

COVID-19 – Risk assessment.
Title of Event: BioForward
Client Contact: Emma Durham
Phone number: 01235420887
E-mail: emma.durham@obn.org.uk

THE
KING'S
CENTRE

| Example points of customer contact | What is the risk? | Level (High, Medium, Low) | Controls already in place that would manage Coronavirus risk | Additional control measures to manage Coronavirus risk | Who will action? | When to be actioned by | Date completed and initials | Update controls |
|------------------------------------|---|---------------------------|---|--|---|----------------------------------|-----------------------------|-----------------|
| Booking | Vast majority are phone bookings | Very Low | AIM Secure certified and that we comply with all COVID 19 Protocols. | All Staff have been trained in COVID 19 Protocols. | Events and Enquiries Staff. Sales manager | 00/00/2020 Date before Event. | 00/00/2020 Day of Event | |
| Show-rounds | Clients at risk from staff and Staff at risk from clients | Low | All staff to wear masks and gloves. Clients to be temperature checked on entering building. Social distancing to be observed. Hand sanitizer to be offered. | All rooms cleaned and sanitised before and after use and show-round. Hand sanitizer on hand at all times. Assure Clients we are AIM Secure certified and that we comply with all COVID 19 Protocols. | Events and Enquiries Staff Sales manager Front of House manager | | | |
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| Meeting room set up | Furniture could be virus contaminated | Low | Each room will be set up by staff and cleaned. Chairs sprayed and wiped down after use. All other equipment is cleaned. | All rooms cleaned and sanitised before and after use. Hand sanitizer on hand at all times | Front of House Manager and staff | | | |
| Arrival (outside) | Parking | Very Low | TKCL Attendants to ensure Social distancing and direct clients and delegates to the correct entrance. | Signage. | Front of House Manager. Parking Attendants. | | | |
| Entering the venue | Not using the correct entrance | Low | Signage and staff to direct clients and delegates to correct entrance. Temp checks done. | One way system is set up to help direct delegates and clients to the right place or room. | Front of House Manager TKCL Events Staff Security | | | |
| Reception/welcome desk | Reception person and delegate interaction. | Low | Reception person will be wearing a mask. | Reception person will also take your Temp, and direct you to use hand sanitiser | Reception Staff | | | |
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| Finding the meeting room | The correct room overcrowding and people bunching up. | Low | Events staff will direct all delegates through one way system. | Clear signage is on display to ensure people are not standing around in small groups. Clients to encourage delegates to move to breakout areas quickly | Front of House Manager and TKCL Events Staff. Clients | | | |
| Inside the meeting room | Delegate dispersal | Low | Room should be correctly laid out to client specifications and delegates directed to seating. | Signage on display, Hand sanitiser available | Front of House manager and Client | | | |
| Break-out areas | Sudden influx of people to Atrium | Low | There will be ample signage to direct clients to multiple serving stations. | Staff will be wearing masks and gloves and will endeavour to keep contact with beverages and food to a minimum. | TKCL Events Staff | | | |
| Lunch/ and other meal and food service | Ques | Low | Lunches will be packed in individual boxes, delegates will be directed to take a boxed lunch or meal | Multiple stations will be set up to ensure that social distancing is maintained wherever possible | TKCL Events Staff | | | |
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| Drinks Receptions | Lack of Social Distancing | Low | Our large spaces are used. (Cotswold Hall). Multiple Drinks stations to prevent crowding | TKCL Staff to wear masks. Signage Social Distancing to be encouraged. | Front of House Manager. TKCL Events Staff. | | | |
| Public toilet areas | Too many people using toilets at once | Low | TKCL Staff to try and keep numbers in toilets down to four at a time. | Staff will direct delegates to other toilet facilities around the building. Toilets are cleaned after every break. | TKCL Events Staff | | | |
| End of meeting | Overcrowding in Exits | Low | One way system is clearly visible | Extra signs on display and directional Arrows clearly visible. | All Staff | | | |
| A/V | Equipment contamination | Low | All Hand held Mic's to be handed back to A/V person to be wiped down with Anti Bac wet wipe and put into a clean box. All equipment to be wiped down. | All surfaces to be wiped down during breaks and after event. | A/V Tech. | | | |
| Delegate reporting COVID-19 symptoms in-house | Dealing with a person who may be showing symptoms of the Virus | Low. | Client or Delegate to report to TKCL Staff immediately. They will be isolated on couches at the Vale Entrance | Temp to be taken, and Client to ensure delegate is taken home or to Hospital. Discussion will then | Front of House Manager, General Manager/ Client. | | | |

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| | | | | ensure as to whether event should be cancelled. | | | | |
| Delegate reporting COVID-19 symptoms after an event | Delegate coming down with the virus. | Low | Track and Trace | Clients are requested to ensure they have names and phone numbers of all delegates and that they pass these on immediately should there be a COVID 19 breakout among their Delegates. TKCL management will reciprocate should TKCL staff succumb to the virus. | Client to General Manager | | | |
| Infection in local area with potential lockdown | All meetings will be cancelled | Low/Med | Staff will be informed and Events Staff to work from home. Clients effected to be contacted for the duration of local lockdown. | The King Centre to be deep cleaned and each room locked down. | General Manager and TKCL Board | | | |
| National spike in infection rate with lockdown reintroduced | All meetings cancelled | Low to High | Building closed, TKCL staff sent home to work from home to self-isolate. Clients to be contacted meetings to be rearranged and postponed. | The King Centre to be deep cleaned and locked down. Staff must report any change in their symptoms to GM | General Manager and TKCL Board | | | |

| Example staff risk areas | What is the risk? | Level (High, Medium, Low) | Controls already in place that would manage risk | Additional control measures to manage Coronavirus risk | Who will action? | When to be actioned by | Date completed and initials | Update controls |
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