WORKPLACE RISK ASSESSMENT FOR SAVOY PLACE – COVID-19

REVIEW DATE: WEEKLY REVIEW AS SITUATION CHANGES - DATE: 27.01.2022

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

<table>
<thead>
<tr>
<th>AREA</th>
<th>RULE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savoy Place – Current Status</td>
<td>Hours – 08:00 to 18:00</td>
<td>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.</td>
</tr>
<tr>
<td>Faraday Centre Knowledge Centre Faraday Kitchen</td>
<td>Hours – 09:00 to 17:00 Monday to Friday</td>
<td>Revised opening times from Monday 04 October. Limited capacity to 30 members any one time with three guests each – Two visits per week. Booths/lounge space and 2 meetings rooms are available – Only the meeting rooms are available to book. The Faraday Kitchen has reopened with a coffee shop style of service.</td>
</tr>
<tr>
<td>Meeting Rooms - Internal Use</td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
| Update regarding the wearing of Face Coverings within Savoy Place | If you are exempt from wearing a face covering, then you are expected to wear the appropriate lanyard. | - Face coverings must be worn at all times in public areas. 
- Team Members working on an event must continue to wear a face covering in the event space.
- Internal Organisers will wear face coverings during setup and registration.
- It is recommended that External Organisers wear face coverings during setup and registration.
- Face coverings may be removed if you are sitting down in a meeting.
- Face coverings may be removed if you are sitting at your desk.
- Face coverings may be removed if you are eating or drinking in the Dolby.
- Maintenance may remove face covering if conduction a close-up piece of work. |
<table>
<thead>
<tr>
<th>Section</th>
<th>Detail</th>
</tr>
</thead>
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<td>Covid-19 risk of office-based staff and visiting staff</td>
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<td>Customer, member and contractors</td>
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<td>Hazard / risk</td>
<td>Issue</td>
</tr>
<tr>
<td>---------------</td>
<td>-------</td>
</tr>
</tbody>
</table>
| Exposure to COVID-19 virus | Staff infection and passing on to others | Staff, members, contractors Delegates | • **Face coverings must be worn at all times in public areas.**
• Social distancing should be adhered to wherever possible
• Perspex screens where fitted will be reviewed regularly
• Continued communications to encourage vaccination and **Booster**
• **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** (At least **twice per week for regular attendees**)
• **Colleagues with symptoms or who are Covid-positive are expected to self-isolate in accordance with Government requirements**
• You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or anosmia, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.
• You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 5 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result.
• **Hand sanitiser is available throughout the building and should be used regularly.**
• **JET Staff are responsible for the cleaning of their own chairs, desks and equipment at the end of each day including hybrid areas.** | | | |
| **Staff anxiety/concern over remaining Covid-19 risks** | **Limited government restrictions** | **All colleagues** | • 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 | **Issue of risk assessment and communication s to colleagues** | **GOLD to manage** |
|---|---|---|---|---|---|
| **Staff with limited benefit from vaccination programme** | **Colleagues with less protection from serious illness** | **Colleagues not yet offered second vaccine** | • 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 communication s, HR follow-up of cases** | **Comms, HR** |
| **Covid transmission – contact in office** | **Higher indoor densities increase transmission risk** | **All staff** | • 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  
• 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** | • 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 Keeping SP clean** | **Stop spread of the virus** | **Staff, members and Contractors** | • 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 Meetings & Meeting rooms and Hot Desks** | **Multiple users in an area spreading virus** | **All staff in meeting** | • Meeting rooms booked internally will be operated at 50% of normal capacities to reduce transmission risk.  
• Social distancing and mask wearing when not seated is required 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
• Open windows in rooms where possible

| Workplace and workstations | Ability to social distance between colleagues | All desks’ users | Assign a desk to an individual.
| Where possible work side by side not facing.
| Staff may clean down their desk area and equipment before leaving.
| The Third Floor Venue office desks
| Plastic screens have been installed
| Sanitisers are available on each available desk
| Windows in this area will remain open. | Allocate alternative desk as required |

| Covid transmission – Staff unaware of the rules or risk assessment | Staff | This risk assessment will be shared with all pre-booked visitors and is available on Intranet and IET website |

| Wellbeing impacts Remote working impacting welfare, mental | All remote workers | Programme of communications, including promotion of wellbeing activities
| On-going 1:1 and performance review |

| Exposure to COVID-19 virus Persons displaying symptoms whilst at Savoy Place | Staff, members and visitors | Any person developing symptoms whilst in the building should leave the building, self-isolate and take a Lateral Flow Test |

## 2. Customer, member and contractors

<table>
<thead>
<tr>
<th>Hazard / risk</th>
<th>Issue</th>
<th>Who at risk</th>
<th>Controls/ mitigations</th>
<th>Additional actions</th>
<th>Who and when</th>
<th>Done</th>
</tr>
</thead>
</table>
| Exposure to COVID-19 virus Infection and passing on to others | Staff, visitors, contractors | • Signage to be placed on entrance informing visitors of the expectations the IET has of them
| Visitors asked not to attend the building with symptoms of Covid or other respiratory illness (colds etc)
| External food or packaging is not permitted | | | | | | |
### Exposure to COVID-19 virus

#### Lecture Theatres

- Visitors
- Organisers
- Delegates

- Sanitiser stands outside each entrance
- Face coverings remain required to be worn as delegates leave their seats

#### Visitors

- Organisers
- Delegates

- Sanitiser stands outside each entrance
- Face coverings remain required to be worn as delegates leave their seats

#### Delegates

- Sanitiser stands outside each entrance
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### 3. Faraday Centre/Faraday Kitchen

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<tbody>
<tr>
<td>Exposure to COVID-19 virus</td>
<td>Staff infection and passing on to others</td>
<td>Staff, members Guests of members</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- 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 two visits per week.  
- Booths, Lounge space and 2 meetings rooms are available. Only the two meeting rooms are available to pre-book  
- The Faraday Kitchen reopened with a Coffee Shop style service on 08 November  
- Wearing of Face coverings remains required in the venue.  
- Member’s visitor passes will be printed as usual, but lanyards will not be issued  
- External food or packaging is not permitted |  |  |  |

| Exposure to COVID-19 virus | Staff infection from equipment and touch points | Staff, members Guests of members |  
- The Faraday Centre loan laptops are unavailable currently.  
- The Knowledge Centre PC is available. Staff will clean it after use.  
- 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 | Staff infection Cash Handling | Staff, members Guests of members |  
- All areas in the Faraday Centre are Contactless payment only  
- Avoid contact, maintain Physical Distancing. |  |  |  |

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### 4. Events/Meetings

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</tr>
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</table>

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<table>
<thead>
<tr>
<th>Exposure to COVID-19 virus</th>
<th>Meeting Room Setups and Lecture Theatres</th>
<th>Staff Organisers Delegates</th>
<th>IET mitigation to be reviewed in March '22</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Where available the meeting room windows or windows in corridors, should be open to ensure fresh air ventilation</td>
<td>• There will be sanitiser and wipes available in each meeting room</td>
<td>• The wearing of Face Coverings remains required in public areas</td>
<td></td>
</tr>
<tr>
<td>• There will be sanitiser and wipes available in each meeting room</td>
<td>• Co2 levels will be monitored periodically</td>
<td>• IET events will operate at 50% capacity of the room plan format</td>
<td></td>
</tr>
<tr>
<td>• The wearing of Face Coverings remains required in public areas</td>
<td>• 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.</td>
<td>• All IET network catering should not have shared bowls of food – i.e., nuts and crisps</td>
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### 5. Additional Precautions - Audio-Visual

<table>
<thead>
<tr>
<th>Hazard / risk</th>
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<th>Who at risk</th>
<th>Controls/ mitigations</th>
<th>Additional actions</th>
<th>Who and when</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV team sharing small offices</td>
<td>Unable to maintain Physical distancing</td>
<td>AV Staff</td>
<td>• Technicians are required to ensure their own space and working environment is appropriate</td>
<td>Additional plastic screen has been installed.</td>
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<td></td>
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<td></td>
<td>• Doors should be open and window to theatre to be open</td>
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<td></td>
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<td></td>
<td>• Team members to be allocated setup roles to minimise cross handling</td>
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<td></td>
<td></td>
<td></td>
<td>• Control equipment to be wiped down at the end of setups</td>
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<td></td>
<td></td>
<td></td>
<td>• The Kelvin Control Room has a normal maximum capacity of three due to the additional Perspex screen</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• 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)</td>
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<td></td>
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<td></td>
<td>• Microphone necks/bases to be cleaned between each event</td>
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<td></td>
<td></td>
<td></td>
<td>• Microphones to have removeable foam pop shields for cleaning between each event</td>
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<td></td>
<td></td>
<td></td>
<td>• The technician issuing lapel microphones, where used, is responsible for its sanitisation before and after use.</td>
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<td></td>
<td></td>
<td></td>
<td>• The technician will explain to the speaker how to put their own mike on.</td>
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</tr>
</tbody>
</table>
### 6. Additional Knowledge Centre/Library Precautions

<table>
<thead>
<tr>
<th>Hazard / risk</th>
<th>Issue</th>
<th>Who at risk</th>
<th>Controls/ mitigations</th>
<th>Additional actions</th>
<th>Who and when</th>
<th>Done</th>
</tr>
</thead>
</table>
| Exposure to COVID-19 from books/journals delivered to the building | Transmission of virus | Library staff and concierge staff | • Staff PC in Knowledge Centre to be cleaned between shifts  
• Member PC in Knowledge Centre to be cleaned after use | | | |

### 7. Risk of visiting Archives Centre in Savoy Hill House

<table>
<thead>
<tr>
<th>Hazard / risk</th>
<th>Issue</th>
<th>Who at risk</th>
<th>Controls/ mitigations</th>
<th>Additional actions</th>
<th>Who and when</th>
<th>Done</th>
</tr>
</thead>
</table>
| Exposure to COVID-19 from shared areas and lifts when entering/leaving building | Transmission of virus | Archives staff | • Follow signage and safety instructions provided by Tandem  
• Wash hands after operating doors or lifts  
• Observe Physical distancing  
• IET Staff will wear face coverings whilst in SHH | | | |
| Exposure to COVID-19 in shared areas | Transmission of virus | Archives staff/IET.TV | • Avoid using shared areas  
• If using kitchenette, maximum 2 people at one time | | | |
| Exposure to COVID-19 | Transmission of virus | Archives staff/IET.tv | • 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 | • 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 | • No visitors to use Archives office on reopening  
• Situation to be reviewed in March | | | |

### 8. Catering
<table>
<thead>
<tr>
<th>Hazard / risk</th>
<th>Issue</th>
<th>Who at risk</th>
<th>Controls/ mitigations</th>
<th>Additional actions</th>
<th>Who and when</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposure to COVID-19</td>
<td>Transmission of virus</td>
<td>Staff, Organisers, Delegates</td>
<td>• Wearing of Face coverings is mandatory in the venue</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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-covid-19/the-visitor-economy
(7) https://www.bbc.co.uk/news/technology-54250736
(10) https://www.gov.uk/guidance/new-national-restrictions-from-5-november
(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
(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
(21) Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)
<table>
<thead>
<tr>
<th>Version number</th>
<th>Issued by &amp; date</th>
<th>Comments</th>
<th>Approved by</th>
<th>Release date</th>
</tr>
</thead>
<tbody>
<tr>
<td>V1.0</td>
<td>M Westcott-Wreford 16/5/2020</td>
<td>Initial draft developed based on Government guidance in relation to offices and contact centres, for review by H&amp;SC and COVID Gold team</td>
<td>Reviewed by H&amp;SC, comments feedback, not for release</td>
<td>N/a</td>
</tr>
</tbody>
</table>
| V1.1          | M Westcott-Wreford 05.08.2020 | Amended to add the following:  
- 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:  
- 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:  
- 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:  
- 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   |
<table>
<thead>
<tr>
<th>Version</th>
<th>Author</th>
<th>Date</th>
<th>Changes</th>
</tr>
</thead>
</table>
| V1.8    | M Westcott-Wreford 06.01.21 | Amended to add the National Lockdown, effective 05 January  
- 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  
- 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 | 06.10.21 |
| V2.3    | M Westcott-Wreford 06.12.21 | Amended to clarify the wearing of Face Coverings within the venue  
Also amended is the procedure on developing symptoms in the building – Self Isolation now. | Circulated to the Health & Safety Committee | 06.12.21 |
| V2.4    | M Westcott-Wreford 27.01.22 | Amended to reflect the change in government guidelines to relax the Self Isolation and some consolidation  
Reference link #21 | Circulated to Health & Safety Committee |