

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

REVIEW DATE: **WEEKLY REVIEW** AS SITUATION CHANGES - DATE: 04.05.2021

This assessment has been developed mindful of HM Government guidance and reviewed regarding the COVID-19 Response – Spring 2021 Published 22 February 2021 – **Roadmap out of Lockdown**

Together with IET’s ongoing risk assessment approach. **It should also be noted that these guidelines only apply in England.**

Roadmap Summary at Savoy Place

DATE	AREA	Notes
Step 1 - 08 & 29 March	Education Social Contact Business and Activities Travel	<ul style="list-style-type: none"> Schools and Higher Education Practical Courses Meet up outdoors Outdoor sports and swimming pools Stay at Home Rule expires but people should continue to work from home to minimise travel
Step 2 - 12 April	Business and Activities Events	<ul style="list-style-type: none"> Non-essential retail may open Hospitality Venues will be allowed to serve people outdoors Funerals up to 30 permitted. Weddings and other commemorative events such as wakes will rise to 15
Step 3 - 17 May	Social Contact Business and Activities Events Review of Social Distancing	<ul style="list-style-type: none"> The government will look to continue easing limits on seeing friends and family wherever possible but remain limited to a maximum of 30. Most businesses will be able to reopen but still with some restrictions in numbers Up to 30 people will be able to attend weddings, receptions and wakes, as well as funerals. This limit will also apply to other types of significant life events. the government will complete a review of social distancing and other long-term measures. This will also inform guidance on working from home – which should continue wherever possible until this review is complete.
Step 4 - 21 June	Social Contact Business and Activities	<ul style="list-style-type: none"> By Step 4 which will take place no earlier than 21 June, the government hopes to be able to remove all legal limits on social contact. The Government hope to reopen remaining premises, including nightclubs, and ease the restrictions on large events and performances that apply in Step 3. This will be subject to the results of a scientific Events Research Programme and selected pilot events taking place after Step 3.

8. Sales/Client Visits

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19 virus	Site visits	Visitors, Staff, Organisers	<ul style="list-style-type: none"> • Wearing of Face coverings is mandatory in the venue • 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 • All appointments must be booked. No ad hoc visits • 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 • 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 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 • Physical Distancing must be considered for sit-down meeting • Any exchange of collateral should be done electronically • Stairs to be used instead of lifts if possible • 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 	A virtual 'Fly Through' video is available and will be offered prior to an actual visit		

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/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities>
- (6) [COVID-19 Response - Spring 2021 \(Summary\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-response-spring-2021/coronavirus-covid-19-response-spring-2021-summary)
- (7) **Version Control**
- (8) 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.		03.08.2020
V1.2	M Westcott-Wreford 04.05.21	Amended to show the Government's four stage Road Map Summary <ul style="list-style-type: none"> • Reference link #5 and #6 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