

WORKPLACE RISK ASSESSMENT FOR SAVOY PLACE (SALES SHOWROUNDS) – COVID-19

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

DATE: 03/08/2020

This assessment has been developed mindful of HM Government guidance: Working safely during COVID-19 (Published issue 11 May 2020 and updated 17th July) in;

- Offices and contact centres,
- Visitor economy,
- Restaurant, pubs, bars and takeaways

Together with IET’s ongoing risk assessment approach. It is based on the Government COVID-19 threat level of 3.

It should be read in conjunction with Savoy Place Risk Assessment Interim June 2020 V3 SP and Back to Work Rules and the Lone Working Policy

1. 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 and Staff	<ul style="list-style-type: none"> • Virtual show rounds via google fly through or venue video and/or web site photography should be offered rather than physical show round. • The next stage in the enquiry or firming up room set ups with client and contractor may involve showgrounds • Maximum of 1 site visit at any time • Maximum of 1 staff member and 2 visitors per site visit • All appointments must be booked. No ad hoc visits are available • With effect from 8th August the wearing of face coverings will become mandatory within the venue. 	A virtual ‘Fly Through’ video is available and will be offered prior to an actual visit		

			<ul style="list-style-type: none">• IET Staff will wear a face covering during the visit.• If Guests need to dispose of PPE on arrival, there is a specific bin in reception.• Where possible sales contact to be ready & waiting on the ground floor for guest arrival to minimise time spent in reception.• Guests to be made aware there are no cloakroom facilities.• Where possible Haslet room to be used as a waiting room for site visit guests. To include hand sanitiser station• Guests to be made aware that the West Accessible toilet is available for handwashing• 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 of how to navigate around the venue• All guests to sign (via email) saying they have not knowingly had the virus or symptoms or been in touch with anyone with symptoms in previous 14 days• Sales contact to walk route prior to visitor arrival & open all relevant doors including balcony doors where applicable• If a 'sit-down meeting' is required Physical Distancing must be considered and it is not permitted in the Faraday Centre• There will be a designated room with the small Nespresso machine setup with sanitiser wipes.• PPE will be worn during the post meeting cleaning• No handshake or physical contact on arrival or departure.• Any exchange of collateral should be done electronically• Site visit to follow venue one-way system and physical distance requirements through the building			
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			<ul style="list-style-type: none"> • Stairs to be used instead of lifts if possible • Sales contact to carry sanitiser wipes • Ops and Concierge to be made aware of all appointments • The intended route should be planned and circulated • Names and contact details should be recorded for all visitors to enable Track and Trace 			
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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) Version Control

(6) 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 Sales	M Westcott-Wreford 22/07/2020	Initial draft developed based on Government guidance in relation to offices and contact centres, visitor economy for review by H&SC and COVID Gold team. The V1.0 Sales will work along Savoy Place Interim Risk Assessment June 2020 V3. First show round provisionally booked 11 th August	To be approved by GOLD Team on Friday 24 th July and then reviewed by H&SC, comments feedback, not for release	N/a
V1.1	M Westcott-Wreford 03.08.2020	The wearing mandatory wearing of face coverings has been included in line with the change to government guidelines.	Approved by GOLD AUGUST 2020	03.08.2020