of people required to build up and breakdown your stand.</p>
<p>Enhance Cleaning and Hygiene</p>	<p>Who is going to clean my stand?</p>	<p>Your stand will be cleaned on the pre-open night, however the precise cleaning necessary on your stand will be down to identification in your risk assessment.</p>

	How many times do I need to clean my stand and by what method?	<p>In line with government guidance it is recommended that your work surfaces are cleaned regularly and a record is kept of the times that this has been done.</p> <p>High touch point areas should be particularly well cleaned and where meetings are taking place you should wipe down surfaces at the beginning and end of everyone.</p> <p>Exhibitors will be responsible for supplying any necessary cleaning materials as part of their Covid-19 risk assessments.</p>
	Who is to supply these cleaning products for my stand?	
	Is there a requirement to clean each table and chair and other areas after each meeting? If yes who will supply the furniture and hand disinfectant?	
	Can I offer visitors food at my stand?	<p>Food can certainly be offered to visitors on your stand. What is most important, however, is that normal food safety and hygiene rules apply. In addition to this a thorough risk assessment should be conducted to consider the risks posed by COVID-19.</p> <p>Pre-wrapped food would be a potential consideration and there should be no self-service elements to your offer. Everything should be individually served to reduce the risk of transmission. Further guidance can be found on the government guidance for food operations.</p>
Communication	What signage do I need to have on my stand?	<p>Think of messages that support the key areas shown above. Some simple signage encouraging social distancing would be appropriate.</p> <p>If you have any kind of food offering on your stand you may also wish to have signage in place encouraging hand washing. At the moment the more you do it the better!!</p>

What information should I give my staff?

It is important that all of your staff are properly briefed in advance of coming to the show and that everybody has completed the Site Induction if they are coming onto site during build up and breakdown.

When developing your approach to COVID-19 on your stand think about working towards making it COVID-19 Secure and display the below signage –

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- ✓ We have cleaning, handwashing and hygiene procedures in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or work from home
- ✓ We have taken all reasonable steps to maintain a 2m distance in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk

Signed on behalf of employer _____
Employer representative signature

Employer _____ Date _____
Employer name

Who to contact: _____
Your Health and Safety Representative
 (or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1047)

Think about the following 5 key areas which will help make your stand COVID-19 Secure –

- A COVID-19 risk assessment has been carried out
- You have cleaning, handwashing and hygiene procedures in line with guidance.

		<ul style="list-style-type: none">• Taken all reasonable steps to ensure staff work from a COVID-19 Secure workplace or work from home.• Taken all reasonable steps to maintain a 2m social distance at work.• Where 2m cannot be maintained you have ensured a minimum of 1m distance with mitigating measures to manage the transmission risk. <p>Check the government guidance to achieve this.</p>
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