

# WORKPLACE RISK ASSESSMENT FOR SAVOY PLACE – COVID-19

REVIEW DATE: **WEEKLY REVIEW** AS SITUATION CHANGES - DATE: 01.09.2020

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

- Offices and contact centres, **31<sup>st</sup> July**
- Visitor economy, **17<sup>th</sup> July**
- Restaurant, pubs, bars and takeaways **31st July**

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 SP Back to Work Rules and the Lone Working Policy

## Overview

AREA	RULE	NOTES
Public Areas	One-way systems and face coverings must be worn in all public areas - from the entrance to the office or meeting room. See reference 5 -face coverings	
Offices	2m rule and 1m plus	There are three office areas – Two on the first and one on the third floor. Third floor 1m plus with plastic screens
Faraday Centre (FC)	Public Area rule	Limited capacity 30 members any one time and 1 guest each- there is open foyer and reception - Library (Knowledge Centre) booths /lounge space and 2 meetings rooms. Potential opening of the café (Faraday Kitchen). Face coverings must be worn in libraries - thus the whole of the FC
Meeting Rooms - Internal Use	2m rule for internal meetings	
	1m plus (Risk Assessment to be provided by the organiser and reason why)	The 2m Physical Distancing is the Government Guideline requirement. 1m+ will only be considered in exceptional circumstances For Savoy Place Management approval
Meeting Rooms - External Use	Both 2m and 1m plus can be offered	
	1m plus (Risk Assessment to be provided by the organiser and reason why)	The 2m Physical Distancing is the Government Guideline requirement. 1m+ will only be considered in exceptional circumstances For Savoy Place Management approval

## Contents

Section	Detail
1	Minimising staff attending at Savoy Place
2	Who should return to work
3	Physical distancing at work
4	Customer, member and contractors
5	Faraday/Knowledge Centre/Faraday Kitchen
6	Hygiene
7	PPE and face coverings
8	Workforce management
9	Sales/Client Visits
10	Events
11	Additional Audio-Visual Precautions
12	Additional Knowledge Centre/Library Precautions
13	Risk of visiting Archives Centre in Savoy Hill House
14	Catering

## 1. Minimising staff attending at Savoy Place

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"> <li>All persons visiting SP minimised to essential only. This will change as lockdown restriction ease but will be by invite only.</li> <li>Staff that can work from home encouraged to do so</li> <li>Provision of equipment to enable work from home. Ability to remove equipment from SP workstation to take home allowed and transport of these items considered on a case by case basis</li> <li>Staff returning to work only where task is important to company and cannot be actioned at home</li> <li>Time at SP limited to how long the task takes</li> <li>Staff to sign (email note) saying they have not knowingly had the virus or symptoms or been in touch with anyone with symptoms in previous 14 days</li> <li>Members encouraged to: <ul style="list-style-type: none"> <li><b>Come and Go</b> not <b>Come and Stay</b></li> </ul> </li> <li>Discussions with HoV and HoD's about staff welcomed back and those that can remain WFH</li> <li>Savoy Place core hours will be 08:00 to 18:00</li> <li>The Faraday Centre opening hours will be 10:00 to 16:00</li> <li>Evening events may continue to 23:00</li> <li>From 1 August, clinically extremely vulnerable individuals can go to the workplace as long as it is COVID-secure but should carry on working from home wherever possible.</li> </ul>	MFH Staff travelling to SP – XLT Hot Desks not available		
Transport to Savoy Place (Savoy Hill House SHH)	Travel to/from Savoy Place (and SHH) using public transport	Staff travelling to SP	<ul style="list-style-type: none"> <li>Travel on trains out of peak hours where possible</li> <li>Wear face coverings on public transport is mandatory from 15<sup>th</sup> June and Physical distancing should be observed. There is a £100 fine for not wearing face covering</li> </ul>			

			<ul style="list-style-type: none"> <li>• With effect from 8<sup>th</sup> August the wearing of face coverings will become mandatory in the public indoor areas -see ref 5. Savoy Place to follow.</li> <li>• Any used disposable single use face masks that are no longer required should be disposed in the assigned PPE bin at concierge (double bagged or yellow clinical)</li> <li>• Where possible, walk or use other forms of transport ie bike, motorbike, car</li> <li>• Car sharing should only be undertaken with people from your own household or within your Support Bubble</li> <li>• Staff may use other means of transport but are reminded there are no onsite parking facilities</li> <li>• Bike racks are available as usual but with the Physical Distancing Signage</li> <li>• Whilst the use of the Public Transport network is most likely to travel to Savoy Place, we anticipate that the numbers attending will not impact their Transport Management Plan.</li> </ul>			
Expectant mothers	Expectant mothers are not at any greater risk from Covid-19, unless there are other health factors present.	Staff, members, visitors Organisers Delegates	<ul style="list-style-type: none"> <li>• Physical distancing particularly during latter stages of the pregnancy is recommended, alongside other general precautions for preventing infection (hand washing etc.)</li> <li>• Earlier stages of pregnancy present lower risk, expectant mothers may return to public-facing role, but precautions must be in place and risk assessment to be conducted that supports the decision.</li> </ul>			
<b>2. Who should return to work</b>						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Wellbeing impacts	Remote working impacting welfare, mental and physical health	All remote workers	<ul style="list-style-type: none"> <li>• Programme of communications, including promotion of wellbeing activities</li> <li>• Signposting of relevant support</li> <li>• Line management training to support remote working</li> <li>• On-going 1:1 and performance review</li> </ul>		Line Manager Regular 1 to 1	

Higher vulnerability to COVID-19	Individuals suffering potentially worse outcomes from infection		<ul style="list-style-type: none"> <li>• Extremely vulnerable individuals or members of their household preferably not to attend workplace without prior review and agreement</li> <li>• Clinically vulnerable or contacts of clinically vulnerable not required to attend, voluntary attendance only by prior review and agreement</li> <li>• No detriment applied to these individuals</li> <li>• If staff from these groups have to attend site, they are to be situated away from all others and assess if seeing other staff involves an acceptable level of risk.</li> <li>• Consideration to show equality in the workplace regardless of special needs. IET will allow staff to return based on the importance of the task required not who can undertake the task. There will be no discrimination against groups such as carers, parents</li> <li>• Avoid contact, maintain Physical Distancing</li> <li>• Clinically extremely vulnerable individuals will have received a letter telling them they are in this group, or will have been told by their GP</li> <li>• Clinically vulnerable individuals include those aged 70 or over and those with some underlying health conditions</li> <li>• Those in households or with carer responsibilities for such individuals</li> <li>• From 1 August, clinically extremely vulnerable individuals can go to the workplace as long as it is COVID-secure, but should carry on working from home wherever possible</li> </ul>	Separate risk assessment to be made on these staff if required	Operations Manager and staff members line manager prior to them being on site	
Higher vulnerability to COVID-19	Older people are generally more likely to be at-risk of infection and are therefore defined as clinically vulnerable.	Staff and Visitors People over the age of 70	<ul style="list-style-type: none"> <li>• Avoid contact, maintain Physical Distancing</li> <li>• People from vulnerable groups or those over 70 should avoid attending Savoy Place</li> </ul>			

Staff with difficulty working from home	Mental and physical deterioration of staff health due to lone working, space issues to set up workstation correctly	Remote workers	<ul style="list-style-type: none"> <li>Provision of equipment where possible or practicable. Staff to liaise with their line managers who will check requirements with HR / Facilities. This to be done case by case</li> </ul>	Separate risk assessment to be made on these staff if required	Operations and line manager	
---	---	----------------	---	--	-----------------------------	--

### 3. Physical distancing at work

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Arrival and departure	Source of congestion and potential point of introduction of contamination	Individuals entering and leaving (and all occupiers)  Visitors Organisers Delegates	<ul style="list-style-type: none"> <li>Issue and acceptance of Workplace rules prior to arrival</li> <li>With effect from 8<sup>th</sup> August the wearing of face coverings will become mandatory in the venue. See ref 5 link</li> <li>Signage from entrance and throughout the building -face coverings</li> <li>Handwashing provided in West Accessible Toilet (re-designated toilet),</li> <li>Revolving doors operational and side door open – Touch free entry</li> <li>A one-way system will be implemented with the revolving door being the entry point and the pass door being the exit.</li> <li>This will be supported by external and internal signage.</li> <li>In the event of an accessible visitor requiring the use of the Sesame lift and pass door the area will be isolated by Duty Managers and Concierge staff to facilitate this.</li> <li>External signage will also be in place to remind all attendees that face coverings are required before entering the building. Also, the requirement for respectfully queuing on the pavement utilising Physical Distancing at busy times.</li> </ul>	Floor signage is in place in the Concierge area to maintain Physical Distancing of people entering and exiting the building  Limitations may be placed on the use of the entrance doors to the Flowers and Haslet Rooms		

			<ul style="list-style-type: none"> <li>• Should increased numbers on a particular day require it we could open the West Delivery entrance to allow egress by visitors or delegates to improve traffic flow.</li> <li>• Hand sanitiser provided at entrance door and concierge desk</li> <li>• Hands to be washed and sanitised immediately on entry to SP following the use of public transport.</li> <li>• Touch-free security card system</li> <li>• Floor signage (Tape and Stickers) reminding of Physical Distancing</li> <li>• Use of barriers to assist with queuing</li> <li>• Bus Stop signage reminding about Physical Distancing and procedures in place</li> <li>• One-way system for the stairs</li> <li>• West Staircase Up; East Staircase Down</li> </ul>			
Circulation	Ability to maintain 2m distancing in circulation routes	All building users	<ul style="list-style-type: none"> <li>• Face coverings – wearing of face coverings in public areas - hotels, libraries, cinemas are mandatory from the 8<sup>th</sup> August – this will apply to SP</li> <li>• One-way stairwells with signage</li> <li>• West Staircase to be <b>UP</b></li> <li>• East Staircase to be <b>DOWN</b></li> <li>• One-way system includes the Roof Terrace</li> <li>• Maximum occupancy of <b>four people in the lifts facing the wall as per the floor signage and reserved for mobility issues</b></li> <li>• Restricting individuals' workspaces in third floor office ensure 2m -reduced from 24 staff to 9</li> <li>• Minimising total on-site presence to support distancing in circulation</li> <li>• <b>Note</b> – Hot Desks are not available</li> <li>• Where 2m distancing cannot be followed in relation to a particular task managers / business need to consider if it needs to happen</li> <li>• Staff to increase frequency of hand washing and their own surface cleaning</li> <li>• Reduce the activity time to reduce time on site</li> </ul>	<p>Concierge</p> <ul style="list-style-type: none"> <li>• Physical Distancing signage will be on display</li> <li>• Tape and stickers on the floor will remind about the keep your distance rule.</li> </ul> <p>Faraday Centre</p> <ul style="list-style-type: none"> <li>• Physical Distancing signage will be on display</li> <li>• Tape and stickers on the floor will remind about the keep your distance rule</li> </ul>		

			<ul style="list-style-type: none"> <li>• Remove or reduce the need to move around the building</li> <li>• Remove or reduce the need to meet with others – use of technology promoted over face to face</li> <li>• Consider use of communal areas – Kitchenettes and Dolby – Maximum occupation and Physical Distancing - Dolby = 9, 1<sup>st</sup> Floor Kitchenette = 3, 3<sup>rd</sup> Floor kitchenette = 1</li> <li>• 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</li> <li>• Avoid contact, maintain Physical Distancing</li> <li>• All staff will be invited to attend a training session at Savoy Place prior to their return. The purpose of this session will be to induct staff into what the new regime will look like and what the various expectations are now.</li> </ul>			
Toilets	Ability to maintain 2m distancing and avoid spread of virus	All building users	<ul style="list-style-type: none"> <li>• With fewer staff/delegates/visitors initially onsite the number of toilets will exceed demand</li> <li>• In other areas Physical Distancing signage will be used to limit people</li> <li>• Some Urinals placed 'Out of Use' according to 2m distancing with specific covers as it is a public area</li> <li>• Face coverings to be worn in public areas</li> <li>• Signage for washing hands is in place</li> <li>• As mitigation, where possible to assist with ventilation windows will be open during building occupation</li> <li>• Some main toilet doors will be allowed remain open so building users are able to identify occupancy</li> </ul>			
Meeting Facilities	Multiple users in an area spreading virus	All staff in meeting	<ul style="list-style-type: none"> <li>• Initially all meeting rooms are closed to members</li> <li>• Meeting rooms are available to hire as event spaces from 1<sup>st</sup> October -subject to continued Gov Guidance</li> <li>• Revised capacities have been compiled utilising Physical Distancing. 1m plus and 2m can be arranged within the meeting room</li> <li>• 1m plus requires mitigation – face covering – screens -</li> </ul>			



			<ul style="list-style-type: none"> <li>• Signs to be placed on meeting room doors to inform the maximum number of people allowed in the room</li> <li>• Additional COVID signage within the room</li> <li>• Meetings in general discouraged in favour of IT solutions – Use of IT from their desk</li> <li>• No pen, pencils or paper required as part of set up</li> <li>• 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</li> <li>• Doors/Windows to be open, if possible, whilst meeting is in progress</li> <li>• Sanitiser will be provided in each meeting room</li> <li>• Meeting Room tables will be sanitised between each meeting</li> <li>• Touch points on the banqueting seating will be sanitised between each meeting</li> <li>• Porters wearing PPE will sanitise tables before moving or changing the room setup</li> <li>• Meeting Room stationery boxes will be removed from the rooms</li> <li>• Registration tables will be presented without the fabric covering</li> <li>• Grey baize cloths will be quarantined for 72 hours after each use – Porters will remove the cloths wearing the appropriate PPE</li> <li>• All event organisers encourage to bring little or no collateral</li> </ul>			
Exposure to COVID-19 virus	Deliveries for meeting rooms	Staff, visitors Organisers	<ul style="list-style-type: none"> <li>• Event organisers should be advised NOT to have large deliveries of collateral and furniture</li> <li>• All boxed deliveries for events must be delivered to the In Room in the Lower ground floor at least 72 before the start of the event.</li> <li>• They will then be dated and held under quarantine for 72 hours before being delivered to the appropriate room</li> <li>• Larger deliveries such as furniture must be delivered in a timely manner to allow for further sanitisation should the</li> </ul>			

			<p>venue require it. The event organiser must ensure the furniture and equipment is cleaned by their contractor.</p> <ul style="list-style-type: none"> <li>• Delivery staff are required to wear PPE within the building</li> <li>• Staff covering delivery entrances should wear PPE at all times when the delivery is taking place</li> <li>• Porters will be responsible for sanitising their trolleys on a daily basis</li> <li>• Physical Distancing of 2m should be observed at all times - however some furniture and materials may require 1m+ mitigation when it is being moved</li> <li>• Sanitiser and signage by all delivery entrances and fire doors</li> </ul>			
Communal areas	Multiple users in area spreading virus	Staff	<ul style="list-style-type: none"> <li>• Kitchenettes in Dolby/1<sup>st</sup> Floor and 3<sup>rd</sup> Floor will be available 2m rule to be applied</li> <li>• At present the Dolby is set for MAX 9 people - Windows to be open</li> <li>• Signage to be placed on the doors reminding people of the maximum capacity</li> <li>• Staff to use limited space available in the Dolby, their desks or Embankment Gardens to eat. Limited food may be available from the Faraday Kitchen</li> <li>• Breaks should be staggered by managers as well as start/finish times</li> </ul>	<ul style="list-style-type: none"> <li>• Sanitiser and wipes will be available in these areas</li> </ul>		
Workplace and workstations	Ability to maintain 2m between colleagues	All desks users	<ul style="list-style-type: none"> <li>• Where possible assign a desk to an individual. Managers to arrange shifts to ensure staff can remain at their usual desk keeping 2m away from others. In a number of circumstances 1m+ in 3<sup>rd</sup> floor office with plastic screens</li> <li>• If this is not possible a dedicated alternative desk is allocated for that staff member to use until lockdown restrictions ease</li> <li>• Shared hot desks to be avoided</li> <li>• Where possible work side by side not facing. Desks have limited height screens between them which can help stop any spread</li> <li>• Perspex screens may be available if required</li> </ul>		Allocation of alternative desk as required	

			<ul style="list-style-type: none"> <li>• Where possible, work side-by-side not facing colleagues. Desks have limited height screens. between them which may help stop any spread.</li> <li>• Staff will be required to clean down their desk area and equipment before leaving.</li> </ul>			
Workplace and workstations	Ability to maintain 2m between colleagues	Venue Office Staff	<ul style="list-style-type: none"> <li>• The Third Floor Venue office desks that are available have been identified to maintain the Physical Distancing of 1m+</li> <li>• Plastic screens to be installed</li> <li>• Sanitisers are available on each available desk</li> <li>• Windows in this area will remain open.</li> </ul>			
Accidents and emergencies	Protection of IET incident staff	IET incident staff	<ul style="list-style-type: none"> <li>• In event of a fire evacuation staff to evacuate and keep 1m+ apart underneath Waterloo Bridge</li> <li>• Senior Manager will become the Incident Controller and undertake a Rollcall.</li> <li>• Specific PPE has been purchased to safeguard both parties in case of an incident</li> </ul>			
	Fire control	All staff	<ul style="list-style-type: none"> <li>• Senior Manager to make daily checks on occupancy and appoint a fire marshal. Low risk as all staff are well trained in fire evacuation.</li> <li>• 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.</li> </ul>	Email will be sent to all marshals for them to contact Senior Manager when they are on site	Ops to complete	
	First aid	All staff	<ul style="list-style-type: none"> <li>• Depending on the number of staff on site will depend on the number of first aiders required. Currently MWW is qualified, and a number of the catering Team. Senior Manager to make daily occupancy check for first aiders</li> <li>• All Duty Managers are First Aiders</li> </ul>	Email will be sent to all marshals for them to contact Senior Manager when they are on site	Ops to complete	
Lone working while in SP	No colleagues in vicinity in case of illness / collapse	Individuals working alone in an area	<ul style="list-style-type: none"> <li>• Concierge/DM aware of staff in lone working areas through knowing who is in the building</li> <li>• Concierge/DM will walk around during the day to monitor</li> <li>• First aid procedure in place if staff feel unwell / need the first aid room or are going to a toilet because they feel unwell</li> </ul>	As more staff return to work lone working will reduce Staff to inform first aiders if a		

			<ul style="list-style-type: none"> <li>• Staff working alone to contact Concierge/DM every 2 hours</li> </ul>	colleague near them collapses		
Exposure to COVID-19 virus	Persons displaying symptoms whilst at Savoy Place	Staff, members and visitors	<ul style="list-style-type: none"> <li>• Take the person to an FM Station</li> <li>• In the FM Station provide the patient a mask and pair of disposable gloves to wear – Yellow boxes</li> <li>• Duty Manager to wear Perspex face shield</li> <li>• Duty Manager will escort the patient to the First Aid Room</li> <li>• Explain that the patient will need to call 111 – Show the phone</li> <li>• Leave the patient in the room</li> <li>• They call 111 – They discuss their symptoms with the advisor</li> <li>• Ensure 'Room Occupied' is displayed</li> <li>• When the call is complete patient will call the Duty Manager phone and talk about the next steps according to the advisor</li> <li>• Duty Manager Number: 07738 713860 Contact by telephone or WhatsApp</li> <li>• Duty Manager will inform contractor and a trained cleaner will carry out 'Enhanced Cleaning' of the room and any room the patient has occupied</li> <li>• A bubble rotor system will be in place.</li> <li>• Lecture theatre seating will have rows allocated for organisers to seat their delegates.</li> </ul>	<p>These notes are on display in the first aid room</p> <p>It is likely that following the display of symptom, the person may be instructed to self-isolate for a period of time</p>		
Exposure to COVID-19 virus	Mass gatherings		<ul style="list-style-type: none"> <li>• We have identified the total delegate capacity for the building with 10m2 per delegate in place as 250 excluding staff.</li> <li>• 2m and 1m plus increase the capacity to 295 and 345</li> <li>• Procedures are in place to stagger delegate arrivals.</li> <li>• The Faraday Centre capacity per session of 30 plus one visitor will not arrive until 10:00 am. There are two sessions per day am and pm. Members must book in advance – no walk in</li> </ul>			

			<ul style="list-style-type: none"> <li>Staff arrival will be staggered so as not to be clashing with delegates or members.</li> </ul>			
<b>4. Customer, member and contractors</b>						
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"> <li>Initially all visitors will not be allowed on site without prior agreement. As lockdown measures ease, they will be permitted to be on site</li> <li>Staff to encourage the use of technology rather than face to face</li> <li>Signage to be placed on entrance informing visitors of the expectations the IET has of them</li> <li>Contractors by prior agreement and where necessary to perform repairs of PPM on equipment</li> <li>Cleaners and catering staff to adhere with their own risk assessments and any PPE</li> <li>Visitors must be registered in SkyVisitor prior to arrival and issued QR code. Present QR code on arrival to the reader</li> <li>SP Remains a No Smoking/Vaping building</li> <li>Visitor passes will be printed as usual, but lanyards will not be issued</li> <li>External food or packaging is not permitted</li> <li>The Lower Ground cloakroom in not being used</li> <li>All visitors must to email to say they have seen, read and agree to the instructions and procedures in this document</li> </ul>	Visitors <ul style="list-style-type: none"> <li>By Appointment only</li> </ul> Sales showrounds <ul style="list-style-type: none"> <li>With limitations</li> </ul> Faraday Centre <ul style="list-style-type: none"> <li>30 members with one guest each maximum</li> <li>Pre booking is required</li> <li>No visitors</li> <li>No bookings for rooms or booths</li> <li>Maximum one-person occupancy of a booth/meeting room</li> </ul>		
Exposure to COVID-19 virus	Hot Desks	All Staff	<ul style="list-style-type: none"> <li>Hot Desks are not currently available to Staff not based in SP</li> <li>Executive Hot Desks are not currently available.</li> </ul>			
	Meeting Room Capacities		<ul style="list-style-type: none"> <li>Initially all meeting rooms are closed to members</li> <li>Meeting rooms are available to hire as event spaces</li> </ul>			

			<ul style="list-style-type: none"> <li>• Venue is open from the 1<sup>st</sup> October – subject to continued Gov Guidance</li> <li>• Revised capacities have been compiled utilising Physical Distancing of 2m and 1m plus</li> <li>• Signs to be placed on meeting room doors to inform the maximum number of people allowed in the room</li> <li>• An appropriate number of chairs will be removed from Wedmore/Nuffield/Tesla to assist with the signage</li> <li>• Additional signage within the room</li> <li>• Where available the meeting room windows or windows in corridors, should be open to ensure fresh air ventilation</li> <li>• Rooms without appropriate ventilation may not be used or the meeting could be held outdoors</li> </ul>			
	Lecture Theatres	Visitors Organisers Delegates	<ul style="list-style-type: none"> <li>• Sanitiser stands outside each entrance</li> <li>• Signage has been procured to identify the only seating that is available for use following the 2m rule between fixed seats</li> <li>• Floor signage is in place to indicate the one-way system in and out of each lecture theatre</li> <li>• Floor signage is in place to indicate the one-way system on and off the stage</li> <li>• Plastic screen around the lectern at head height to 2.2m h</li> <li>• Sanitiser and wipes in the stage/lecture</li> <li>• Face coverings must be worn as delegates leave their seats</li> <li>• A.V team to make announcement through the PA voice of god and slide on the screens prior to delegates leaving their seats and stepping into public area</li> </ul>			
Exposure to COVID-19 virus	Physical Distancing in Concierge	Staff, visitors Organisers Delegates	<ul style="list-style-type: none"> <li>• Organisers should be directed to the appropriate room and not kept waiting in the Concierge area</li> <li>• 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.</li> </ul>			

			<ul style="list-style-type: none"> <li>• Delegate arrivals for meetings in excess of 20 should be scheduled at 15-minute intervals by the organiser.</li> <li>• Organisers to ensure all their delegates have completed TrustedTrace prior to arrival</li> <li>• Organiser prior to the event - To identify delegates who may not be required to wear face coverings due to medical condition</li> </ul>			
5. Faraday/Knowledge 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"> <li>• With effect from 8<sup>th</sup> August the wearing of face coverings will become mandatory. The Faraday Centre may open mid-October/November and face coverings will be required</li> <li>• All seating in these areas will be reduced to comply with 1m+ government guidelines and labelled as such with the green tick stickers.</li> <li>• As a result, the maximum capacity for the entire members area has been identified as 30 with one guest each.</li> <li>• The Faraday Centre opening hours will be 10:00 to 16:00</li> <li>• The AM session will be 10:00 to 12:45 to allow for touch point cleaning prior to the afternoon session to commence at 13:15</li> <li>• Members are required to book online to enable numbers to be monitored and avoid disappointment.</li> <li>• Members should not bring more than one bag with them</li> <li>• Members visitor passes will be printed as usual, but lanyards will not be issued</li> <li>• Members will be permitted to book a maximum of 1 x 3-hour slot per day on a maximum of two occasions during a week</li> <li>• Members booking will permit IET to manage the Track and Trace System</li> </ul>			

			<ul style="list-style-type: none"> <li>• The Juliet Balcony doors will remain open to allow for fresh to enter the area</li> <li>• The ventilation systems will be configured to operate 24 hours per day at 100% as per current Government Guidelines</li> <li>• External food or packaging is not permitted</li> <li>• Perspex screens have been installed in the following areas: <ul style="list-style-type: none"> <li>• Faraday Centre</li> <li>• Knowledge Centre</li> <li>• Faraday Kitchen</li> </ul> </li> <li>• Members should be familiar with the <b>Revised Terms of Use</b> and are available here: <a href="#">add link</a></li> </ul>			
Exposure to COVID-19 virus	Staff infection and passing on to others	Staff, members Guests of members	<ul style="list-style-type: none"> <li>• Physical Distancing signage will be in place to ensure the 1m+ is adhered to.</li> </ul>	<ul style="list-style-type: none"> <li>• Faraday Centre</li> <li>• Knowledge Centre</li> <li>• Faraday Kitchen</li> </ul>		
Exposure to COVID-19 virus	Staff infection from equipment and touch points	Staff, members Guests of members	<ul style="list-style-type: none"> <li>• The Faraday Centre loan laptops are unavailable at this time due to the Covid 19 touchpoint Risk Assessment</li> <li>• The Knowledge Centre PC is unavailable at this time due to the Covid 19 touchpoint Risk Assessment</li> <li>• The Ayrton and Hopper Rooms will be bookable (1+1) and will have a maximum capacity of two using the seating spaces allocated by the green tick stickers. These stickers allow for 1m + with the mitigation of wearing of the compulsory face coverings in the Centre</li> <li>• The Faraday Centre Booths will be bookable (1+1) and will have a maximum capacity of two using the seating spaces allocated by the green tick stickers. These stickers allow for 1m + with the mitigation of wearing of the compulsory face coverings in the Centre</li> <li>• Booths and Meetings Rooms will be cleaned between use</li> <li>• Members complimentary beverages may not be available when we first open. Water will be available, but we</li> </ul>			



			<p>recommend customers use their own water bottle to reduce touch points</p> <ul style="list-style-type: none"> <li>• Reception desk equipment will be cleaned between shifts – wipe down keyboard, mouse, phone, printer and PDQs</li> <li>• Members and their visitors are not permitted to bring food from outside the building and consume in the Faraday as this increases touch points</li> </ul>			
Handwashing, sanitation facilities and toilets	Staff infection	Staff, members Guests of members	<ul style="list-style-type: none"> <li>• IET will continue to use signage to build awareness of the benefits of good hygiene</li> <li>• Soap is provided in every toilet</li> <li>• The toilets will be deep cleaned prior to staff returning and frequently during the day</li> <li>• Paper towels should be used rather than hand blowers which will be turned off until further notice.</li> <li>• The main door on each toilet will be propped open – This is to assist with a user being able to identify the number of occupants already in the facility – The monitoring of these will be added to the tasks undertaken by Fire Wardens</li> </ul>			
Facilities		Members Guests of members	<ul style="list-style-type: none"> <li>• The Faraday Kitchen will be operating a limited service – Exactly what, is to be confirmed.</li> <li>• The tables (If Used) will be sanitised regularly</li> <li>• External food or packaging is not permitted to be brought in by members or their visitors</li> <li>• See caterers risk assessments</li> </ul>			
Exposure to COVID-19 virus	Staff infection Cash Handling	Staff, members Guests of members	<ul style="list-style-type: none"> <li>• All areas in the Faraday Centre are now cashless with only contactless payments accepted.</li> <li>• Avoid contact, maintain Physical Distancing.</li> <li>• Place and Step Back</li> </ul>			
Showers		Members	<ul style="list-style-type: none"> <li>• Members showers will also be available on a first come, first served basis.</li> <li>• These will be booked with the Faraday Centre Receptionists.</li> <li>• Following use the Faraday Centre will inform Concierge that the shower has been used.</li> </ul>	All Shower users will bring, and remove, their own towels. Towels will not be available for issue.		

			<ul style="list-style-type: none"> <li>• Concierge will inform trained cleaner who will carry out 'Enhanced Cleaning'</li> <li>• Concierge will then let the Faraday Centre Receptionists aware when the shower is available for the next user.</li> </ul>			
Exposure to COVID-19 virus	Staff infection	Staff, members Guests of members	<ul style="list-style-type: none"> <li>• The Faraday Centre and Knowledge Centre will not reopen on 1<sup>st</sup> October – The opening date remains to be confirmed.</li> </ul>			
<b>6. Hygiene</b>						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Cleaning of workplace	Stop spread of the virus	All building users	<ul style="list-style-type: none"> <li>• Areas not frequently used during the lockdown will be checked and cleaned prior to return of staff. This will include visible desk areas, phone handles, chair arms, carpets, non-carpet flooring, windows, toilets</li> <li>• Ventilation system has been changed to allow 100% fresh air into the building and zero recycled air. Filters were changed 11/5/2020 as per PPM schedule</li> <li>• Hands-Free sanitiser dispensers are available on each floor adjacent to the guest lifts</li> <li>• Other sanitiser dispensers will be sited at high traffic areas around the building</li> <li>• Sanitising wipes will be available at key points around the building, including, but not limited to:</li> <li>• Kitchenettes, Water points, photocopiers, radio chargers, Faraday Centre, Faraday Kitchen, Dolby Staff Room</li> </ul>			
	Virus decontamination	All building users	<ul style="list-style-type: none"> <li>• Electrostatic disinfection to be carried out by specially trained Xenon Operatives in High Risk areas</li> <li>• Offices, toilets, Faraday Centre and key meeting rooms</li> <li>• Other areas as required</li> <li>• Repeat treatments as recommended by Xenon experts</li> </ul>			
Keeping SP clean	Stop spread of the virus	Staff, members and Contractors	<ul style="list-style-type: none"> <li>• Cleaners will be onsite to frequently clean the high touch points on doors, vending machines, copiers etc</li> </ul>			

			<ul style="list-style-type: none"> <li>• Waste management will remain as before the outbreak with the addition of disposable PPE disposal boxes. These will be kept in a designated area for 72 hours and then placed in the general waste refuse bin</li> <li>• Staff can be provided with anti-bacterial wipes to clean their own workstation after use.</li> <li>• Staff are encouraged to use the hand sanitizer units and frequently wash their hands using the NHS methodology</li> <li>• Cleaners will be onsite to frequently clean the toilets.</li> </ul>			
Handwashing, sanitation facilities and toilets	Reduce the spread of the virus	All building users	<ul style="list-style-type: none"> <li>• IET will use signage to build awareness of the benefits of good hygiene</li> <li>• Hand sanitizer stations are provided on arrival and outside each lift. Other dispensers will be available at other key points in the building.</li> <li>• Soap is provided in every toilet</li> <li>• Hand sanitiser will be available in each toilet</li> <li>• The toilets will be deep cleaned prior to staff returning and frequently during the day.</li> <li>• Paper towels should be used rather than hand blowers which will be turned off until further notice.</li> <li>• The main door on each toilet will be propped open – This is to assist with a user being able to identify the number of occupants already in the facility – The monitoring of these will be added to the tasks undertaken by Fire Wardens</li> </ul>	Wipes available adjacent to the radio chargers for common use radios		
Showers		Staff	<ul style="list-style-type: none"> <li>• Staff Showers will be available on a first come first served basis.</li> <li>• Following use the user will place a notice on the door stating out of service and inform Concierge.</li> <li>• Concierge will inform trained cleaner who will carry out 'Enhanced Cleaning' and remove the notice for the next user</li> <li>• Members will also be available on a first come, first served basis.</li> <li>• These will be booked with the Faraday Centre Receptionists.</li> </ul>	All Shower users will bring, and remove, their own towels. Towels will not be available for issue.		

			<ul style="list-style-type: none"> <li>Following use the Faraday Centre will inform Concierge that the shower has been used.</li> <li>Concierge will then let the Faraday Centre Receptionists aware when the shower is available for the next user.</li> </ul>			
Handling of goods etc	Avoid transmission through contact	Concierge staff	<ul style="list-style-type: none"> <li>Courier drivers have their own regulations to avoid transmission to minimise contact</li> <li>Couriers should place the delivery on the ground and back away maintaining at least 1m+ Physical distancing</li> <li>Boxes for events to be quarantined for 72 before distribution within the building.</li> <li>Sanitiser available in Concierge, Delivery entrance and fire doors</li> </ul>			
Exposure to COVID-19 virus	Lanyards Wristbands	Members, Guests of members Organisers Delegates Visitors	<ul style="list-style-type: none"> <li>Lanyards will not be issued due to hygiene issues</li> <li>Disposable coloured wristbands will be issued to delegates as an identifier.</li> </ul>			

**7. PPE and face coverings – The wearing of Face Coverings in Public Places became Mandatory on 08 August and when working 1m+ or closer proximity**

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Lack of PPE	Possible infection of staff	Staff	<ul style="list-style-type: none"> <li>Workplaces should encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.</li> <li>Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:</li> <li>With effect from 8<sup>th</sup> August the wearing of face coverings will become mandatory in the public areas of the venue.</li> <li>Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it.</li> </ul>	Xenon will provide disposable PPE disposal boxes. These will be kept in a designated area for 72 hours and then placed in the general waste refuse bin		

			<ul style="list-style-type: none"> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily</li> <li>• If the material is washable, wash in line with manufacturer's instructions.</li> <li>• Staff are reminded that the wearing a face covering if using public transport is mandatory</li> <li>• PPE should be fitted correctly</li> <li>• Staff are responsible for the safe disposal of their masks. They are to be placed in the general rubbish bin and NOT in a bin for recycling products.</li> </ul>			
PPE – Protection	Protection of staff	Staff, members and Contractors Organisers Delegates	<ul style="list-style-type: none"> <li>• Perspex screens have been installed in the following areas: <ul style="list-style-type: none"> <li>• Concierge Desk</li> <li>• Faraday Centre</li> <li>• Knowledge Centre</li> <li>• Faraday Kitchen</li> </ul> </li> </ul>			
<b>8. Workforce management – to change the way work is organised</b>						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Unnecessary contact between staff	Potential transmission of virus	Staff	<ul style="list-style-type: none"> <li>• Work should be set up to minimise the number of contacts each employee has through working at home or minimising contact ie meetings</li> <li>• Where possible managers should split teams. If contact is unavoidable ensure the contact is between the same people ie by keeping shift members, the same</li> <li>• Reduce areas where people pass items directly to others – have drop off points ie Post will be placed on POD areas / trays rather than being handed to recipients</li> </ul>			

Work related travel	Staff member catching virus	Staff	<ul style="list-style-type: none"> <li>Initially there should be no travel on behalf of work except to and from SP and even then, only if unavoidable</li> <li>Avoid all unessential travel – managers to promote technology</li> <li>Minimise the number of staff travelling together</li> <li>Hands to be washed and sanitised immediately on entry to SP following the use of public transport.</li> <li>SP Remains a No Smoking/Vaping building</li> </ul>			
Communications and training	Staff unaware of the rules or risk assessment and becoming a danger to themselves and others	Staff	<ul style="list-style-type: none"> <li>The IET will provide clear and consistent information.</li> <li>The IET will engage with the Health and Safety committee and representatives and agree changes in any working arrangements.</li> <li>The IET will inform staff of the rules and risks prior to them entering SP.</li> <li>The IET will keep staff informed of any changes to this risk assessment.</li> <li>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</li> <li>Staff need to abide by these rules and measures to reduce or avoid risk for the safety of themselves and others on site</li> <li>This risk assessment will be shared with the cleaning and catering companies who provide non IET staff at SP</li> <li>Contractors have also created their own Risk Assessments which may result in alternative procedures</li> <li>Such as cleaners have a requirement to wear additional PPE</li> <li>Staff will be invited to SP prior to reopening to attend Covid 19 update training sessions</li> </ul>			
Unnecessary contact between staff and delivery personnel	Potential transmission of virus	Staff	<ul style="list-style-type: none"> <li>Event deliveries will be of a contactless nature as courier deliveries currently are.</li> <li>Couriers will present themselves at the roller shutter and be admitted via the Concierge system</li> </ul>			

			<ul style="list-style-type: none"> <li>• Staff will supervise at an appropriate physical distance checking the number of items</li> <li>• Delivery log will be then completed as usual</li> <li>• Hand Sanitiser is available in this area</li> <li>• Collections will be the reverse of this procedure</li> <li>• The Catering Contractor will manage the catering deliveries in a similar manner</li> </ul>			
--	--	--	---	--	--	--

### 9. 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"> <li>• Virtual show rounds via google fly through or venue video and/or web site photography should be offered rather than physical show round.</li> <li>• The next stage in the enquiry or firming up room set ups with client and contractor may involve showgrounds</li> <li>• Maximum of 1 site visit at any time</li> <li>• Maximum of 1 staff member and 2 visitors per site visit</li> <li>• All appointments must be booked. No ad hoc visits are available</li> <li>• With effect from 8<sup>th</sup> August the wearing of face coverings will become mandatory in the venue.</li> <li>• IET Staff will wear a face covering during the visit.</li> <li>• If Guests need to dispose of PPE on arrival, there is a specific bin in reception.</li> <li>• Where possible sales contact to be ready and waiting on the ground floor for guest arrival to minimise time spent in reception.</li> <li>• Guests to be made aware there are no cloakroom facilities.</li> <li>• Where possible Haslet room to be used as a waiting room for site visit guests. To include hand sanitiser station</li> <li>• Guests to be made aware that the West Accessible toilet is available for handwashing</li> </ul>	A virtual 'Fly Through' video is available and will be offered prior to an actual visit		

			<ul style="list-style-type: none"> <li>• Pre arrival confirmation sent to client with details of the following; <ul style="list-style-type: none"> <li>• QR code to allow easy registration &amp; where to wait for sales contact</li> <li>• Copy of RA for the venue – Receipt should be confirmed</li> <li>• How to access the building</li> <li>• Plan of how to navigate around the venue</li> <li>• 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</li> </ul> </li> <li>• Sales contact to walk route prior to visitor arrival &amp; open all relevant doors including balcony doors were applicable</li> <li>• If a 'sit-down meeting' is required Physical Distancing must be considered and it is not permitted in the Faraday Centre</li> <li>• There will be a designated room with the small Nespresso machine setup.</li> <li>• PPE will be worn during the post meeting cleaning</li> <li>• No handshake or physical contact on arrival or departure.</li> <li>• Any exchange of collateral should be done electronically</li> <li>• Site visit to follow venue one-way system and physical distance requirements through the building</li> <li>• Stairs to be used instead of lifts if possible</li> <li>• Sales contact to carry sanitiser wipes</li> <li>• Ops and Concierge to be made aware of all appointments</li> <li>• The intended route should be planned and circulated</li> <li>• Names and contact details should be recorded for all visitors to enable Track and Trace</li> </ul>			
--	--	--	--	--	--	--

### 10. Events/Meetings

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Organisers and Delegates	Staff Organisers	<ul style="list-style-type: none"> <li>• All Organisers will be issued the Savoy Place Risk Assessment. Should they wish to deviate from this we will</li> </ul>			



		Delegates	<p>require the organiser to submit their own Risk Assessment explain what they wish to do, why, and what mitigations they have put in place as a result. We will reject any Risk Assessments that we feel are inappropriate.</p> <ul style="list-style-type: none"> <li>• Organisers should be directed to the appropriate room and not kept waiting in the Concierge area</li> <li>• 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.</li> <li>• Delegate arrivals for meetings in excess of 20 should be scheduled at 15-minute intervals by the organiser.</li> <li>• Organisers to ensure all their delegates have completed TrustedTrace prior to arrival</li> <li>• Organiser prior to the event - to identify delegates who may not be required to wear face coverings due to medical condition</li> <li>• Organisers will be made aware that there are no cloakroom facilities and therefore should advise their delegates accordingly and to 'travel light'</li> </ul>			
Exposure to COVID-19 virus	Meeting Room Setups	Staff Organisers Delegates	<ul style="list-style-type: none"> <li>• Meeting rooms are available to hire as event spaces</li> <li>• Venue is open from the 1<sup>st</sup> October – subject to continued Government Guidance</li> <li>• Revised capacities have been compiled utilising Physical Distancing of 2m and 1m plus</li> <li>• Signs to be placed on meeting room doors to inform the maximum number of people allowed in the room</li> <li>• An appropriate number of chairs will be removed from Wedmore/Nuffield/Tesla to assist with the signage</li> <li>• Additional signage within the room</li> <li>• Where available the meeting room windows or windows in corridors, should be open to ensure fresh air ventilation</li> <li>• Rooms without appropriate ventilation may not be used or the meeting could be held outdoors</li> <li>• In meeting rooms pads and pens will not be provided</li> </ul>			

			<ul style="list-style-type: none"> <li>• Each place setting will comprise <ul style="list-style-type: none"> <li>• 1 x Bottle of water</li> <li>• 1 x Glass</li> <li>• 1 x Bottle of sanitiser</li> </ul> </li> <li>• In meetings that are observing 2m Physical Distancing the wearing of face coverings is not currently required.</li> <li>• Face coverings will be required for meetings not observing the 2m Physical Distancing or where Delegates are moving around the room for example to obtain catering.</li> <li>• Signage will be in place to ensure that when delegates are moving around the meeting room, they are reminded to wear their face covering as mitigation.</li> <li>• The number of catering service points will be increased to assist with this.</li> <li>• There will be a short information video created to further explain to delegates the new procedures and what is expected of them. This will include: <ul style="list-style-type: none"> <li>▪ Physical Distancing/Hand Sanitiser</li> <li>▪ Face coverings</li> <li>▪ Toilets/Lifts/Stairs</li> <li>▪ Emergency Evacuation</li> <li>▪ Accessibility/Corridors</li> <li>▪ Catering/Water Bottles</li> </ul> </li> <li>• The ventilation systems in meeting rooms will be configured to operate 24 hours per day at 100% as per current Government Guidelines</li> </ul>			
Exposure to COVID-19 virus	Lecture Theatres	Staff Organisers Delegates	<ul style="list-style-type: none"> <li>• Both lecture theatres are available to hire as event spaces</li> <li>• 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.</li> <li>• Revised capacities have been compiled utilising Physical Distancing of 2m</li> <li>• Sanitiser stands outside each entrance</li> </ul>			

			<ul style="list-style-type: none"> <li>• Signage has been procured to identify the only seating that is available for use following the 2m rule between fixed seats</li> <li>• Floor signage is in place to indicate the one-way system in and out of each lecture theatre</li> <li>• Floor signage is in place to indicate the one-way system on and off the stage</li> <li>• Plastic screen around the lectern at head height to 2.2m height</li> <li>• Sanitiser and wipes in the stage/lecture</li> <li>• Face coverings must be worn as delegates leave their seats</li> <li>• Audio Visual Team to make announcement through the PA voice of god and slide on the screens prior to delegates leaving their seats and stepping into public area</li> <li>• The short information video may be played in the lecture theatres if content allows. If not, the information will be added to the Fire Safety briefing prior to the event commencing.</li> <li>• Reminders will be placed on the screens regarding face coverings during rest breaks.</li> </ul>			
Exposure to COVID-19 virus	Flat Floor Spaces	Staff Organisers Delegates	<ul style="list-style-type: none"> <li>• Flat floor spaces are available to hire as event spaces</li> <li>• 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.</li> <li>• All setups have been revised utilising Physical Distancing of 2m and 1m plus</li> <li>• Floor signage is in place to indicate the one-way system in and out of the room where applicable</li> <li>• Signage will be in place to ensure that when delegates are moving around the meeting room, they are reminded to wear their face covering as mitigation.</li> </ul>			
Exposure to COVID-19 virus	Evening Events	Staff Organisers Delegates	<ul style="list-style-type: none"> <li>• Due to the limitations provided by 2m Physical Distancing, we are not promoting banqueting or large drinks receptions</li> </ul>			

11. Additional Precautions - Audio-Visual						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Audio Visual Visitors	Potential transmission of virus	Visitors and Staff	<ul style="list-style-type: none"> <li>All persons (Contractors and Staff) must apply for permission to attend site to either Sean Spencer or Martyn Westcott-Wreford</li> <li>Time at SP limited to how long the task takes</li> <li>All persons to electronically acknowledge to say they have seen, read and agree to the instructions and procedures in this document</li> <li>All persons to electronically acknowledge to say they have not knowingly had the virus or symptoms or been in touch with anyone with symptoms in previous 14 days</li> <li>With effect from 8<sup>th</sup> August the wearing of face coverings will become mandatory in the venue.</li> </ul>	Potential Audio-Visual Contractors must remain as guests of the AV Manager and abide by his instructions		
AV team sharing small offices and/or downtime spaces	Unable to maintain Physical distancing	AV Staff	<ul style="list-style-type: none"> <li>1 x technician on the Maxwell mezzanine at any one time</li> <li>1 x technician in the Turing control room at any one time (Two are permitted with the 1m+ and the mitigation of N95 facemask)</li> <li>1 x technician in the Kelvin control room at any one time (Two are permitted if N95 facemask are worn with the doors and windows are open)</li> <li>Kelvin Control room permitted to have three technicians – with additional plastic screen and N95 facemask</li> <li>Doors to be open and window to theatre to be open</li> <li>Ventilation on full</li> </ul>	<p>Additional plastic screen required between tricastor and lighting desk.</p> <p>Remove lighting desk from control room and relocated to balcony</p>	Dean and John	
AV team meetings	Talking to colleagues in small groups	AV Staff	<ul style="list-style-type: none"> <li>Utilising open spaces for meetings when available</li> <li>E.g. Kelvin, Maxwell or Riverside (open)</li> <li>Wear face covering in small rooms or spaces</li> </ul>			

	which may potentially spread COVID – 19		<ul style="list-style-type: none"> <li>Continue to use the Zoom conferencing platform for meetings</li> </ul>			
AV staff using everyday personal and work items	The potential surface transmission of COVID – 19	AV Staff AV Contractors	<ul style="list-style-type: none"> <li>Safety gloves should be worn</li> <li>Safely dispose of PPE once complete and wash hands</li> <li>Regularly sanitise hands</li> <li>Keep personal devices clean with sanitising wipes</li> </ul>			
Prepping equipment & storage spaces	The storerooms are small enclosed spaces which do not allow for Physical distancing	AV Staff AV Contractors	<ul style="list-style-type: none"> <li>Only one person in the storerooms at any one time</li> <li>PPE masks should be worn</li> <li>Safety gloves should be work</li> <li>Safely dispose of PPE once complete then wash hands</li> <li>Regularly sanitise hand</li> <li>Ensure allocated PPE is fitted correctly</li> </ul>			
Building & striking event equipment	Team members handling the same equipment when building & striking equipment	AV Staff AV Contractors	<ul style="list-style-type: none"> <li>Team members to be allocated setup roles to minimise cross handling</li> <li>Control equipment to be wiped down at the end of setups</li> <li>Safety gloves should be worn</li> <li>Safely dispose of PPE once complete and wash hands</li> <li>Regularly sanitise hands</li> <li>Work in small teams no bigger than two</li> <li>Ensure allocated PPE is fitted correctly</li> </ul>			
Running an Event	Proximity to clients and fellow staff	AV Staff Organisers Delegates AV Contractors	<ul style="list-style-type: none"> <li>AV staff only areas to be made at the control position</li> <li>PPE masks should be worn</li> <li>Safety gloves should be worn</li> <li>Safely dispose of PPE once complete and wash hands</li> <li>Regularly sanitise hands</li> <li>Work in small teams no bigger than two</li> <li>Ensure allocated PPE is fitted correctly</li> <li>Loud music is not permitted</li> </ul>			
Running an Event	Proximity to clients and fellow staff	AV Staff Organisers Delegates	<ul style="list-style-type: none"> <li>The Kelvin Control Room has a normal maximum capacity of two</li> <li>This can be extended to three when the Perspex screen has been installed</li> </ul>			

			<ul style="list-style-type: none"> <li>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)</li> <li>Client discussions should not take place in either of these rooms</li> </ul>			
Clients & staff handling table-top microphones	The potential surface transmission of COVID – 19	AV Staff Organisers Delegates AV Contractors	<ul style="list-style-type: none"> <li>Ensure allocated PPE is fitted correctly</li> <li>All AV team to wear PPE gloves when handling microphones</li> <li>Microphone necks &amp; bases to be cleaned between each event</li> <li>Microphones to have removeable foam pop shields for cleaning between each event</li> <li>Foam pop shields to be cleaned using isopropyl alcohol</li> </ul>			
The use of Lectern microphones	The potential surface transmission of COVID – 19	AV Staff Organisers Delegates AV Contractors	<ul style="list-style-type: none"> <li>Ensure allocated PPE is fitted correctly</li> <li>All AV team to wear PPE gloves when handling microphones</li> <li>Microphone necks &amp; bases to be cleaned between each event</li> <li>Microphones to have removeable foam pop shields for cleaning between each event</li> <li>Foam pop shields to be cleaned using isopropyl alcohol</li> <li>Lectern screens to be sanitised between events</li> </ul>			
Clients & AV staff handling lapel microphones	The potential surface transmission of COVID – 19	AV Staff Organisers Delegates AV Contractors	<ul style="list-style-type: none"> <li>Lapel microphones not to be used in any rehearsal, meeting or event</li> <li>Testing &amp; maintenance purpose allowed</li> <li>Technician in possession is responsible for its sanitisation before and after use</li> </ul>			
Lecterns	Possible air borne transmission	AV staff, Organisers Delegates	<ul style="list-style-type: none"> <li>Ensure Perspex lecterns are fitted with Perspex screens or a mobile Perspex screen is parked in front</li> <li>Ensure delegates are 4m away from lectern</li> <li>Perspex screen to be cleaned by AV staff will full PPE</li> </ul>			
Exposure to COVID-19 virus		AV Staff and contractors	<ul style="list-style-type: none"> <li>All content for the lecture theatres must be provided electronically 48 hours prior to the event.</li> </ul>			

			<ul style="list-style-type: none"> <li>Memory sticks and other storage devices will not be accepted on the day.</li> </ul>			
12. Additional Knowledge Centre/Library Precautions						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 from books and journals delivered to the building	Transmission of virus	Library staff and concierge staff	<ul style="list-style-type: none"> <li>All deliveries to be placed in quarantine for 72 hours before processing</li> <li>Area to be designated for new deliveries – Library area behind first floor office</li> <li>Staff to wash hands after handling new accessions or returns</li> <li>With effect from 8<sup>th</sup> August the wearing of face coverings will become mandatory in public areas and Libraries</li> </ul>			
Exposure to COVID-19 from books being handled by members	Transmission of virus	Library staff and members	<ul style="list-style-type: none"> <li>Designated book trolleys for returning and collecting books</li> <li>No browsing of books on the shelves</li> </ul>	<p>Screens in place to protect Library staff</p> <p>KC use added to Terms of Use</p>		
Exposure to COVID-19 from shared PCs and equipment	Transmission of virus	Library staff and members	<ul style="list-style-type: none"> <li>No sharing of desks in Library office.</li> <li>Maximum of (2 or 3) in the office at one time</li> <li>Staff to observe the one-way system in operation and limit movements to a minimum</li> <li>Staff PC in Knowledge Centre to be cleaned between shifts – wipe down keyboard, mouse, phone and PDQs</li> <li>Member PC in Knowledge Centre to be covered and out of use for members</li> <li>No loan laptops available</li> </ul>	Loan laptops covered in Terms of Use		
Exposure to COVID-19 from shared keys and cash box	Transmission of virus	Library staff	<ul style="list-style-type: none"> <li>Staff to clean and sanitise hands after unlocking and locking Knowledge Centre doors, and after handling keys/cash box</li> </ul>			

Exposure to COVID-19	Transmission of virus due to lack of Physical distancing	Library staff and members	<ul style="list-style-type: none"> <li>Physical distancing of 1m+ to be observed in Knowledge Centre</li> <li>Chairs removed to ensure distancing and so members are not seated directly opposite each other</li> <li>Maximum capacity 9 members when seated</li> <li>Plastic screen around library desk</li> </ul>			
Access to Maxwell balcony and behind theatre storage areas	Insufficient space for Physical distancing if areas in use – risk of virus transmission		<ul style="list-style-type: none"> <li>No access to Maxwell or Kelvin balconies on days when room is booked</li> <li>Inform AV before accessing Maxwell balcony to ensure space is clear</li> </ul>			

### 13. 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"> <li>Follow signage and safety instructions provided by Tandem</li> <li>Wash hands after operating doors or lifts</li> <li>Use stairs to go down to basement and lift to come up</li> <li>Only one person to use the lift at one time</li> <li>Observe Physical distancing</li> <li>Hand sanitiser to be available in Archives office</li> <li>IET Staff will wear face coverings whilst in SHH</li> </ul>			
Lone working	Staff safety during lone working	Archives staff	<ul style="list-style-type: none"> <li>Email SHH concierge in advance to confirm date and time of visit</li> <li>Staff to inform SHH concierge when entering and leaving building</li> <li>Staff to work in Archive Office within 08:00 – 15:30</li> </ul>			
Security of Archives storage areas	Safety of collections		<ul style="list-style-type: none"> <li>Staff to document survey of storage areas with photos and notes</li> <li>Staff to ensure all areas are securely locked before leaving</li> </ul>			



Exposure to COVID-19 in shared areas (kitchenette, WC)	Transmission of virus	Archives staff/IET.TV	<ul style="list-style-type: none"> <li>• Avoid using shared areas until buildings reopen formally for staff – use facilities at SP</li> <li>• If using kitchenette, maximum 2 people at one time</li> </ul>		
Exposure to COVID-19 from handling shared keys and accessing shared key boxes	Transmission of virus	Archives staff/IET.tv	<ul style="list-style-type: none"> <li>• All staff to wash and sanitise hands after handling keys</li> </ul>		
Exposure to COVID-19 from shared Archives office space – may not be fully ventilated	Transmission of virus	Archives staff and IET.TV	<ul style="list-style-type: none"> <li>• Max one member of staff in office space</li> <li>• Staff to be provided with wipes to clean PCs and shared surfaces after use</li> <li>• Hand sanitiser to be provided in the office</li> <li>• Max one member of staff in strong room area</li> </ul>		
Exposure to COVID-19 for volunteers and researchers	Transmission of virus	Volunteers, external researchers	<ul style="list-style-type: none"> <li>• No volunteers or external researchers to use Archives office on reopening</li> <li>• Situation to be reviewed after reopening, in conjunction with Gold team</li> </ul>		
Exposure to COVID-19 from shared photocopier	Transmission of virus from staff entering Archives office	Archives staff, IET.TV staff	<ul style="list-style-type: none"> <li>• IET.TV staff consulted on procedure for using photocopier</li> <li>• Wipes available for cleaning surfaces after use</li> </ul>		
Disposable PPE	Safe disposal of PPE in SHH offices	Archives staff; IET TV	<ul style="list-style-type: none"> <li>• PPE to be disposed of in usual bins. (The Facilities Management Company in SHH do not have separate bins for PPE disposal as per their Risk Assessment and their interpretation of the Government Guidelines)</li> </ul>		

#### 14. Catering

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
---------------	-------	-------------	-----------------------	--------------------	--------------	------

See separate COVID risk assessment from CHandCo						
--	--	--	--	--	--	--

Approved 01.09.2020

## 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) **Version Control**
- (7) 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"> <li>• With effect from 8<sup>th</sup> August the wearing of face coverings will become mandatory within the venue.</li> <li>• Faraday Centre capacity will be 30 members with one guest each.</li> <li>• Utilising Government guidelines of 1m+</li> </ul>	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"> <li>• More detail regarding events</li> <li>• Delegate and Room Management</li> <li>• More detail regarding ingress and egress management</li> <li>• Revisions to the ventilation procedures</li> </ul>	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

Approved 01.09.2020