

WORKPLACE RISK ASSESSMENT FOR SAVOY PLACE – COVID-19

REVIEW DATE: **WEEKLY REVIEW** AS SITUATION CHANGES - DATE: 12.10.2021

This assessment has been developed mindful of HM Government guidance and reviewed regarding the COVID-19 Response

The IET Gold Contingency team is using the latest government advice to make informed decisions to ensure it offers the best possible safety and care for all staff in all its premises and operations

It should also be noted that these guidelines only apply in England.

Overview

AREA	RULE	NOTES
Savoy Place – Current Status	Hours – 08:00 to 18:00	Visitors, delegates and guests by appointment preferred Members for the Faraday and Knowledge Centre, booking not required Contractors by appointment preferred Staff should book a hot desk or meeting room prior to visiting Savoy Place It is recommended that Face Covering will still be worn whilst moving around in the venue
Faraday Centre Knowledge Centre Faraday Kitchen	Hours – 09:00 to 17:00 Monday to Friday	Revised opening times from Monday 04 October Limited capacity to 30 members any one time with three guests each. Booths/lounge space and 2 meetings rooms are available – Only the meeting rooms are available to book The Faraday Kitchen remains closed
Meeting Rooms - Internal Use		Some meeting rooms and a number of Hot Desks, all require advance booking and are available for 1:1 meetings. Other spaces are available to use, at a cost, at 50% of their usual capacities

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Amended 12.10.2021

1. Covid-19 risk of office based staff and visiting staff

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Staff infection and passing on to others	Staff, members, contractors Delegates	<ul style="list-style-type: none"> Wearing of Face coverings remains recommended in the venue. Social distancing should be adhered to wherever possible Perspex screens have been installed at the Concierge Desk 			
Staff anxiety/concern over remaining Covid-19 risks	Limited government restrictions, but concerns over cases approaching winter	All colleagues	<ul style="list-style-type: none"> Communication of IET welfare priority, risk assessment and return to office plans H&S Committee review of risk management plan includes staff representatives Maintaining appropriate mitigations as circumstance change Line managers to discuss issues and anxieties proactively, with HR Business Partner support as required Executive oversight of physical meetings within the team 	Issue of risk assessment and communications to colleagues	GOLD to manage	
Wellbeing and practical impacts of homeworking	Remote working impacting welfare, mental and physical health	All remote workers	<ul style="list-style-type: none"> Equipment provided to enable homeworking Self-assessment tool to assess the home working environment and identify additional needs Programme of communications, line management training and activities to support well being Signposting of relevant support including useful resources and the Employee Assistance Programme On-going 1:1 and performance reviews 		Line Manager regular 121's. Resources provided by HR & Internal Comms	
Staff with limited benefit from vaccination programme	Colleagues with less protection from serious illness	Colleagues not yet offered second vaccine, or medical issues prevent vaccination or compromise effectiveness	<ul style="list-style-type: none"> Line management to consider vaccination status in return to office discussions Those with compromised protection / additional risk factors encouraged to discuss circumstances with line manager and HR 	Staff communications, HR follow-up of cases	Comms, HR	

Staff choosing not to be vaccinated	May present a higher risk of transmission to others and higher level of personal risk	All colleagues	<ul style="list-style-type: none"> Continued communications to encourage vaccination Signposting to encourage conversation with line manager and HR about additional personal precautions Promote awareness of the NHS Covid19 Pass standard 	Staff communications, HR follow-up of cases	Comms, HR	
General circulation of Covid-19 in the population	Potential for (asymptomatic) transmission in the workplace	All colleagues	<ul style="list-style-type: none"> Encouraging all colleagues to take up vaccines and boosters when offered Staff asked not to attend the building with symptoms of Covid or other respiratory illness (colds etc) Staff encouraged to undertake lateral flow testing before workplace attendance (twice per week for regular attendees) Comprehensive sick pay policy in place Attendance allowed only on agreement of Workplace Rules If someone has symptoms of COVID-19 while on site, they should immediately go to the First Aid and call the Duty Manager . Guidance can be sought from 111. Duty Manager will provide a lateral flow test for the staff member Records will be maintained of all staff attendance on site for a period of at least 2 weeks to support identification of close contacts if required If there are 2 or more cases reported the Single Point of Contact (SPOC) (Martyn Westcott-Wreford 07738 713858) should contact the local Health Protection Team (for Savoy Place, it is North West London) phe.nwl@nhs.net 020 3326 1658 and will advise 	Inclusion in staff communications / FAQs	Comms	
Covid transmission – potentially infected colleagues	Covid related symptoms or household member has symptoms or positive test.	All building users	<ul style="list-style-type: none"> Colleagues with symptoms or who are Covid-positive are expected to self-isolate in accordance with Government requirements <u>Fully vaccinated</u> colleagues should also not attend the workplace for 10 days if a member of their household tests positive or has symptoms, unless the household member PCR test returns negative. If attendance on site is considered essential, daily negative lateral flow tests may be agreed as 	Further communication and inclusion in FAQs	Comms	

			an alternative mitigation for fully vaccinated staff by their Executive Director.			
Covid transmission – potentially infected colleagues	Close contact with positive cases	All building users	<ul style="list-style-type: none"> Colleagues who have had close contact with a Covid case or have been notified by the NHS app or Test and Trace should remain away from the workplace while awaiting the results of a PCR test taken 3 or more days after contact If attendance on site is considered essential, daily negative lateral flow tests may be agreed as an alternative mitigation for <u>fully vaccinated</u> staff by their Executive Director 	Staff communications	Comms	
Covid transmission – contact in office	Higher indoor densities increase transmission risk	All staff	<ul style="list-style-type: none"> Continue to signpost colleagues to government and NHS guidance and promote key messages Access to Savoy Place will be limited to 50% capacity (alternate Hot Desks closed) to allow social distancing and reduce numbers. All attendance at Savoy Place Hot Desks must be pre booked on Outlook Generally, staff who can work from home successfully should continue to do so Face coverings should be worn in public areas of the building and when walking around the office Social distancing should be adhered to wherever possible 	Communications Will be monitored and adapted over time		
Covid transmission - ventilation	Exchange of air reduces viral transmission risk	All users	<ul style="list-style-type: none"> Fresh air mechanical ventilation provided Periodic monitoring of CO2 levels in open plan and meeting rooms as an indicator of fresh air circulation 			
Covid transmission – surfaces	Transmission of virus by surfaces and hands	Individuals entering and leaving (and all occupiers) Visitors Organisers Delegates	<ul style="list-style-type: none"> Wearing of Face coverings remains recommended in the venue. Signage from entrance and throughout the building External signage will also be in place to remind all attendees that face coverings remain recommended before entering the building. Hand sanitiser provided at entrance door and concierge desk Hands to be washed and sanitised immediately on entry to SP following the use of public transport. Hand sanitiser is available throughout the building and should be used regularly. 	Floor signage is in place in the Concierge area to maintain Physical Distancing of people entering and exiting the building		

			<ul style="list-style-type: none"> • IET Staff are responsible for the cleaning of their own chairs, desks and equipment at the end of each day • Floor signage (Tape and Stickers) reminding of Physical Distancing The use of radios and mobile phones to communicate within the building should be promoted. This will limit the number of movements around the building 			
Covid transmission – surfaces Keeping SP clean	Stop spread of the virus	Staff, members and Contractors	<ul style="list-style-type: none"> • Cleaners will be onsite to frequently clean the high touch points on doors, vending machines, copiers etc • Staff can be provided with anti-bacterial wipes to clean their own workstation after use. • Staff are encouraged to use the hand sanitizer units and frequently wash their hands using the NHS methodology • Cleaners will be onsite to frequently clean the toilets. 			
Covid transmission – surfaces Handling of goods etc	Avoid transmission through contact	Concierge staff	<ul style="list-style-type: none"> • Couriers have their own regulations to avoid transmission to minimise contact • Couriers should place the delivery on the ground and back away maintaining at least 1m+ Physical distancing 			
Covid transmission - Circulation	Ability to maintain distancing in circulation routes	All building users	<ul style="list-style-type: none"> • Salto Cards and QR codes are issued to staff to allow contactless entry to Savoy Place. • Building entry and exit is via reception 			
Covid transmission – surfaces Meetings & Meeting rooms and Hot Desks	Multiple users in an area spreading virus	All staff in meeting	<ul style="list-style-type: none"> • Meetings should generally continue to be held virtually • Meeting rooms booked internally will be operated at 50% of normal capacities to reduce transmission risk. • Social distancing and mask wearing when not seated to be recommended in meeting rooms. • 1:1 meetings should be pre booked in Outlook for Staff Meeting Rooms One and Two or with Savoy Place Sales for other rooms. • There are a number of Hot Desks available and should be pre-booked via your Outlook. Only 50% of hot desk available . • Colleagues can interact at desks while maintaining appropriate distancing but should not undertake team meetings in the open plan areas 			

			<ul style="list-style-type: none"> • This Risk Assessment will be issued prior to attendance at Savoy Place • Social distancing and the wearing of Face coverings when not seated to be maintained • Staff will be provided with anti-bacterial wipes to clean their meeting tables and chairs after use. • Face to face meetings other than pre-approved 1:1s require Executive approval • Social distancing and the wearing of Face coverings when not seated to be maintained • Open windows in rooms where possible 			
Covid transmission - Refreshments	Eating and drinking generally away from desks and mixing with other building users		<ul style="list-style-type: none"> • The Dolby Room is available with tea and coffee making facilities. • The eating area is available for IET staff to use and the tables are adequately spaced • There is a kitchenette on the 1st floor and 3rd floor with tea and coffee making facilities • Eating at desks is permitted but generally discouraged to ensure staff take breaks from their work 			
Wellbeing impacts	Remote working impacting welfare, mental	All remote workers	<ul style="list-style-type: none"> • Programme of communications, including promotion of wellbeing activities • On-going 1:1 and performance review • Generally, staff who can work from home successfully should continue to do so 			

2. Workforce management – To change the way work is organised

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Work related travel	Staff member catching virus	Staff	<ul style="list-style-type: none"> • Avoid all unessential travel • Minimise the number of staff travelling together • Hands to be washed and sanitised immediately on entry to SP following the use of public transport. • SP Remains a No Smoking/Vaping building 	Individual risk assessment for travel and ppe		

Covid transmission –	Staff unaware of the rules or risk assessment and becoming a danger to themselves and others	Staff	<ul style="list-style-type: none"> • The IET will provide clear and consistent information. • The IET will engage with the Health and Safety committee and representatives and agree changes in any working arrangements. • The IET will inform staff of the rules and risks prior to them entering SP. • The IET will keep staff informed of any changes to this risk assessment. • The IET has a reporting of incidents and questions process. This is through your Line manager to the Operations Manager. All contact information is available on the intranet or the “what you need to know” posters around SP • This risk assessment will be shared with the cleaning and catering companies who provide non IET staff at SP • Contractors have also created their own Risk Assessments which may result in alternative procedures 	Training and comms for all staff		
Covid transmission - Unnecessary contact between staff and delivery personnel	Potential transmission of virus	Staff	<ul style="list-style-type: none"> • Event deliveries will be of a contactless nature as courier deliveries currently are. • Staff will supervise at an appropriate physical distance checking the number of items • Delivery log will be then completed as usual • Dispensers/wipes will be sited around the building • Collections will be the reverse of this procedure • The Catering Contractor will manage the catering deliveries in a similar manner 	Training and comms for deliveries		
Close contact	Enhanced risk of transmission when physical proximity is less than 1m	Staff	<ul style="list-style-type: none"> • Close proximity work should not happen in Savoy Place if Risk Assessments are followed. Should circumstances arise that results in potential close contact that cannot be avoided (e.g., close working within a confined area for filming) a specific risk assessment should be undertaken. Additional mitigations might include use of Covid testing (PCR or lateral flow tests) alongside use of appropriate PPE. • Lateral Flow Tests are available on site if required 			

3. Physical distancing at work

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Circulation	Ability to social distance between colleagues	All building users	<ul style="list-style-type: none"> • Maximum occupancy of seven people in the lifts • Staff to retain the increase frequency of hand washing and their own surface cleaning • The use of radios and mobile phones to communicate within the building should be promoted. This will limit the number of movements around the building 	Concierge <ul style="list-style-type: none"> • Physical Distancing signage will be on display 		
Meeting Facilities	Multiple users in an area spreading virus	All staff in meeting	<ul style="list-style-type: none"> • Meeting rooms available to hire as event spaces • No pen, pencils or paper required as part of set up • Flip Chart stands and pens will be sanitised. Event Organiser should take the flip chart paper with them. Each delegate to have pen – no shared pens • Doors/Windows to be open, if possible, whilst meeting is in progress • Sanitiser will be provided in each meeting room 			
Workplace and workstations	Ability to social distance between colleagues	All desks' users	<ul style="list-style-type: none"> • Assign a desk to an individual. • Where possible work side by side not facing. • Staff will be required to clean down their desk area and equipment before leaving. • The Third Floor Venue office desks that are available have been identified to maintain the Physical Distancing of 1m+ <ul style="list-style-type: none"> • Plastic screens have been installed • Sanitisers are available on each available desk • Windows in this area will remain open. 		Allocate alternative desk as required	
Exposure to COVID-19 virus	Accidents and emergencies Protection of IET incident staff	IET incident staff	<ul style="list-style-type: none"> • In event of a fire evacuation staff to evacuate and keep 1m+ apart underneath Waterloo Bridge • Senior Manager will become the Incident Controller and undertake a Rollcall. • Specific PPE has been purchased to safeguard both parties in case of an incident 			
	Fire control	All staff	<ul style="list-style-type: none"> • Senior Manager to make daily checks on occupancy and appoint a fire marshal. 		Ops to complete	

			<ul style="list-style-type: none"> Some doors have been allocated to remain open, some of which are fire doors – Fire Marshals will be aware of these doors in their areas and will be tasked to monitor them. 			
	First aid	All staff	<ul style="list-style-type: none"> Depending on the number of staff on site will depend on the number of first aiders required. Currently MWW, JB, Moh and Anastasija are qualified. All Duty Managers are First Aiders 		Ops to complete	
Exposure to COVID-19 virus	Persons displaying symptoms whilst at Savoy Place	Staff, members and visitors	<ul style="list-style-type: none"> Take the person to an FM Station In the FM Station provide the patient a mask and pair of disposable gloves to wear – Yellow boxes Duty Manager will escort the patient to the First Aid Room Explain that the patient will need to call 111 – Show the phone Leave the patient in the room They call 111 – They discuss their symptoms with the advisor Ensure ‘Room Occupied’ is displayed When the call is complete patient will call the Duty Manager phone and talk about the next steps according to the advisor Duty Manager Number: 07738 713860 Duty Manager will inform contractor and a trained cleaner will carry out ‘Enhanced Cleaning’ of the room and any room the patient has occupied 	These notes are on display in the first aid room It is likely that following the display of symptom, the person may be instructed to self-isolate for a period		

4. Customer, member and contractors

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Staff infection and passing on to others	Staff, visitors, contractors	<ul style="list-style-type: none"> Visitors should have an appointment before entering the site Signage to be placed on entrance informing visitors of the expectations the IET has of them Contractors by prior agreement and where necessary to perform repairs of PPM on equipment Cleaners and catering staff to adhere with their own risk assessments and any PPE SP Remains a No Smoking/Vaping building 			

			<ul style="list-style-type: none"> External food or packaging is not permitted 			
Exposure to COVID-19 virus	Lecture Theatres	Visitors Organisers Delegates	<ul style="list-style-type: none"> Sanitiser stands outside each entrance Face coverings remain recommended to be worn as delegates leave their seats 			
Exposure to COVID-19 virus	Physical Distancing in Concierge	Staff, visitors Organisers Delegates	<ul style="list-style-type: none"> Organisers should be directed to the appropriate room and not kept waiting in the Concierge area Delegates should be directed to the appropriate room and not kept waiting in the Concierge. If the organiser objects to this the delegates will be asked to leave the building and return at the allotted time. 			
5. Faraday Centre/Faraday Kitchen						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Staff infection and passing on to others	Staff, members Guests of members	<ul style="list-style-type: none"> From Monday 04 October, the Faraday Centre will be open from Monday to Friday, 9am – 5pm Limited capacity to 30 members any one time with three guests each with a maximum stay of four hours, twice per week. Booths, Lounge space and 2 meetings rooms are available. Only the two meeting rooms are available to pre-book The Faraday Kitchen remains closed Wearing of Face coverings remains recommended in the venue. Members should not bring more than one bag with them Member's visitor passes will be printed as usual, but lanyards will not be issued External food or packaging is not permitted Perspex screens have been installed in the following areas: <ul style="list-style-type: none"> Faraday Centre/Knowledge Centre/Faraday Kitchen We will monitor the CO2 emission levels to ensure that the ventilation does not need to be switched on 			

			<ul style="list-style-type: none"> The Juliet Balcony doors will remain open to allow for fresh to enter the area 			
Exposure to COVID-19 virus	Staff infection from equipment and touch points	Staff, members Guests of members	<ul style="list-style-type: none"> The Faraday Centre loan laptops are unavailable currently. The Knowledge Centre PC is unavailable currently. A simple complimentary beverage service is available for Members Water will be available, but we recommend customers use their own water bottle to reduce touch points 			
Exposure to COVID-19 virus	Poor hygiene leading to Staff infection	Staff, members Guests of members	<ul style="list-style-type: none"> IET will continue to use signage to build awareness of the benefits of good hygiene Paper towels will be available. 			
Exposure to COVID-19 virus	Staff infection Cash Handling	Staff, members Guests of members	<ul style="list-style-type: none"> All areas in the Faraday Centre are Contactless payment only Avoid contact, maintain Physical Distancing. 			
Exposure to COVID-19 virus	Showers	Members	<ul style="list-style-type: none"> Members showers are now available and will be cleaned between uses. 			

6. Sales/Client Visits

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Site visits	Visitors, Staff, Organisers	<ul style="list-style-type: none"> Wearing of Face coverings remains recommended in the venue. All appointments should be booked. No ad hoc visits Pre arrival confirmation sent to client with details of the following: <ul style="list-style-type: none"> QR code to allow easy registration & where to wait for sales contact Copy of RA for the venue – Receipt should be confirmed How to access the building Plan how to navigate around the venue 	A virtual 'Fly Through' video is available		

			<ul style="list-style-type: none"> All guests to sign saying they have not knowingly had the virus or symptoms or been in touch with anyone with symptoms in previous 14 days Physical Distancing should be considered for sit-down meeting Any exchange of collateral should be done electronically Ops and Concierge to be made aware of all appointments The intended route should be planned 			
7. Events/Meetings						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Meeting Room Setups	Staff Organisers Delegates	<ul style="list-style-type: none"> Meeting rooms are available to hire as event spaces Where available the meeting room windows or windows in corridors, should be open to ensure fresh air ventilation In meeting rooms pads and pens will not be provided Each place setting will comprise <ul style="list-style-type: none"> 1 x Bottle of water; 1 x Glass; 1 x Bottle of sanitiser The wearing of Face Coverings remains recommended in public areas Co2 levels will be monitored regularly 			
Exposure to COVID-19 virus	Lecture Theatres	Staff Organisers Delegates	<ul style="list-style-type: none"> Both lecture theatres are available to hire as event spaces The ventilation systems in both lecture theatres will be configured to operate 24 hours per day at 100% as per current Government Guidelines prior to and during, each event. Sanitiser stands outside each entrance Co2 levels will be monitored regularly 			
Exposure to COVID-19 virus	Flat Floor Spaces	Staff Organisers Delegates	<ul style="list-style-type: none"> Flat floor spaces are available to hire as event spaces The ventilation systems in flat floor spaces will be configured to operate 24 hours per day at 100% as per current Government Guidelines prior to and during, each event. 			

			<ul style="list-style-type: none"> • The wearing of Face Coverings remains recommended in public areas • IET events will operate at 50% capacity of the room plan format • IET events should discourage networking if it is not essential • IET events that do require networking should not exceed 50 % capacity of the room to include poseur tables . Front ground floor rooms limited to 35 person per room. • All IET network catering should not have shared bowls of food – i.e., nuts and crisps • IET maximum table size for luncheons and dinners will remain at 8 people on 6ft round 			
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8. Additional Precautions - Audio-Visual

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
AV team sharing small offices	Unable to maintain Physical distancing	AV Staff	<ul style="list-style-type: none"> • Technicians are required to ensure their own space and working environment is appropriate • Doors should be open and window to theatre to be open 	Additional plastic screen has been installed.		
AV team meetings	Colleagues in small groups	AV Staff	<ul style="list-style-type: none"> • Utilising open spaces for meetings when available • Continue to use the Zoom conferencing platform 			
AV staff using personal and work items	The transmission of COVID – 19	AV Staff	<ul style="list-style-type: none"> • Only one person in the storerooms at any one time 			
Building & striking event equipment	Handling the same equipment when building & striking	AV Staff AV Contractors	<ul style="list-style-type: none"> • Team members to be allocated setup roles to minimise cross handling • Control equipment to be wiped down at the end of setups 			
Running an Event	Proximity to clients and fellow staff	AV Staff Organisers Delegates	<ul style="list-style-type: none"> • The Kelvin Control Room has a normal maximum capacity of three due to the additional Perspex screen • The Turing control room has a normal capacity on one at any one time (Two are permitted with the 1m+ and the mitigation of N95 facemask) • Client discussions should not take place in these rooms 			

Clients & staff handling microphones	The potential surface transmission of COVID – 19	AV Staff Organisers Delegates AV Contractors	<ul style="list-style-type: none"> • Microphone necks/bases to be cleaned between each event • Microphones to have removeable foam pop shields for cleaning between each event • Foam pop shields to be cleaned using isopropyl alcohol • Lectern screens to be sanitised between events 			
Clients & AV staff handling lapel microphones	The potential surface transmission of COVID – 19	AV Staff Organisers Delegates Contractors	<ul style="list-style-type: none"> • The technician issuing lapel microphones, where used, is responsible for its sanitisation before and after use. • The technician will explain to the speaker how to put their own mike on. 			
Lecterns	Possible air borne transmission	AV staff, Organisers Delegates	<ul style="list-style-type: none"> • Ensure delegates are 4m away from lectern 			

9. Additional Knowledge Centre/Library Precautions

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19		Library staff and members	<ul style="list-style-type: none"> • From Monday 04 October, the Knowledge Centre will be open from Monday to Friday, 9am – 5pm 			
Exposure to COVID-19 from books/journals delivered to the building	Transmission of virus	Library staff and concierge staff	<ul style="list-style-type: none"> • The wearing of Face Coverings remains recommended in public areas. • Area to be designated for new deliveries – Library area behind first floor office • Staff to wash hands after handling new accessions or returns 			
Exposure to COVID-19 from books handled by members	Transmission of virus	Library staff and members	<ul style="list-style-type: none"> • Designated book trolleys for returning and collecting books • No browsing of books on the shelves 	Screens in place to protect Library staff		
Exposure to COVID-19 from shared PCs and equipment	Transmission of virus	Library staff and members	<ul style="list-style-type: none"> • No sharing of desks in Library office. • Staff PC in Knowledge Centre to be cleaned between shifts • Member PC in Knowledge Centre to be out of use 	Loan laptops covered in Terms of Use		
Exposure to COVID-19 from keys/cash box	Transmission of virus	Library staff	<ul style="list-style-type: none"> • Staff to clean and sanitise hands after unlocking and locking Knowledge Centre doors, and after handling keys/cash box 			

Exposure to COVID-19	Transmission of virus due to lack of Physical distancing	Library staff and members	<ul style="list-style-type: none"> Physical distancing to be observed in Knowledge Centre Maximum capacity 9 members when seated Plastic screen around library desk 			
Access to Maxwell/Kelvin	Insufficient space for Physical distancing		<ul style="list-style-type: none"> No access to Maxwell/Kelvin balconies when room is booked Inform AV before accessing Maxwell balcony to ensure space is clear 			
10. Risk of visiting Archives Centre in Savoy Hill House						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 from shared areas and lifts when entering/leaving building	Transmission of virus	Archives staff	<ul style="list-style-type: none"> Follow signage and safety instructions provided by Tandem Wash hands after operating doors or lifts Use stairs to go down to basement and lift to come up Observe Physical distancing IET Staff will wear face coverings whilst in SHH 			
Lone working	Staff safety during lone working	Archives staff	<ul style="list-style-type: none"> Email SHH concierge in advance to confirm date/time of visit Staff to inform SHH concierge when entering/leaving building Staff to work in Archive Office within 08:00 – 15:30 			
Exposure to COVID-19 in shared areas	Transmission of virus	Archives staff/IET.TV	<ul style="list-style-type: none"> Avoid using shared areas If using kitchenette, maximum 2 people at one time 			
Exposure to COVID-19	Transmission of virus	Archives staff/IET.tv	<ul style="list-style-type: none"> All staff to wash and sanitise hands after handling keys 			
Exposure to COVID-19 from Archives Office	Transmission of virus - Ventilation	Archives staff and IET.TV	<ul style="list-style-type: none"> Max two members of staff in office space Sanitiser and wipes will be available Max one member of staff in strong room area Co2 monitor to be observed and reported if it goes above 550 ppm 			
Exposure to COVID-19	Transmission of virus	Visitors	<ul style="list-style-type: none"> No visitors to use Archives office on reopening Situation to be reviewed after reopening. 			

11. Catering

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19	Transmission of virus	Staff Organisers Delegates	<ul style="list-style-type: none">• Wearing of Face coverings is mandatory in the venue• See separate COVID risk assessment from the caterers			

Amended 12.10.2021

Reference documents and Version Control

- (1) <https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf>
- (2) <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>
- (3) <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>
- (4) <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>
- (5) <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- (6) <https://www.gov.uk/government/news/coronavirus-covid-19-what-has-changed-22-september>
- (7) <https://www.bbc.co.uk/news/technology-54250736>
- (8) <https://www.gov.uk/government/news/prime-minister-announces-new-local-covid-alert-levels>
- (9) <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>
- (10) <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>
- (11) <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>
- (12) <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>
- (13) <https://www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area>
- (14) <https://www.gov.uk/guidance/national-lockdown-stay-at-home>
- (15) <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- (16) <https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities>
- (17) [COVID-19 Response - Spring 2021 \(Summary\) - GOV.UK \(www.gov.uk\)](#)
- (18) [Coronavirus: how to stay safe and help prevent the spread from 19 July - GOV.UK \(www.gov.uk\)](#)
- (19) **Version Control**
- (20) All released versions of this risk assessment require approval by IET's COVID-19 Gold Contingency management group after consultation with the Health & Safety Committee of the IET

Version number	Issued by & date	Comments	Approved by	Release date
V1.0	M Westcott-Wreford 16/5/2020	Initial draft developed based on Government guidance in relation to offices and contact centres, for review by H&SC and COVID Gold team	Reviewed by H&SC, comments feedback, not for release	N/a
V1.1	M Westcott-Wreford 05.08.2020	Amended to add the following: <ul style="list-style-type: none"> With effect from 8th August the wearing of face coverings will become mandatory within the venue. Faraday Centre capacity will be 30 members with one guest each. Utilising Government guidelines of 1m+ 	For review by the Gold Team For review by the Health and Safety Committee	
V1.1	M Westcott-Wreford 05.08.2020	For Review by Gold Team 10.08.2020	For Review by H&S Committee 10.08.2020	tbc
V1.2	M Westcott-Wreford 12.08.2020	Amended to add the following: <ul style="list-style-type: none"> More detail regarding events Delegate and Room Management More detail regarding ingress and egress management Revisions to the ventilation procedures 	Following Gold Team Review 10.08.2020	tbc
V1.2	M Westcott-Wreford 12.08.2020	Approved copy for release after posting to H&S committee and the Gold Team	Ratified by H&S Committee 14.08.2020	01.09.2020
V1.2	M Westcott-Wreford 01.09.2020	1. Revision of the lift capacity from two to four following new guidelines		01.09.2020
V1.3	M Westcott-Wreford 24.09.2020	Amended to add the following: <ul style="list-style-type: none"> Face Coverings mandatory in taxis 23.09.20 Staff in Hospitality and Retail will now be required to wear face coverings Office workers who can work effectively from home should do so over the winter Amendments to opening hours Information on the NHS QR code needs to be displayed Link added to show how the app works Business Meetings for up to 30 may continue Clarification of wearing of face masks for hospitality workers 	GOLD approved on 25.09.20	25.09.2020
V1.4	M Westcott-Wreford 16.10.2020	Amended to include the information regarding the three-tier system announced by the Government on 15.10.2020		16.10.2020
V1.5	M Westcott-Wreford 05.11.2020	Amended to add the following: <ul style="list-style-type: none"> Reference links 9, 10 and 11 Amendments regarding the new restrictions and 4-week 'lock-down' from 5th November Adding notes, for Clinically Extremely Vulnerable 	Circulated 06.11.2020	06.11.2020
V1.6	M Westcott-Wreford 26.11.2020	Amended to include the new Government Guidelines regarding the new three tier system announced 26.11.2020 – Reference document #12 There is a breakdown of areas in Tiers 1, 2 and 3 in Reference document #13	Circulated	27.11.2020
V1.7	M Westcott-Wreford 17.12.2020	Amended to include the new Government Guidelines reflect all London Boroughs are in Tier 3 with effect from 17 December Notes are included regarding the changes to counties surrounding London that take effect from 19 December	Circulated	17.12.2020

		The links in Reference documents #12 and #13 have been updated.		
V1.8	M Westcott- Wreford 06.01.21	Amended to add the National Lockdown, effective 05 January <ul style="list-style-type: none"> • Reference link #14 for more detail regarding what is permitted • Reference link #15 for a guide on how to travel on public transport 	Circulated	06.01.2021
V1.9	M Westcott- Wreford 04.05.21	Amended to show the Government's four stage Road Map Summary <ul style="list-style-type: none"> • Reference link #16 and #17 for more detail • Amended to remove some out-of-date advice and detail. • The partial reopening of the Knowledge Centre has been included. 	Circulated	05.05.2021
V2.0	M Westcott- Wreford 16.06.21	Amended to reflect the Government's change in date from 21 June to 19 July. Also, the increase in hours and services from the Knowledge Centre from 22 June	Circulated	16.06.2021
V2.1	M Westcott- Wreford 13.07.21	Amended to reflect the Governments change in Policy to allow more freedom. Also included is the desire by IET to have some mitigations remain in place such as Social Distancing and the continued wearing of Face Coverings Reference link #18	Circulated to the Health & Safety Committee for discussion 15.07.21	
V2.2	M Westcott- Wreford 04.10.21	Amended to reflect the Governments change in Policy to allow more freedom. Also included is the desire by IET to have some mitigations remain in place such as Social Distancing and the continued wearing of Face Coverings in public areas Reference updated link #18	Circulated to the Health & Safety Committee 06.10.2021	
		5 th October -Gold addition of close contact , symptoms positive PCR , test trace		