

COVID SECURE RISK ASSESSMENT GUIDANCE NOTES

The following document supersedes the usual Health & Safety Declaration you will have been used to completing. Due to the current Pandemic of SARS-CoV-2 (Covid-19), the regulations dictate that a risk assessment is required for all work premises. Including the leisure industry. As your stand is an extension of your work premises, it meets that criteria.

The document below has been simply and partly completed for you. Everyone should be aware of the current advice and guidance being issued by the UK Government, regarding 'staying alert and controlling the virus' and we are simply asking you to put in place your own control measures on your stand, and indicate on the form what they will be, against each heading.

Each section is pertinent to being Covid Secure and is explained in the Current Situation column. Think about your staff and your visitors, and how you will manage all aspects of your stand, during all phases of the event.

Should you require any guidance, please contact hannah.jenkins@thebusinessshow.co.uk

We thank you for your understanding and compliance in these difficult times and look forward to once again meeting all of you in person in the 'New Normal'

COMMERCIAL
RISK MANAGEMENT

COVID SECURE RISK ASSESSMENT – SHELL STANDS 2021

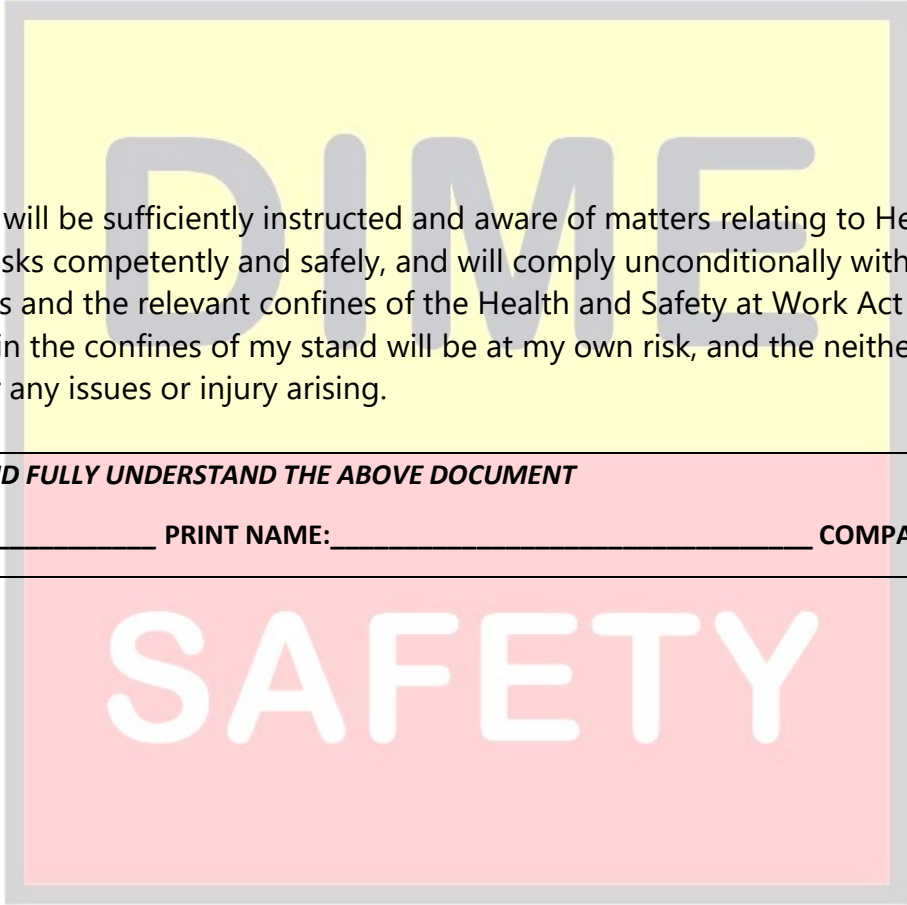
STAND NAME	STAND NO.	ASSESSED BY:	ASSESSMENT DATE	EVENT

VENUE & LOCATION:	
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Persons at risk	Are any considered high risk category?	Comments
Staff		This Risk assessment is show an understanding of the Duty of Care by our company to all persons who may be on our stand at any time during the build, open and break phases of the event following the Covid-19 Pandemic. We hope to identify and mitigate, so far as is reasonably practicable, the risks identified herein.
Contractors		
Visitors		
Gen. Public / Others		

HAZARD	ASSOCIATED RISK	L	S	TR	CURRENT SITUATION	MY CONTROL MEASURES	RR
Spread of infection of Covid-19 – Social Distancing	Various degrees of illness possible, from minor symptoms, such as sore throat, headache, high temperature, loss of smell or taste senses, coughing. Could cause major respiratory infection and failure	3	4	12	The Virus is airborne and can spread between persons closer than 2m apart who have no PPE. Social distancing is compulsory within current Government guidelines. Thought must be given to the size of your stand and the amount of people, staff and visitors,		Low/Med

					who can safely be on it at any one time	
Spread of infection of Covid-19 – multi-touch surfaces	Risk of contracting the virus from unclean surfaces which are in frequent use	3	4	12	It has been proven that the virus can also exist on multi touch surfaces, such as door handles, light switches, table surfaces etc. A lack of area hygiene can be a large contributor	Low/Med
Spread of infection of Covid-19 – PPE	Risk of infection through lack of PPE	3	4	12	Government guidance, and our own highlights the use of correct PPE (Personal Protective Equipment) in mitigating the possible spread, especially indoors. Please refer to the manual requirements in completing your measures. The wearing of masks will be compulsory whilst inside the venue.	Low
Spread of infection of Covid-19 – On stand catering	Possible spread through food preparation	3	3	9	All catering should be minimised, and any drinks served should be carried out by one person to avoid multi touch, and into single use glasses which should be disposed off immediately afterwards. Explain how you will manage this, together with the cleaning regime	Low
Spread of infection of Covid-19 – The decisions you take	Risk of infection to others through ignorance/lack of comprehension	3	4	12	Your stand represents your company, and as such you have a duty of care to all those who you invite into that space. Manage it responsibly and identify, in advance, ANY health issues, not matter how small which may be related	Med



I can confirm that our stand staff will be sufficiently instructed and aware of matters relating to Health & Safety and their duty of care, in order to carry out their tasks competently and safely, and will comply unconditionally with this Risk Assessment, the Organisers and Venue regulations and the relevant confines of the Health and Safety at Work Act 1974. I further confirm and understand that any actions within the confines of my stand will be at my own risk, and the neither the Organisers nor the Venue shall be held in any way liable for any issues or injury arising.

I CAN CONFIRM THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE DOCUMENT

SIGNED: _____ PRINT NAME: _____ COMPANY: _____

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