

# COVID 19 Risk Assessment

<b>Exhibitor/ Trader:</b>	
<b>Completed by:-</b>	
<b>Date:</b>	

To establish and guide our control measures we have conducted a full and thorough COVID-19 risk assessment. It looks at the disease in its entirety whilst considering the specifics of the event, setting out measures that are practical and realistic. We are following the Events Industry Forum and All Secure Standard as agreed with government

The key areas we will look in our response to this pandemic are as follows –



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## Communication, Planning and Preparation

What you need to assess	What will you do?	Who is responsible?
<p>Have you identified all of the areas of your business that will need to be reviewed in order to assess the risks of operating during COVID-19?</p>		
<p>How will you ensure all of your staff understand the measures needed to prevent the spread of COVID-19 whilst at work?</p>		

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Personal and Hand Hygiene		
What you need to assess	What will you do?	Who is Responsible?
What facilities and/or procedures will you put in place to enhance the implementation of effective handwashing practices by all staff to prevent the spread of COVID-19		
How will you ensure all staff are undertaking effective hand hygiene measures at appropriate points within work and communal areas		
If you are intending to allow visitors to interact with your products, what procedures will you put in place to ensure they are undertaking effective hand hygiene measures		

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## Enhanced Cleaning

What you need to assess	What will you do?	Who is responsible?
<p>What changes will you make to your cleaning and disinfection procedures to ensure they are capable of controlling the potential spread of COVID-19 from staff and customers</p>		

## Protecting our staff

What you need to assess	What will you do?	Who is responsible?
<p>How will you gather and assess information on the wellness of your staff to ensure that they are safe to work?</p>		
<p>What procedures will you implement to prevent the risks of COVID-19 transmission in your business if a member of staff becomes unwell and displays symptoms at work?</p>		

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## Ventilation

Having good ventilation is key to minimising the risk of transmission. Please consider the actions necessary to provide adequate ventilation

ExCeL are providing as much fresh air into the venue as possible. During build and breakdown a number of vehicle entry doors will be opened to ensure there is as much ventilation as possible. Whilst the event is open to the public ExCeL will be maximising the air flow with their own internal ventilation systems.