

# WORKPLACE RISK ASSESSMENT FOR SAVOY PLACE – COVID-19

REVIEW DATE: **WEEKLY REVIEW** AS SITUATION CHANGES - DATE: 13.07.2021

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"> <li>Schools and Higher Education Practical Courses</li> <li>Meet up outdoors</li> <li>Outdoor sports and swimming pools</li> <li>Stay at Home Rule expires but people should continue to work from home</li> </ul>
Step 2 - 12 April	Business and Activities  Events	<ul style="list-style-type: none"> <li>Non-essential retail may open</li> <li>Hospitality Venues will be allowed to serve people outdoors</li> <li>Funerals up to 30 permitted. Weddings and other commemorative events such as wakes will rise to 15</li> </ul>
Step 3 - 17 May	Social Contact  Business and Activities Events  Review of Social Distancing	<ul style="list-style-type: none"> <li>The government will look to continue easing limits on seeing friends and family wherever possible but remain limited to a maximum of 30.</li> <li>Most businesses will be able to reopen but still with some restrictions in numbers</li> <li>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.</li> <li>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.</li> </ul>
Step 4 – <b>19 July</b>	Social Contact  Business and Activities	<ul style="list-style-type: none"> <li><b>The requirement to wear face coverings in law will be lifted. However, the Government expects and recommends that people wear face coverings in crowded areas such as public transport.</b></li> <li><b>To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with.</b></li> </ul>

Overview

AREA	RULE	NOTES
Savoy Place – Current Status	Hours – 10:00 to 15:00	<ul style="list-style-type: none"> <li>Visitors, delegates and guests by prior arrangement only</li> <li>Staff and contractors by prior arrangement only</li> <li>It is expected that Face Covering will still be worn whilst moving around in the venue</li> <li>Social Distancing will still be in place at the venue</li> </ul>
Visitors/Staff/Contractors	Anyone visiting Savoy Place	<p>Must be issued with a copy of this Risk Assessment and reply confirming Y/N to these questions:</p> <ul style="list-style-type: none"> <li>You have read the document</li> <li>You will abide by its control actions</li> <li>You have been free of Covid 19 symptoms for the past 14 days.</li> <li>You have downloaded the NHS Covid-19 App and will use our QR code to check-in on arrival</li> </ul>
Public Areas	One-way systems and face coverings are to be worn in all public areas - from the entrance to the office or meeting room.	
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)	Hours – 10:00 to 15:00 Tuesday to Thursday	<p>From Tuesday 20<sup>th</sup> July, the Faraday Centre will be open from Tuesday-Thursday, 10am – 3pm</p> <p>Limited capacity to 30 members any one time with one guest each. Booths /lounge space and 2 meetings rooms are available. The Faraday Kitchen remains closed</p>
Knowledge Centre	Hours – 10:00 to 15:00 Tuesday to Thursday	From Tuesday 22 June 2021, the Knowledge Centre will be open from Tuesday-Thursday, 10am – 12pm and 1pm – 3pm
Meeting Rooms - Internal Use	2m rule for internal meetings	Social Distancing remains in place at the venue
	1m plus (Risk Assessment to be provided by the organiser and reason why)	To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with.
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)	To minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with.

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Amended 13.07.2021

## 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>Wearing of Face coverings <b>remains expected</b> in the venue.</li> <li>Perspex screens have been installed at the Concierge Desk</li> <li>All persons visiting SP minimised to essential only.</li> <li>Staff that can work from home encouraged to do so</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><b>Savoy Place core hours to be reviewed and confirmed</b></li> <li><b>The proposed Faraday Centre opening hours to be confirmed, although the Area remains closed to Staff</b></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>We will display the official NHS QR code posters so that customers can 'check-in' at different premises</li> <li>We will encourage all persons using Savoy Place to check-in on arrival</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>			

## 2. Who should return to work

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Wellbeing impacts	Remote working impacting welfare, mental	All remote workers	<ul style="list-style-type: none"> <li>Programme of communications, including promotion of wellbeing activities</li> <li>On-going 1:1 and performance review</li> </ul>			

Staff anxiety / concern over relaxation of restrictions (Step 4)	Step 4 of the roadmap and expected rise in cases	All colleagues	<ul style="list-style-type: none"> <li>Communication of IET welfare priority and return to office plans</li> </ul>	Staff anxiety / concern over relaxation of restrictions (Step 4)	Step 4 of the roadmap and expected rise in cases	All colleagues
Staff with difficulty working from home	Mental/physical deterioration of staff health due to lone working, space issues	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	
Meeting rooms	Multiple users in an area spreading virus	All staff in meeting	<ul style="list-style-type: none"> <li>Some meeting rooms are available to book on Tuesday, Wednesday and Thursday between 10:00 and 15:00</li> <li>Meeting rooms to be booked via the Savoy Place Sales Department</li> <li>Risk Assessment will be issued and declaration to be received prior to attendance at Savoy Place</li> <li>Social distancing and the wearing of Face coverings when not seated to be maintained</li> <li>Members will be provided with anti-bacterial wipes to clean their meeting tables and chairs after use.</li> <li>Face to face meetings other than pre-approved 1:1s require GOLD approval.</li> </ul>			
Hot Desks	Multiple users in an area spreading virus	All staff in meeting	<ul style="list-style-type: none"> <li>Hot Desks are available to book on Tuesday, Wednesday and Thursday between the hours of 10:00 and 15:00</li> <li>Hot Desks to be booked via the Savoy Place Sales Department</li> <li>Risk Assessment will be issued and declaration to be received prior to attendance at Savoy Place</li> <li>Social distancing and the wearing of Face coverings when not seated to be maintained</li> </ul>			
<b>3. Physical distancing at work</b>						
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	<p>Individuals entering and leaving (and all occupiers)</p> <p>Visitors Organisers Delegates</p>	<ul style="list-style-type: none"> <li>• Wearing of Face coverings <b>remains expected</b> in the venue.</li> <li>• Signage from entrance and throughout the building</li> <li>• External signage will also be in place to remind all attendees that face coverings <b>remain expected</b> before entering the building.</li> <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>• Floor signage (Tape and Stickers) reminding of Physical Distancing</li> </ul>	<p>Floor signage is in place in the Concierge area to maintain Physical Distancing of people entering and exiting the building</p> <p>Limitations may be placed on the use of the entrance doors to the Flowers and Haslet Rooms</p>		
Circulation	Ability to maintain 2m distancing in circulation routes	All building users	<ul style="list-style-type: none"> <li>• One-way stairwells with signage</li> <li>• West Staircase to be <b>UP</b> - East Staircase to be <b>DOWN</b></li> <li>• One-way system includes the Roof Terrace</li> <li>• Maximum occupancy of four people in the lifts facing the wall as per the floor signage and reserved for mobility issues</li> <li>• Minimising total on-site presence</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> <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> </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. Faraday Centre</li> </ul>		
Toilets	Ability to maintain 2m distancing and avoid spread of virus	All building users	<ul style="list-style-type: none"> <li>• Some Urinals placed 'Out of Use' according to 2m distancing with specific covers as it is a public area</li> <li>• Signage for washing hands is in place</li> </ul>			

Meeting Facilities	Multiple users in an area spreading virus	All staff in meeting	<ul style="list-style-type: none"> <li>• Meeting rooms available to hire as event spaces</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 meetings</li> <li>• Meeting Room stationery boxes will be removed</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>• Delivery staff are required to wear PPE within the building</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</li> <li>• 2m rule to be applied</li> <li>• At present the Dolby is set for MAX 9 people</li> <li>• Staff to use limited space available in the Dolby, their desks, or Embankment Gardens to eat</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>• Assign a desk to an individual.</li> <li>• Where possible work side by side not facing.</li> <li>• Staff will be required to clean down their desk area and equipment before leaving.</li> </ul>		Allocate alternative desk as required	
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 have been 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.</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>		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, JB, Moh and Anastasija are qualified.</li> <li>All Duty Managers are First Aiders</li> </ul>		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>Staff working alone to contact Concierge/DM every 2 hours</li> </ul>	As more staff return to work lone working will reduce		
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</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> </ul>	These notes are on display in the first aid room It is likely that following the display of symptom, the person may be instructed to self-isolate for a period of time		

#### 4. Customer, member and contractors

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>• Visitors are not be allowed on site without prior agreement.</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>• SP Remains a No Smoking/Vaping building</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>	<ul style="list-style-type: none"> <li>• By Appointment only</li> </ul> <p>Sales showrounds</p> <ul style="list-style-type: none"> <li>• With limitations</li> </ul> <p>Faraday Centre</p> <ul style="list-style-type: none"> <li>• Currently closed</li> </ul>		
	Meeting Room Capacities		<ul style="list-style-type: none"> <li>• Meeting rooms are available to hire as event spaces</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</li> <li>• Sanitiser and wipes in the stage/lecture</li> <li>• Face coverings remain expected to be worn as delegates leave their seats</li> <li>• AV team to make announcement through the PA &amp; 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> <li>Delegate arrivals for meetings in excess of 20 should be scheduled at 15-minute intervals by the organiser.</li> </ul>			
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### 5. Faraday 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>From Tuesday 20th July, the Faraday Centre will be open from Tuesday-Thursday, 10am – 3pm</li> <li>Limited capacity to 30 members any one time with one guest each. Booths /lounge space and 2 meetings rooms are available. The Faraday Kitchen remains closed</li> <li>Wearing of Face coverings remains expected in the all areas.</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>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/Knowledge Centre/Faraday Kitchen</li> </ul> </li> <li>From Tuesday 22 June 2021, the Knowledge Centre will be open from Tuesday-Thursday, 10am – 12pm and 1pm – 3pm for members and researchers</li> <li>We will monitor the CO2 emission levels to ensure that the ventilation does not need to be switched on</li> <li>The Juliet Balcony doors will remain open to allow for fresh to enter the area</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 currently.</li> <li>The Knowledge Centre PC is unavailable currently.</li> <li>Booths and Meetings Rooms will be cleaned between use</li> </ul>			

			<ul style="list-style-type: none"> <li>Members complimentary beverages may not be available when we first open. Water will be available, but we recommend customers use their own water bottle to reduce 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>The toilets will be deep cleaned prior to staff returning and frequently during the day</li> <li>Paper towels will be available.</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 Contactless payment only</li> <li>Avoid contact, maintain Physical Distancing.</li> </ul>			
Showers		Members	<ul style="list-style-type: none"> <li>Members showers are not currently be available</li> </ul>			

## 6. Hygiene

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Covid transmission - ventilation	Exchange of air reduces viral transmission risk	All users	<ul style="list-style-type: none"> <li>Mechanical ventilation.</li> <li>Periodic monitoring of CO2 levels as an indicator of fresh air circulation</li> </ul>	Covid transmission - ventilation		All users
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> <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/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> </ul>	Wipes available adjacent to the radio chargers		
Handling of goods etc	Avoid transmission through contact	Concierge staff	<ul style="list-style-type: none"> <li>Couriers 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>Other dispensers/wipes will be sited around the building</li> </ul>			

### 7. Workforce management – to change the way work is organised

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>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>			
Staff anxiety / concern over relaxation of restrictions (Step 4)	Step 4 of the roadmap and expected rise in cases	All colleagues	<ul style="list-style-type: none"> <li>Communication of IET welfare priority and return to office plans</li> <li>Maintaining similar levels of mitigation initially alongside 1:1 opportunity until later in year</li> </ul>	Issue of risk assessment and communications 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, or medical issues prevent vaccination or compromise effectiveness	<ul style="list-style-type: none"> <li>Line management to consider vaccination status in return to office discussions</li> <li>Those with compromised protection / additional risk factors encouraged to discuss circumstances with line manager and HR</li> <li>Encouraging all colleagues to take up vaccine when offered</li> </ul>	Staff communications, HR follow-up of cases	Comms, HR	

Work related travel	Staff member catching virus	Staff	<ul style="list-style-type: none"> <li>• Avoid all unessential travel</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>• 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> </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>• 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>• Dispensers/wipes will be sited around the building</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>			
Close contact	Enhanced risk of transmission when physical proximity is less than 1m	Staff	<ul style="list-style-type: none"> <li>• Close proximity work should not happen in Savoy Place if Risk Assessments are followed. Should circumstances arise that results in potential close contact that cannot be avoided (e.g. close working within a confined area for filming) a specific risk assessment should be undertaken. Additional</li> </ul>			

			<p>mitigations might include use of Covid testing (PCR or lateral flow tests) alongside use of appropriate PPE.</p> <ul style="list-style-type: none"> <li>• Lateral Flow Tests are available on site if required</li> </ul>			
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"> <li>• Wearing of Face coverings remains expected in the venue</li> <li>• The next stage in the enquiry or firming up room set ups with client and contractor may involve showgrounds</li> <li>• All appointments must be booked. No ad hoc visits</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>• 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 where applicable</li> <li>• Physical Distancing must be considered for sit-down meeting</li> <li>• Any exchange of collateral should be done electronically</li> <li>• Stairs to be used instead of lifts if possible</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>	A virtual 'Fly Through' video is available		

## 9. Events/Meetings

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
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>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>In meeting rooms pads and pens will not be provided</li> <li>Each place setting will comprise                             <ul style="list-style-type: none"> <li>1 x Bottle of water; 1 x Glass; 1 x Bottle of sanitiser</li> </ul> </li> <li>The wearing of Face Coverings <b>remains expected</b> where Delegates are moving around the room for example to obtain catering.</li> <li>The number of catering service points will be increased</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> </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</li> </ul>			

			<p>current Government Guidelines prior to and during, each event.</p> <ul style="list-style-type: none"> <li>• Revised capacities have been compiled utilising Physical Distancing of 2m including signage</li> <li>• We encourage organisations in higher risk settings to use the NHS COVID Pass as a condition of entry, in order to reduce the risk of COVID-19.</li> <li>• Sanitiser stands outside each entrance</li> <li>• Floor signage is in place to indicate the one-way system</li> <li>• Plastic screen around the lectern at head height to 2.2m</li> <li>• The wearing of Face Coverings remains expected when 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</li> <li>• Reminders placed on the screens regarding face coverings</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</li> <li>• Floor signage is in place to indicate the one-way system</li> <li>• The wearing of Face Coverings remains expected when delegates leave their seats</li> </ul>			
PCR/Lateral Flow Testing		Staff Organisers	<ul style="list-style-type: none"> <li>• There may be occasions where close proximity for extended periods to the external client team is unavoidable. For these occasions a PCR Test and/or Lateral Flow Test may be required.</li> <li>• Venue Staff will abide by this Risk Assessment – Any deviation must be authorised by SS or MWW</li> </ul>			

10. Additional Precautions - Audio-Visual

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
AV team sharing small offices	Unable to maintain Physical distancing	AV Staff	<ul style="list-style-type: none"> <li>Technicians are required to ensure their own space and working environment is appropriate</li> <li>Doors should be open and window to theatre to be open</li> </ul>	Additional plastic screen has been installed.		
AV team meetings	Colleagues in small groups	AV Staff	<ul style="list-style-type: none"> <li>Utilising open spaces for meetings when available</li> <li>Continue to use the Zoom conferencing platform</li> </ul>			
AV staff using personal and work items	The 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</li> <li>Only one person in the storerooms at any one time</li> </ul>			
Building & striking event equipment	Handling the same equipment when building & striking	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>PPE gloves should be worn</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 three due to the additional Perspex screen</li> <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 these rooms</li> </ul>			
Clients & staff handling 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/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 Contractors	<ul style="list-style-type: none"> <li>The technician issuing lapel microphones, where used, is responsible for its sanitisation before and after use.</li> <li>The technician will explain to the speaker how to put their own mike on.</li> </ul>			
Lecterns	Possible air borne transmission	AV staff, Organisers Delegates	<ul style="list-style-type: none"> <li>Ensure lecterns are fitted with Perspex screens or a mobile Perspex screen is placed in front</li> <li>Ensure delegates are 4m away from lectern</li> </ul>			

			<ul style="list-style-type: none"> <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> <li>Memory sticks will not be accepted on the day.</li> </ul>			
<b>11. Additional Knowledge Centre/Library Precautions</b>						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19		Library staff and members	<ul style="list-style-type: none"> <li>From Tuesday 22 June 2021, the Knowledge Centre will be open from Tuesday-Thursday, 10am – 12pm and 1pm – 3pm for members and researchers to consult our reference collections and collect and return books. Please contact us [libdesk@theiet.org] before your visit to book your 2-hour slot.</li> </ul>			
Exposure to COVID-19 from books/journals delivered to the building	Transmission of virus	Library staff and concierge staff	<ul style="list-style-type: none"> <li>Wearing of Face coverings remains expected in the venue.</li> <li>All deliveries to be placed in quarantine for 72 hours</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> </ul>			
Exposure to COVID-19 from books 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>	Screens in place to protect Library staff		
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 3 in the office at one time</li> <li>Staff to observe the one-way system in operation</li> <li>Staff PC in Knowledge Centre to be cleaned between shifts</li> <li>Member PC in Knowledge Centre to be out of use</li> </ul>	Loan laptops covered in Terms of Use		
Exposure to COVID-19 from keys/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	Library staff and members	<ul style="list-style-type: none"> <li>Physical distancing to be observed in Knowledge Centre</li> </ul>			

	of Physical distancing		<ul style="list-style-type: none"> <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/Kelvin	Insufficient space for Physical distancing		<ul style="list-style-type: none"> <li>No access to Maxwell/Kelvin balconies when room is booked</li> <li>Inform AV before accessing Maxwell balcony to ensure space is clear</li> </ul>			

## 12. 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>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/time of visit</li> <li>Staff to inform SHH concierge when entering/leaving building</li> <li>Staff to work in Archive Office within 08:00 – 15:30</li> </ul>			
Security of Archives storage	Safety of collections		<ul style="list-style-type: none"> <li>Staff to document survey of storage areas with photos/notes</li> <li>Staff to ensure all areas are securely locked before leaving</li> </ul>			
Exposure to COVID-19 in shared areas	Transmission of virus	Archives staff/IET.TV	<ul style="list-style-type: none"> <li>Avoid using shared areas</li> <li>If using kitchenette, maximum 2 people at one time</li> </ul>			
Exposure to COVID-19	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 Archives Office	Transmission of virus - Ventilation	Archives staff and IET.TV	<ul style="list-style-type: none"> <li>Max two members of staff in office space</li> <li>Sanitiser and wipes will be available</li> <li>Max one member of staff in strong room area</li> </ul>			
Exposure to COVID-19	Transmission of virus	Visitors	<ul style="list-style-type: none"> <li>No visitors to use Archives office on reopening</li> <li>Situation to be reviewed after reopening.</li> </ul>			

Exposure to COVID-19 from photocopier	Transmission of virus from staff entering Archives	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)</li> </ul>			
<b>13. Catering</b>						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who and when	Done
Exposure to COVID-19	Transmission of virus	Staff Organisers Delegates	<ul style="list-style-type: none"> <li>Wearing of Face coverings is mandatory in the venue</li> <li>See separate COVID risk assessment from the caterers</li> </ul>			

Amended 13.01.2021

## 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) <https://www.gov.uk/government/news/coronavirus-covid-19-what-has-changed-22-september>
- (7) <https://www.bbc.co.uk/news/technology-54250736>
- (8) <https://www.gov.uk/government/news/prime-minister-announces-new-local-covid-alert-levels>
- (9) <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>
- (10) <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>
- (11) <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>
- (12) <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>
- (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>
- (15) <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- (16) <https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities>
- (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

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	Amended to add the following:	For review by the Gold Team	

	05.08.2020	<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 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
V1.3	M Westcott-Wreford 24.09.2020	Amended to add the following: <ul style="list-style-type: none"> <li>• Face Coverings mandatory in taxis 23.09.20</li> <li>• Staff in Hospitality and Retail will now be required to wear face coverings</li> <li>• Office workers who can work effectively from home should do so over the winter</li> <li>• Amendments to opening hours</li> <li>• Information on the NHS QR code needs to be displayed</li> <li>• Link added to show how the app works</li> <li>• Business Meetings for up to 30 may continue</li> <li>• Clarification of wearing of face masks for hospitality workers</li> </ul>	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: <ul style="list-style-type: none"> <li>Reference links 9, 10 and 11</li> <li>Amendments regarding the new restrictions and 4-week 'lock-down' from 5<sup>th</sup> November</li> <li>Adding notes, the for Clinically Extremely Vulnerable</li> </ul>	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 The links in Reference documents #12 and #13 have been updated.	Circulated	17.12.2020
V1.8	M Westcott-Wreford 06.01.21	Amended to add the National Lockdown, effective 05 January <ul style="list-style-type: none"> <li>Reference link #14 for more detail regarding what is permitted</li> <li>Reference link #15 for a guide on how to travel on public transport</li> </ul>	Circulated	06.01.2021
V1.9	M Westcott-Wreford 04.05.21	Amended to show the Government's four stage Road Map Summary <ul style="list-style-type: none"> <li>Reference link #16 and #17 for more detail</li> <li>Amended to remove some out of date advice and detail.</li> <li>The partial reopening of the Knowledge Centre has been included.</li> </ul>	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	