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

<table>
<thead>
<tr>
<th>1. Sales/Client Visits</th>
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<tbody>
<tr>
<td>Hazard / risk</td>
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</table>
| Exposure to COVID-19 virus | Site visits | Visitors and Staff | • 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 |
- 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;
  - 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 were 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.
• 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

Reference documents and Version Control

(1) https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf
(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

<table>
<thead>
<tr>
<th>Version number</th>
<th>Issued by &amp; date</th>
<th>Comments</th>
<th>Approved by</th>
<th>Release date</th>
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<tbody>
<tr>
<td>V1.0 Sales</td>
<td>M Westcott-Wreford 22/07/2020</td>
<td>Initial draft developed based on Government guidance in relation to offices and contact centres, visitor economy for review by H&amp;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 11th August</td>
<td>To be approved by GOLD Team on Friday 24th July and then reviewed by H&amp;SC, comments feedback, not for release</td>
<td>N/a</td>
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<tr>
<td>V1.1</td>
<td>M Westcott-Wreford 03.08.2020</td>
<td>The wearing mandatory wearing of face coverings has been included in line with the change to government guidelines.</td>
<td>Approved by GOLD AUGUST 2020</td>
<td>03.08.2020</td>
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