

ALL SECURE LTD Risk Assessment for Person to Person Transmission of Covid-19 at All Secure Expo 2020

	Open: 2nd September 2020 1100 – 1400 hours	Venue: British Design Centre, London
	Halls/areas in tenancy: Mezzanine Auditorium	
Risk assessment undertaken by: Signed:  Date: 8 July 2020 Senior Operations Manager	Event Director: Signed: Date: Exhibition Director	Distribution: <ul style="list-style-type: none"> • CEO: • Divisional Director: • Finance Director: • HR Director: • Operations Director: • Portfolio Director: • Senior Exhibition Director: • Venue: BDC • Bio Security Officer: • Contractors: GES, Onward Displays, Aztec, Freeman

Assumptions: This risk assessment is based on the assumption that the government has permitted the running of exhibitions because the risk of transmission of COVID-19 has reduced to a level that permits business activities of this nature to resume with some controls. The controls therefore will be in line with other local business activities. Controls will differ from region to region depending on the local risk and local law. Some controls are mandatory as per the All Secure Standard and these are indicated in the template.

Scope: This risk assessment only covers the event activities for which All Secure Ltd are directly responsible. It does not cover venue, contractor or exhibitor activities in the tenanted area. All Secure Ltd will issue advice to exhibitors but are not responsible for ensuring appropriate social distancing on their stand.

Emergencies: Measures and reactions to immediate life threatening emergencies (such as Fire or Security Emergencies) take precedence over biosecurity controls. All teams should be briefed to this effect

Overview of Event (Brief Description including any after show/outside events such as an exhibitor party)

- All Secure Expo is the UK's largest and most influential security event showcasing the latest technology and innovation in security
- Trade event with pre-registered attendees only
- 300sqm exhibition shell scheme stands
- 3 conference theatre
- No additional events are taking place outside of the event timings

Risk Profile	Crowd Density	Prevailing 'R' Number
Visitor profile: B2B Expected age range of 18 – 75 Expected gender range of 50-50 Expected group type of individuals Daily attendance: 300 Busiest times: 10:30 – 11:30	Open Period: 452 Expected for All Secure Expo: 300 CDS calculation of 1 person per 4.9sqm	0.8-1
Three principal ways of possible transmission route (TR) Note. COVID-19 is a respiratory illness and the transmission route of COVID-19 is thought to occur mainly through direct contact with respiratory droplets generated when an infected person coughs or sneezes. It is possible for COVID-19 to be spread indirectly when someone touches a surface or object that has the virus on it and then touches their mouth or nose, but this is not thought to be the main way the virus spreads. Coronavirus is not a foodborne virus. There is no current evidence of spread from insect bites.	Airborne - A Surface Contact - S Personal Physical Contact (e.g. handshakes) - P	

The Event Risk Assessment is based on identifying the contact points (**CP**) where, when and how (**A,S or P**) transmission at the event is most likely and assigning the controls best able to reduce the risk of transmission.

*Staff=**S**, Contractors= **C**, Exhibitors=**E**, Visitor = **V**

Contact Points When/Where	Who is at Risk*	Transmission Route	Controls	Advisory Controls/Notes
All Secure Ltd Staff and Organiser's Office				
Organiser's office	Staff	Airborne Surface Control Personal Physical Contact	<p>ALL SECURE LTD Policy (Mandatory)</p> <p>Organiser's office to be deep cleaned prior to tenancy. Office to be deep cleaned on each evening once the organiser has left. Soft furniture to be fogged - machine suitable for EN14476 Chemical.</p> <p>Organiser's office will be physically separated from the event floor with restricted access for staff only.</p> <p>Enough radios, laptops, office supplies have been ordered to enable everybody to have their own. Cleaning products available to regular wipe down equipment</p> <p>Pre-recorded message on the PA system reminding everyone in the building to maintain social distancing, wear coverings and wash hands at all times.</p> <p>Hot water supply and sink within the Organiser's Office for handwashing/sanitising and staff have been informed in pre-show and onsite briefings.</p> <p>No physical contact (e.g. handshakes) between staff, all have been informed in pre-show and onsite communications.</p> <p>Staff pre-packed lunches provided from venue.</p>	<p>Alternative means of contacting the organisers via phone, email or online chat have been communicated pre-show.</p> <p>Reduced number of meetings on site with limited no. of people at any one time. Any meetings will take place in a controlled environment.</p> <p>Hand sanitising available</p> <p>Screens will be in place between desks if located in close proximity.</p> <p>Air conditioning (with filtration) to be used wherever possible within offices.</p> <p>Staff working long hours will be provided with means (voucher or card) to get hot food</p>
Handling queries and complaints	Staff	Airborne	ALL SECURE LTD Policy (Mandatory)	Pre event communication and on line advice should reduce on site queries.

Contact Points When/Where	Who is at Risk*	Transmission Route	Controls	Advisory Controls/Notes
			<p>Complaints and queries to be directed via email, phone, online chat to reduce face to face contact. Communicated pre-show and onsite.</p> <p>Enquiry desk outside organiser's office has clear plastic shield</p>	
Transport	Staff	Airborne Surface Control Personal Physical Contact	<p>ALL SECURE LTD Policy (Mandatory)</p> <p>All staff advised to use safest methods of transport to and from the venue.</p> <p>Onsite parking facilities available.</p> <p>Hand sanitisation and appropriate PPE to be supplied and worn</p>	Staff encouraged to drive or Walk where possible
Staff Health and Welfare	Staff	Airborne Surface Control Personal Physical Contact	<p>All Secure Ltd Policy (Mandatory)</p> <p>The following welfare arrangements are in place and have been communicated to all staff, including temporary staff, pre-show.</p> <ul style="list-style-type: none"> - Buddy system for daily welfare checks - Reporting procedures for concerns is in place - Established protocol for any suspected Covid-19 cases - Medical advice & guidance has been shared with all staff <p>Personal and individual PPE will be issued to all staff as required</p> <p>Protocols in place for local track and trace system.</p>	Staff on site has been reduced to key staff only. Those traveling from overseas will abide by any quarantine rules

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Show floor activity, event management, client and contractor liaison	Staff	Airborne Surface Control Personal Physical Contact	ALL SECURE LTD Policy (Mandatory) Appropriate PPE to be worn at all times (minimum as per local guidance) Focus on maintaining social distancing requirements at all times. Face coverings are mandatory. All staff to follow the one way system when this is in place. Limit discussions with individual parties to less than 10mins where possible	Staff advised on the control measures pre-show and onsite Set up WhatsApp groups to share issues and virtual meetings will replace face to face if necessary.
Briefings and debrief meetings	Staff Contractors	Airborne Surface Control Personal Physical Contact	ALL SECURE LTD Policy (Mandatory) All onsite meetings have been reviewed and only key ALL SECURE LTD staff will attend. Briefings/daily production meetings <ul style="list-style-type: none"> - Where possible briefs to be been shared electronically in advance - rooms/spaces used will be large enough for the numbers of people present and with adequate ventilation - Any onsite meetings will be with key staff only who will then be responsible for cascading any messages through their own teams. - All briefings will be kept as short as possible 	
Live/Open Phase				
Pre-opening queue	Visitors Staff Contractors	Airborne	ALL SECURE LTD Policy (Mandatory) All messaging is pre-registered only.	Self scanning in place

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			<p>social distancing plan in place based on the minimum distance of 2m. Where this is not possible additional mitigating factors will be in place e.g. facemasks and clear screens will be in place</p> <p>Hand sanitisers at all entry/exit points</p> <p>ALL SECURE LTD staff and contractors to wear face masks in these areas</p> <p>Staff in place to manage queues, remind attendees to have their badges ready, face covering checks including exemptions.</p>	
Event Arrival	Visitors Staff Exhibitors Contractors	Airborne Surface Control Personal Physical Contact	<p>ALL SECURE LTD Policy (Mandatory)</p> <p>Local arrival health check protocol is enforced in line with government guidance</p> <p>Detailed queuing plan is in place to minimise the contact/interaction requirement</p> <ul style="list-style-type: none"> - Reduce on-site badge printing/collection <ul style="list-style-type: none"> o All badging is e-badging. - Self-scan hall entrance points that can be monitored from a distance to ensure compliance and assistance available to minimum cases - Onsite help point is available for minority of visitors who experience registration problems. These are positions with screens - Manned registration desks are all positioned behind glass screens and allowed for social distancing. 	

Contact Points When/Where	Who is at Risk*	Transmission Route	Controls	Advisory Controls/Notes
			<p>Clear counter screens installed on Security and Registration Desks to give greater protection to individuals.</p> <p>Enhanced cleaning regime in place with frequent wiping of high touch points. Any touch screen or interaction point to have hand sanitisers available.</p> <p>Constant cleaning of all touch points in the foyer using an E-spray suitable for EN14476 chemical.</p> <p>Queuing areas managed using mix of barriers, ropes & posts, signage, floor markings and dedicated arrivals management team (stewards).</p> <p>Clear and visible signage within arrivals area in place to explain and reinforce social distancing and hygiene measures, and code of conduct</p> <p>Staff to be provided with appropriate PPE if necessary</p> <p>Staggered arrival times in place</p> <p>Entry and exit points from venue have been maximised as far as possible to avoid bottlenecks and queueing. All security and health check requirements have been taken into consideration.</p> <p>Fully drawn plans of routes, queueing and walking channels have been agreed and shared with venue, security, registration provider to ensure clarity and clear staff briefs.</p>	

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			<p>Liaised with venue to confirm crowd flow in shared areas and define routes. No other events are taking place at the same time.</p> <p>Local Controls</p> <p>Venue have Thermal Imaging Camera in place so all attendees to undergo temperature checks on arrival. Venue will manage and ensure:</p> <ul style="list-style-type: none"> - Equipment is suitable for the purpose intended - Equipment is certified and correctly calibrated - Equipment is operated by competent, trained personnel - Process itself is scaled to minimise amount of queueing time, thus avoiding further risks, and queues are managed appropriately - Where initial checks indicate a potential case, that person to be dealt with respectfully and quickly to ensure qualification of indication as quickly and professionally as possible - Suitable system in place for dealing with any suspected cases 	
Medical Facilities	Visitor Staff Exhibitors Contractors	Airborne Surface Control Personal Physical Contact	<p>ALL SECURE LTD Policy (Mandatory)</p> <p>Venue is responsible for providing adequate cover to cope with potential increase in requirements as a result of Covid-19 care requirements</p> <p>Venue is providing an Isolation room for any personnel showing symptoms, adequate cleaning regime in place and PPE available</p> <p>Local Controls</p>	

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			Ensure full understanding of Local and Venue protocols and systems in place to handle instances of Covid-19. Ensure compliance with these systems and requirements at all times (to include provision of staff, ambulances, isolation facilities, data capture, health applications etc)	
Non-compliance with social distancing and personal hygiene protocols	Visitor Staff Exhibitors Contractors	Airborne Surface Control Personal Physical Contact	ALL SECURE LTD Policy (Mandatory) Pre-show communication sent out to remind everyone coming onsite the social distancing and hygiene protocols to be followed at the event, together with a reminder for self-responsibility (including the visitor base). Reminders onsite through signage. Additional in-hall security patrols to identify and disperse crowded areas Bio security officer and team to enforce the rules	
Face Coverings	Visitor Staff Exhibitors Contractors	Airborne	ALL SECURE LTD Policy (Mandatory) Face Coverings are Mandatory. Pre-show communication sent out to remind everyone coming on site the face covering protocols in place and links to government website on advice on exemptions. All staff, security and FOH staff briefed accordingly	Those who have an age, health or disability reason to not wear a face covering should not be routinely asked to provide any written evidence of this. Written evidence includes exemption cards. Having written evidence is a personal choice and is not necessarily law

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Info Points/Help Desks	Visitor Staff Exhibitors Contractors	Airborne Surface Control Personal Physical Contact	ALL SECURE LTD Policy (Mandatory) All desks to have a screen/barrier to limit risk of face to face contact. Queue management controls in place	
Visitor flow within the halls	Visitor Staff Exhibitors Contractors	Airborne Surface Control	ALL SECURE LTD Policy (Mandatory) Crowd density has been calculated following additional measures are in place: Maintain minimum 3m gangways across the event Controlled directional flow system in place highlighted using floor graphics/arrows As always no products or stand fitting items are allowed to be positioned on the gangways A plan is in place showing use of floor markings/signage throughout the show. Signage promoting awareness and reminder of need to self-monitor, 'keep your distance'/'walk on the left' contraflows etc. Additional in-hall security patrols in place to identify and disperse crowded areas	
Queue Management	Visitor Staff Exhibitors Contractors	Airborne Surface Control	ALL SECURE LTD Policy (Mandatory) Space provided where possible to allow for queuing floor markings and signage to indicate social distancing spacing	

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			<p>Any barriers to indicate a queuing system will be regularly cleaned.</p> <p>Queues managed and regularly monitored by stewards, ensuring that people do not join the queue once it has reached maximum length.</p> <p>Signage at back of queue to limit queue length where required</p> <p>All queuing to take place within designated area and not in the gangways.</p>	
Exhibition Stands	Visitor Exhibitor Contractor	<p>Airborne</p> <p>Surface Control</p> <p>Personal Physical Contact</p>	<p>ALL SECURE LTD Policy (Mandatory)</p> <p>Exhibitors are fully responsible for designing the layout of their stands to accommodate relevant social distancing and hygiene precautions.</p> <p>Pre-event information has been provided to exhibitors regarding appropriate measures to be considered</p> <p>Measures to include:</p> <ul style="list-style-type: none"> ○ Simplify your layout ○ keep spaces as open as possible, giving everyone flexibility to move around and keep apart freely. ○ sanitiser/screens where required <p>Exhibitors have been reminded of their responsibility for cleaning their own stands.</p> <p>Additional in-hall security patrols to identify and disperse crowded areas</p> <p>Biosecurity officer onsite to provide first point of contact and liaise with any exhibitor not appearing</p>	

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			to be providing suitable social distancing or hygiene measures and management	
Show Features	Visitor Staff Exhibitors Contractor	Airborne Surface Control Personal Physical Contact	<p>ALL SECURE LTD Policy (Mandatory)</p> <p>Each feature has been designed to allow for adequate social distancing and/or additional measures e.g. screens/barriers.</p> <p>A CDS has been undertaken for each feature area and capacities will be monitored onsite.</p> <p>Enhanced cleaning regime in place to include all equipment to be used by members of the public or content providers (incl: AV Equipment, catering provision, furniture etc)</p> <p>Adequate provision for waste disposal to ensure contaminated equipment not left out</p> <p>Adequate spacing between usable seats within seated content sessions</p> <p>Separate entry and exit points where possible. Social distancing and entry/exit protocols to be issued by speaker/host via feature PA system/holding slides.</p> <p>Hand Santiser will be provided on entry/exit to feature area.</p>	
Crowd Density	Visitor Staff Exhibitors Contractors	Airborne Surface Control	<p>ALL SECURE LTD Policy (Mandatory)</p> <p>Hall capacities have been agreed in advance. This is based on social distancing and not fire regs.</p>	

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			<p>Anticipated daily attendances has included exhibitors, ALL SECURE LTD staff, official suppliers, venue and security.</p> <p>Registration system in place for live data on number of people in the hall.</p>	
Egress from halls at close of event day	Visitor Staff Exhibitors Contractors	Airborne Surface Control	<p>ALL SECURE LTD Policy (Mandatory)</p> <p>Sufficient exit opportunities are in place</p> <p>Stewards in place to reinforce social distancing guidelines and move crowds on as they gather</p>	
Risk of transmission (general)	Visitor Staff Exhibitors Contractors	Airborne Surface Control	<p>ALL SECURE LTD Policy (Mandatory)</p> <p>PPE required across the event dependent on role</p> <p>Face Covering – mandatory for everyone entering the venue.</p> <p>Gloves – required for all roles where physical interaction with other people (eg cash handling, catering, etc) is required. Reminder required that this does not reduce the risk of spreading by surface or person to person contact.</p> <p>Face Shields – required as minimum to any event team (ALL SECURE LTD/temp/contractors) position where frequent interaction required but not from a fixed position (eg stewarding, security positions, floor management)</p> <p>Sneeze screens – required as a minimum for any roles where frequent interaction required and position is fixed (eg registration desk/help desk/servicer desk/query handling/customer tills etc).</p>	

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			<p>hand sanitisers have been installed around the venue and particularly to the entrance to all stairwells where the rest room facilities are located.</p> <p>Sanitising machines using a Zoono Chemical which is certified by Public Health England.</p> <p>Adequate cleaning systems need to be in place for reusable PPE</p> <p>Exhibitors: Responsible for any hand sanitiser/PPE/control measures they feel are appropriate for their own stands</p>	

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Cleaning	Visitor Exhibitors	Surface Control	<p>ALL SECURE LTD Policy (Mandatory)</p> <p>Exhibitors to remain responsible for whatever daily cleaning requirements they believe is appropriate over and above the normal stand cleaning arrangements.</p> <p>Venue are providing specialised cleaning packages</p> <p>Increased cleaning of features and high touch points.</p> <p>Increased cleaning schedule for all rest room facilities. Toilets to be closed when cleaning in progress.</p> <p>Clear signage in place to indicate nearest alternative facilities when cleaning being undertaken to ensure no queue build up</p> <p>Extra Hand washing stations have been installed on the exhibition floor</p>	
Catering Areas	Visitor Staff Exhibitors	Airborne Surface Control Personal Physical Contact	<p>ALL SECURE LTD Policy (Mandatory)</p> <p>Venue have control measures for catering facilities in place. These include:</p> <ul style="list-style-type: none"> - queue management - pre-packed food - staff behind screens - cashless - enhanced cleaning - hand sanitiser available for all personnel 	

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			<ul style="list-style-type: none"> - Large amounts of seating removed and placed in gallery bays to ensure distancing measures adhered to For ALL SECURE LTD-provided seating areas: <ul style="list-style-type: none"> - Ensure adequate spacing between tables - Signage in place to remind users on the guidance, not to move furniture - Monitored by the Bio Security Officer - Cleaning staff in place providing regular enhanced cleaning. - 	
Social Events (eg Exhibitor Parties, Sponsored gatherings)	Visitor Staff Exhibitors	Airborne Surface Control Personal Physical Contact	ALL SECURE LTD Policy (Mandatory) Social Functions are not permitted at the event.	
Transmission through contact with materials	Visitor Staff Exhibitors	Surface Control	ALL SECURE LTD Policy (Mandatory) All physical show collateral distribution (e.g. show guides) has been reviewed and replaced with digital solutions. Exhibitors have been encouraged to consider technology and digital formats and advised that the sharing of items (e.g. pens, ipads) is not permitted.	

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Venue Air Systems	Visitor Staff Exhibitors	Airborne	<p>ALL SECURE LTD Policy (Mandatory)</p> <p>Main entrance doors left open where weather conditions allow to reduce contact with handles.</p> <p>Fresh Air Ventilation Systems in operation throughout the building.</p> <p>Roof Vents in the Main Hall kept open (weather dependant) to provide fresh air.</p>	
Transmission through Personal Contact	Visitor Staff Exhibitors	Personal Physical Contact	<p>ALL SECURE LTD Policy (Mandatory)</p> <p>Introduced Event policy of no hand shaking</p> <p>This has been Communicated through pre-event communications to all parties.</p> <p>Reinforced onsite with signage including in all toilets to demonstrate social distancing.</p>	