

### Risk Assessment for Person to Person Transmission of Covid-19 at XX Event

(space for show logo here)	<b>Tenancy Dates:</b>  <b>Early Access:</b> <b>Build up:</b> <b>Open:</b> <b>Break down:</b>	<b>Venue:</b>  <b>Halls/areas in tenancy:</b>  <b>Reference or include after show events</b>  <b>Rooms in tenancy:</b>
<b>Risk assessment undertaken by:</b>	<b>Event Director:</b>	<b>Distribution:</b> e.g. <ul style="list-style-type: none"> <li>• <i>Event Management Team</i></li> <li>• <i>Floor Managers</i></li> <li>• <i>Contractors</i></li> <li>• <i>Venue</i></li> </ul>
<b>Signed:</b>  <b>Date:</b>	<b>Signed:</b>  <b>Date:</b>	

**Assumptions:** This risk assessment is based on the assumption that the government has permitted the running of exhibitions and conferences 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 BUSINESS policy and these are indicated in the template.

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

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

<b>Overview of Event (Brief Description including any after show/outside events such as an exhibitor party)</b>		
<b>Risk Profile</b>  Visitor profile:  Daily attendance:  Busiest times:	<b>Crowd Density</b>  <b>Build-Up:</b>  <b>Open Period:</b>  <b>Breakdown:</b>  (Utilise an agreed CDS calculation pre-RA of the likely number of attendees, exhibitors etc in the halls/conference expo space at each event stage. - Build Up/ Open/Breakdown. This will enable Operations person to write relevant RA with appropriate measures.)	<b>Prevailing 'R' Number</b>   (This may not be relevant or measured in all regions, but consider this if available or any other indicator of transmission risk level  Consider region event is within and regions attendees are coming from)
Three principal ways of possible transmission route ( <b>TR</b> )  <b>Note.</b> 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 - <b>A</b> Surface Contact - <b>SC</b> Personal Physical Contact (e.g. handshakes) - <b>P</b>

The Event Risk Assessment is based on identifying the contact points (**CP**) where, when and how (**A, SC or P**) transmission at the event is most likely and assigning the controls best able to reduce the risk of transmission. Some of the controls refer to the Bio Security Plan (**BSP**) for the detail. BSP can be accessed at [www.XXXXXXXXXXXXXXXXXX](http://www.XXXXXXXXXXXXXXXXXX)

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

Srl	CP. When/Where	Who is at Risk*	TR	Controls	Advisory Controls/Notes
<b>Business Staff and Organiser's Office</b>					
	Organiser's office	S	A,SC,P	<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Organiser's Office must be deep cleaned prior to tenancy. Deep cleaning also considered for each evening throughout tenancy.</p> <p>Organiser's office must be physically separated from the event floor with no visitors or deliveries allowed in/limit number of visitors into office/one way system in and out of office if possible</p> <p>Reduce requirement for staff to share equipment where possible. Order enough radios, laptops, office supplies to enable everybody to have their own. Employ appropriate cleaning system where this is not possible.</p> <p>Appoint a PA System user, but have appropriate cleaning solution where multiple users are required</p> <p>Handwashing/sanitising available and used as per BUSINESS brief to staff (suggestion would be upon every entry into the office as a minimum)</p> <p>Avoid physical contact (e.g. handshakes) between staff</p> <p>Restrict any office services (toilets/kitchens) to core team only, employ appropriate cleaning routine and/or close them off completely</p> <p>Employ appropriate cleaning and sanitisation measures in place around any shared facility (eg kettles, urns, mugs etc). Keep food covered, remove any shared food items (eg snack bowls etc).</p>	<p>An organisers office can be situated on the event floor but should be built in such a way that it is enclosed. Ideally a front facing element with Perspex to ensure no visitors or deliveries allowed in/limit number of visitors into main office</p> <p>When considering rules around office access, the 'no visitors' guidance is preferred in order to minimise the risk to the Operations team of being forced into a quarantine or isolation situation through local contact tracing procedures.</p> <p>Arrangements will require a facility to handle deliveries, queries and complaints e.g. booths with screens, or triage desk outside of office to limit requirement for visitors within office.</p> <p>Consider limiting numbers of staff permitted in the office and reducing numbers and length of physical meetings</p>

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

Srl	CP. When/Where	Who is at Risk*	TR	Controls	Advisory Controls/Notes
				<p>Support hygiene and distancing measures with clear signage, including utilising barriers/ropes &amp; post and floor markings to indicate queue management</p> <p><b>Local Controls</b></p>	<p>Increased cleaning regime where practical</p> <p>Give detailed layout plans of office to furniture provider in order that office can be furnished prior to arrival.</p> <p>Refreshment provision. Where possible have hot and cold drinks machines available. Where possible, specify pre-packed food and drink. Bear in mind that staff working long shifts may require a hot meal</p> <p>Hand sanitising on entry and exit of office space</p> <p>PPE consideration – polycarbonate screens set up between desks if located in close proximity.</p> <p>Air conditioning (with filtration) to be used wherever possible within offices</p>
	Handling queries and complaints	S	A	<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Enquiry desk outside organiser's office to have a clear plastic shield where possible. If not possible to implement plastic shield on the enquiry desk, ensure staff at the desk has appropriate PPE, namely face visor/shield and sanitisation equipment for surfaces</p>	<p>Pre-event communication and on-line advice should reduce on site queries.</p> <p>Consider use of on-line meetings with contractors and others to reduce face to face contact</p>

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

Srl	CP. When/Where	Who is at Risk*	TR	Controls	Advisory Controls/Notes
				<p>Provide assistance phone number to all exhibitors to minimise need for office attendance</p> <p><b>Local Controls</b></p>	<p>Consider some sort of complaints and queries app to reduce requirement for face to face contact</p>
	On-site Accommodation	S	A, SC, P	<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Confirm hotel providers have appropriate Covid-19 Biosecurity Plan and RA in place. In regions where this is not a requirement, check what precautions are in place and seek advice from Business travel Provider. Choice of accommodation to be signed off by Regional Director.</p> <p>Ensure control measures are understood in advance and communicated to team.</p> <p><b>Local Controls</b></p>	<p>Consider single occupancy rooms only</p> <p>Consider using hotels within walking distance from venue to avoid requirement for transport/taxis</p> <p>Consider splitting team across two hotels where risk exists of Hotel lockdown (not high risk of that unless local region is using a containment strategy)</p>
	Evening Activities	S	A, SC, P	<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Agree in advance appropriate limitations or controls.</p> <p>As a minimum all staff must be briefed as to agreed self-protection protocols onsite</p> <p><b>Local Controls</b></p>	<p>Consider not congregating in Hotel bar/restaurants, room service only, advice on use of external restaurant/food providers</p>
	Transport	S	A, SC, P	<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Use safest methods of transport from home to venue/hotel and from hotel/venue to be determined by Business Policy</p>	<p>Consider all options and employ safest agreed solution. Walk where possible</p>

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

Srl	CP. When/Where	Who is at Risk*	TR	Controls	Advisory Controls/Notes
				<p>Hand sanitisation and appropriate PPE to be worn</p> <p><b>Local Controls</b></p>	
	Break Areas	S	A, SC, P	<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Restrict numbers within any break areas dependent on area.</p> <p>Have hand sanitisation measures available within</p> <p>Employ appropriate cleaning regime</p> <p><b>Local Controls</b></p>	<p>Limit numbers of surfaces to only those required and clean regularly</p> <p>Suggest an outdoor area for breaks where possible or utilise larger indoor rooms</p> <p>Consider providing a private rest room for anyone feeling unwell (non-Covid19 related illness, or requiring a quiet space Covid related illnesses should be handled directly through medical protocols)</p>
	Staff Health and Welfare			<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Establish and communicate Welfare arrangements in advance of tenancy to all staff (incl temps)</p> <ul style="list-style-type: none"> <li>- Buddy system for daily welfare checks</li> <li>- Every member of staff to check own temperature each morning prior to travel to venue</li> <li>- Establish system for reporting concerns (both own and others)</li> <li>- Establish protocol for any suspected Covid-19 cases</li> <li>- Ensure medical advice available for all staff at all times (local systems to be utilised where possible – eg NHS 111 phone number within UK)</li> </ul>	<p>Consider quantity of staff being sent to the event – no unnecessary staff required.</p> <p>Pre-event staff briefing</p> <p>Consider any requirements for staff travelling internationally (quarantine rules, additional risk factors)</p>

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

Srl	CP. When/Where	Who is at Risk*	TR	Controls	Advisory Controls/Notes
				<ul style="list-style-type: none"> <li>- Establish local health service procedure for anyone becoming unwell</li> <li>- Establish appropriate plan for returning staff to home should it be required</li> <li>- Establish suggested guidance for other team members should one person be affected</li> <li>- Consider back up plan for covering team members taken ill and requiring self-isolation</li> </ul> <p>Issue personal and individual PPE to all staff as required, dependent on role and location</p> <p><b>Local Controls</b></p> <p>Establish protocols for local track and trace system</p>	
	Show floor activity, production tours, build checks, event management, client and contractor liaison	S	A, SC, P	<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Appropriate PPE to be worn at all times (minimum as per local guidance)</p> <p>Focus on maintaining social distancing requirements at all times. Where not possible, increase use of PPE as required (face masks as minimum)</p> <p>Avoid gangways temporarily blocked by freight or by contractors working where possible</p> <p>Avoid walking across stand space where possible</p> <p><b>Local Controls</b></p>	<p>Consider face visors for staff on event floor for large amounts of time</p> <p>Take photographs or videos of issues and communicate electronically, where possible, to avoid calling groups together</p> <p>Limit discussions with individual parties to less than 10mins where possible</p>
	Briefings and debrief meetings			<b>BUSINESS Policy (Mandatory)</b>	

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

Srl	CP. When/Where	Who is at Risk*	TR	Controls	Advisory Controls/Notes
				<p><b>Briefings</b></p> <ul style="list-style-type: none"> <li>- Issue briefs electronically/virtually in advance to avoid requirement where possible</li> <li>- Use video conferencing facilities where possible</li> <li>- Where virtual briefings not possible, ensure rooms/spaces used are large enough for the numbers of people present and ensure adequate ventilation. Where space is not big enough for the number of people, hold your briefing elsewhere.</li> <li>- Ensure only the required individuals attend each briefing</li> <li>- Keep all briefings as short as possible</li> <li>- Issue appropriate PPE to all parties when required</li> </ul> <p><b>Daily Production meetings/debriefs</b></p> <ul style="list-style-type: none"> <li>- Where virtual briefings not possible, ensure rooms/spaces used are large enough for the numbers of people present and ensure adequate ventilation. Where space is not big enough for the number of people, hold your meeting/debrief elsewhere.</li> <li>- Replace group meetings, with one-to-one alternatives, or telephonic/electronic/virtual reporting where possible</li> <li>- Use video conferencing alternatives where possible</li> <li>- Reduce numbers in attendance where possible</li> <li>- Have PPE available for all parties when required</li> </ul> <p><b>Local Controls</b></p>	<p>Split briefings to reduce numbers, or brief only supervisors to pass information down in smaller groups</p> <p>Consider setting an alarm to remind you of timings if required</p>

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



Srl	CP. When/Where	Who is at Risk*	TR	Controls	Advisory Controls/Notes
	Deliveries (catalogues, signage, materials) for Organisers	S	A, SC, P	<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Prioritise solution for central freight acceptance by official freight contractors.</p> <p>Have holding area, outside of office for all deliveries to reduce access requirements to central offices</p> <p><b>Local Controls</b></p>	Encourage participants to minimise deliveries onsite
				<p><b>BUSINESS Policy (Mandatory)</b></p> <p><b>Local Controls</b></p>	
				<p><b>BUSINESS Policy (Mandatory)</b></p> <p><b>Local Controls</b></p>	

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

Construction Phases					
	Access	C		<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Security arrangements to ensure that only accredited contractors and staff are allowed on site. Passes or ID to be worn at all times.</p> <p>Sufficient entrances to prevent bunching and to allow social distancing guidance to be met as a minimum.</p> <p>Hand sanitisers to be provided at all event access points.</p> <p>Security teams and positions designed to protect the guard (check point behind polycarbonate screens where appropriate, sufficient PPE provided at all times, security passes designed to be visible and readable from a distance)</p> <p>Floor markings and queue management measures provided to all busy points</p> <p><b>Local Controls</b></p> <p>Temperature/health &amp; PPE checks may be required due to local systems/capabilities. Where possible arrange for these to be undertaken at site arrival locations (traffic system, venue perimeter etc) to reduce quantities of infrastructure required and freedom of movement within perimeter (for example at vehicle unloading points where frequent hall entry and exit required)</p>	<p>Consider reducing venue entry points in order to control hygiene checking and measures. This needs careful consideration to avoid creating pinch points and bottle necks and will depend on the layout of your venue. Dealing with all construction period personnel at fewer perimeter venue entry points (eg lorry parks, main venue entrances) will enable more free movement at multiple hall entry points (eg Vehicle unloading doors)</p> <p>Consider local construction regulations for guidance of what may be achievable or acceptable (do construction sites insist on pre-work health checks)</p> <p>Consider some type of self certification model if practical and measurable – spot checks from biosecurity officer?</p>

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

	Stand construction	C	A,SC,P	<p><b>BUSINESS Policy (Mandatory)</b>  All contractors required to sign document agreeing to abide by site social distancing and hygiene rules.</p> <p>Site rules posted up at contractor entrances.</p> <p>Biosecurity officer to enforce site rules and flagrant offenders to be removed from site.</p> <p>Facemasks to be worn where activities require close working.</p> <p>Ban dust-creating activity from within the halls (this will need to be communicated in advance) to avoid additional hazards from coughing and reducing cleaning requirements. All dust to be extracted at source by mechanical means</p> <p>Once stand floor down, all construction activities to be located within the stand boundaries</p> <p>PA System announcements planned and signage in place to remind all within construction area of protocols and requirements</p> <p>Each site to have hand sanitizers.</p> <p><b>Local Controls</b></p>	<p>Phasing some construction activities to reduce numbers on site at any one time – this may involve some overnight working activity. Appropriate Health &amp; Safety provision will need to be considered. Where difficult, due to resource limitations, an alternative solution may be required (eg, if just your carpet team, shell scheme team or official services provider then they may be allowed to provide their own H&amp;S cover. Where multiple contractors, this may not be appropriate)</p> <p>You should expect that Covid19 control measures are detailed within Risk Assessments and Method Statements for stand construction – even if solely referencing construction activities</p> <p>Allowances may need to be made where other safety concerns override the need for social distancing such as footing a ladder.</p> <p>Include advice into manual for space-only stand designs and construction methods to simplifying stand design to reduce the time onsite</p>
--	--------------------	---	--------	---	--

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

	Contractor Management			<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Ensure all contractors (Official and Exhibitor's Own) include biosecurity risks within pre-event Risk Assessments and Method statements</p> <p>All contractors to work within the limits of their Risk Assessments</p> <p>All contractors to wear appropriate PPE at all times, in relation to tasks undertaken, roles and positions</p> <p>Seek guidance from local contractor's associations</p> <p><b>Local Controls</b></p>	<p>Consider mandatory pre-registration for build-up, or at least a system for approximation of contractor numbers onsite during each stage of build-up</p> <p>Consider estimated contractor and exhibitor numbers during each stage of build-up. Consider build timetable to spread attendance across build-up as appropriate and where practical</p> <p>Consider overnight working for official shell/electrical/carpet/furniture contractors (with suitable supervision) to reduce numbers during the day. Provision of staff still required to service exhibitor and contractor requests throughout build</p> <p>Consider zoning of event site for build-up – reducing numbers in each zone where possible (being sure not to incur crowded periods in non-restricted periods)</p> <p>If possible allow longer timeframe to build up and breakdown by adding one more day for build up/</p>
--	-----------------------	--	--	--	--

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

					breakdown even for official shell/electrical/carpet/furniture contractors
	Service Desks			<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Service desks/facilities are provided generally by third parties. Ensure biosecurity measures have been considered within their risk assessments. These must be vetted by Business pre-event.</p> <p>Implement solutions to limit risks of face to face contact (enclosed desks with Polycarbonate screens – where this is not possible, face shields/visors should be a minimum, together with equipment/materials/arrangements with which to regularly sanitise counter surfaces)</p> <p>Queue management controls in place</p> <p>Employ additional communications in advance of the event to increase levels of pre-orders and reduce on-site ordering requirements. Consider online ordering for on-site where possible</p> <p><b>Local Controls</b></p>	<p>Consider electronic fault reporting systems (app based to reduce need of attending service desks)</p> <p>Consider larger, well manned service centres where appropriate</p>
	Hygiene			<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Ensure maximum hand washing facilities are open, available, and maintained</p> <p>Provide hand sanitisation at all entrances and exits</p> <p>Ensure all toilets are frequently cleaned and sanitised</p> <p>Ensure cleaning schedule provided by venue has regular cleaning scheduled and details of how it is monitored</p>	

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

				<b>Local Controls</b>	
	Catering			<p><b>BUSINESS Policy (Mandatory)</b> Establish options/alternatives with venue in advance</p> <p>Establish and agree control measures for catering facilities with venue</p> <p>Ensure queue management</p> <p><b>Local Controls</b></p>	<p>Consider the quantity of catering outlets available. Maximising construction phase catering provision within the hall where possible will minimise queuing and the need for people to leave and re-enter the Venue. Minimising provision may, however, be easier to control and maintain hygiene measure provision.</p>
	Gangway Management			<p><b>BUSINESS Policy (Mandatory)</b> Employ Gangway Manager where required (where historically gangway management has been a challenge) to focus on keeping a workable clearance within gangways, to avoid pinch points within hall and maximise ease of movement</p> <p>Ensure freight operators understand requirement to keep gangways clear</p> <p>Inform all contractors pre-event of this requirement to minimise amount of freight brought into the hall for each stand at any one time</p> <p><b>Local Controls</b></p>	<p>Identify void areas and build some shell blocks later within build to maximise freight holding alternatives</p> <p>Arrange a freight holding and delivery hub where possible with official freight contractor</p> <p>Arrange for a forklift truck to be available to clear freight to a holding space if required</p> <p>Supply signage to support measures and increase awareness</p>
	Construction Materials			<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Official contractors to ensure all materials brought to site are cleaned in advance and issue certification or guidance, where appropriate, as to cleaning regime in place</p>	

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

				<b>Local Controls</b>	
	<b>BREAKDOWN ARRANGEMENTS</b>			<b>BUSINESS Policy (Mandatory)</b>  All construction phase requirements apply during breakdown.  <b>Local Controls</b>	Consider scheduling the breakdown process to reduce numbers of personnel within the hall – particularly during the first 1-2 hours
				<b>BUSINESS Policy (Mandatory)</b>  <b>Local Controls</b>	
<b>Live/Open Phase</b>					
	Pre-opening queue	V S C	A	<b>BUSINESS Policy (Mandatory)</b>  Pre-registration to be maximised (ideally 100%) to minimise onsite registration requirements  See BSP for social distancing in barrier plan. Minimum distance to be defined by local guidance  Hand sanitizers at all entry points.  BUSINESS staff and contractors to wear face masks/visors in these areas.  <b>Local Controls</b>	Where practical achieve greater social distancing up to 2m  Queue management techniques to be employed as detailed within this Risk Assessment
	Event Arrival			<b>BUSINESS Policy (Mandatory)</b>  Ensure local arrival health check protocol is enforced (ideally external to event at venue perimeter)	Utilise additional hall space/venue space, if available, for queue management where possible

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

			<p>Ensure queues are minimised and all arrivals are able to move through process with minimum contact/interaction requirement</p> <ul style="list-style-type: none"> <li>- Reduce on-site badge printing/collection <ul style="list-style-type: none"> <li>o Promote print at home/e-badging</li> <li>o Post badges in advance</li> <li>o Consider badge distribution from local hotels if possible</li> </ul> </li> <li>- Remove/minimise on-site registration facilities, but allow on-site registration via online forms (use QR codes or website addresses where possible)</li> <li>- Design on-site self-service badge printing terminals (scan barcode from phones/printed so contactless, rather than touch screen where possible)</li> <li>- Self-scan hall entrance points rather than scanning staff – can be monitored from a distance to ensure compliance and assistance available to minimum cases</li> <li>- Ensure onsite help point is available for minority of visitors who experience registration problems – from fixed positions with polycarbonate screens</li> <li>- Any required manned registration desks must be positioned behind glass screens</li> <li>- Where registration desks are required and venue layout dictates that they must be positioned closely together, shut every other position to allow for social distancing</li> </ul> <p>Increase scan and go points/registration points/entry points where possible to reduce requirement for queuing. Reduce these points if would be easier to control and manage people more quickly with fewer – this will be venue specific</p> <p>Ensure enhanced cleaning regime within all queuing and registration/arrival areas. Any touch screen or</p>	<p>Consider opening registration facility earlier so people can register/print badges etc prior to event open hours.</p> <p>Consider various techniques to spread out the visitor arrival period especially if a large attendance is expected:</p> <ul style="list-style-type: none"> <li>- Consider opening the event earlier to avoid build up of queues at the start of the day.</li> <li>- Consider working with regional transport providers to stagger arrival times (e.g. promote different/multiple train services)</li> <li>- Work with venue to spread arrivals across venue utilising onsite parking facilities</li> <li>- Consider times arrival slots for visitors, agreed in advance</li> <li>- Consider promoting a 'don't arrive at peak times' message</li> </ul>
--	--	--	---	--

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



			<p>interaction point to have hand sanitisers available nearby and frequent surface wipe-down regime in place</p> <p>Queuing areas managed using mix of barriers, ropes &amp; posts, signage, floor markings and dedicated arrivals management team (stewards).</p> <p>Good and visible signage within arrivals area to explain and reinforce social distancing and hygiene measures, and code of conduct</p> <p>All staff to be provided with appropriate PPE</p> <p>Evaluate expected density against Crowd Density Standard – consider timed sessions, or limit numbers by day or half-day, in advance, where crowd density perceived to be an issue.</p> <p>Assess general venue arrival points and transport systems (local train stations, onsite parking) and work with local infrastructure provider (venue, transport provider) to ensure arrival and health check process spread out and managed at point of arrival where possible</p> <p>Maximise entry and exit points from venue as far as possible to avoid bottlenecks and queueing. Bear in mind security and health check requirements, which may reduce this opportunity for entry points.</p> <p>Separate entry and exit points. Ideally this should be achieved completely, in separate event access points. Where not possible, all shared entry/exit points should be designed to create clear entry and exit channels to avoid personnel crossing paths utilising barriers and signage etc</p>	
--	--	--	---	--

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

				<p>Fully drawn plans of routes, queueing and walking channels for this process to ensure clarity and clear staff briefs.</p> <p>Work with venues to consider crowd flow in concourse areas and define routes. Consider any other events of activities that may be taking place at the same time and liaise with other organisers where required.</p> <p><b>Local Controls</b>  Temperature/Health Checks may be in place – where these exist, all personnel to undergo daily prior to entrance into the event. Possible to have system in place (coloured wristbands?) to indicate daily check has been carried out.</p> <p>Where Temperature checks are in place you must ensure:</p> <ul style="list-style-type: none"> <li>- Equipment is suitable for the purpose intended</li> <li>- Equipment is certified and correctly calibrated</li> <li>- Equipment is operated by competent, trained personnel</li> <li>- Process itself is scaled to minimise amount of queueing time, thus avoiding further risks, and queues are managed appropriately</li> <li>- 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</li> <li>- Suitable system in place for dealing with any suspected cases</li> <li>- Clear but discreet route plan from health screening areas to quarantine for those with symptoms</li> <li>- Ensure all protocols agreed and briefed to all staff in advance. Also all other groups should be informed of systems that will be in place</li> </ul>	
--	--	--	--	---	--

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

	Medical Facilities			<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Ensure Medical Provision in place in line with Business Best Practice and local requirements, and provide for levels to cope with potential increase in requirements as a result of Covid-19 care requirements</p> <p>Ensure isolation room/space available for any personnel showing symptoms, adequate cleaning regime in place and PPE available</p> <p>Protocol to be established for dealing with any person showing symptoms</p> <p>Ensure full incident reporting system in place in order that event management have full details available and ability to manage any potential issues with increased instances. Escalation route to be utilised (via Business CMP system) for pre-defined trigger points. Trigger points could be: one instance detected, numbers of instances increasing, instance with VIP, instance with Business staff etc</p> <p><b>Local Controls</b></p> <p>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)</p>	<p>Covid-19 test kits where appropriate/available</p> <p>You will need to identify and confirm, in advance, who is the final decision maker with regard to refusing entry for a person. If not Business (it may be the venue) then establish the fixed reasons for refusal in advance</p>
	Non-compliance with social distancing and personal hygiene protocols	All	A,SC, P	<p><b>BUSINESS Policy (Mandatory)</b></p> <p>See communication plan in BSP for all key safety messages including event signage.</p>	<p>Biosecurity officer and team (or appointed contractor/venue staff where relevant) to be briefed on how</p>

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

				<p>See hall monitoring and enforcement plan in BSP to ensure compliance in halls.</p> <p>Promote, to all parties in advance, the social distancing and hygiene protocols to be followed at the event, together with a reminder for self-responsibility (including the visitor base). Ensure reminders onsite including signage and PA announcements</p> <p>Additional in-hall security patrols to identify and disperse crowded areas</p> <p>Biosecurity officer (or agreed responsible person) and team to enforce the rules</p> <p><b>Local Controls</b></p>	<p>to deal with visitors breaking the rules to avoid unnecessary conflict.</p>
	Info Points/Help Desks			<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Implement solutions to limit risks of face to face contact (enclosed desks with Polycarbonate screens – where this is not possible, face shields/visors should be a minimum, together with equipment/materials/arrangements with which to regularly sanitise counter surfaces)</p> <p>Queue management controls in place</p> <p>Employ additional communications in advance of the event to increase levels of pre-orders and reduce on-site requirements. Consider online help provision where possible (Event App)</p> <p><b>Local Controls</b></p>	<p>Consider paperless solutions for provision and sharing of information</p>

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

	Visitor flow within the halls		<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Maintain 3m gangways across the event wherever possible. Where unavoidable, all gangways less than 3m to be designated as 'one-way' directional travel and highlighted using floor graphics/arrows.</p> <p>Ensure no products are allowed to be positioned on the gangways</p> <p>Increase minimum stand depth to 2m to allow for social distancing measures to be maintained within each stand, reducing the need for dwelling on a gangway</p> <p>Remind exhibitors, pre-event, of requirement to be able to accommodate all trading within their own stand space (i.e. product placement and all visitor interaction). Screens and demonstrations should not be positioned directly onto gangways from stand perimeter. Space for viewing to be allocated within stand boundary</p> <p>Create a plan for the use of floor markings/signage throughout the show or in high traffic areas (links between halls, immediately within the entrance, key junctions, crossover points, around feature areas, approaching catering facilities, any expected queueing points) to indicate one way systems, to indicate minimum social distancing guidance or to remind personnel of the social distancing and movement protocols (signage promoting awareness and reminder of need to self-monitor, 'keep your distance'/'walk on the left' contraflows etc)</p> <p>Additional in-hall security patrols to identify and disperse crowded areas</p> <p><b>Local Controls</b></p>	<p>Evaluate forecast crowd density and decide if further measures are required (eg all gangways designated 'one-way' direction, increase gangway widths)</p> <p>Using your knowledge of the show think about largest clients and/or most popular stands where large crowds can form and where possible consider increasing the gangway widths accordingly.</p> <p>Where large groups of small stands exist consider increasing the size of gangways / space around them so far as is reasonably practicable from a commercial and safety perspective.</p> <p>Reinforce social distancing protocols throughout pre-event comms to all parties and through onsite signage, PA system messaging and apps</p>
--	-------------------------------	--	--	---

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

	Queue Management			<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Provide space where possible to allow for queuing where required</p> <p>Add floor markings to indicate social distancing spacing</p> <p>Utilise barriers/ropes and posts to indicate queuing system – ensuring personnel are able to stand at required distance from each other</p> <p>Utilise stewards to ensure people do not join the queue once it has reached maximum length</p> <p>Introduce signage at back of queue to limit queue length where required</p> <p>Ensure queues are monitored at expected busy periods</p> <p>Do not allow queuing in gangways. Additional in-hall security patrols to identify and disperse crowded areas. (Dependent on scale of problem, this might be done better and more diplomatically by the biosecurity officer who can call on security staff if necessary)</p> <p>Ensure pre-event comms to exhibitors to be aware of this – consider timing of and access to any demonstrations/meetings/VIP appearances etc</p> <p><b>Local Controls</b></p>	
--	------------------	--	--	--	--

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

	Exhibition Stands		<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Exhibitors are fully responsible for designing the layout of their stands to accommodate relevant social distancing and hygiene precautions.</p> <p>Business to give guidance as to appropriate measures to be considered within the Exhibitor Manual and additional pre-event comms as required (for first shows this will be required to be communicated separately)</p> <ul style="list-style-type: none"> <li>- Measures to include: <ul style="list-style-type: none"> <li>o Designing layout to accommodate product display within the stand space</li> <li>o Space allowed within the stand area to conduct meetings and conversations with interested parties. It must not be assumed that gangways may be utilised for this purpose</li> <li>o Control measures, where required, to limit numbers of people on the stand</li> <li>o Provision of PPE/hand sanitiser/screens where required</li> <li>o Data capture techniques to ensure no opportunities lost when stand is busy</li> </ul> </li> </ul> <p>Exhibitors to be reminded of their responsibility for cleaning their own stands. (Suggest they display signage indicating they have cleaned their areas)</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 to be providing suitable social distancing or hygiene measures and management</p>	<p>Request exhibitors/sponsors etc to request permission from organisers if they are having designated demo area's on stand- this will enable us to ensure they have allowed appropriate space and plans to manage crowds and Social Distancing requirements</p>
--	-------------------	--	---	--

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

				<b>Local Controls</b>	
	<p>Show Features</p> <ul style="list-style-type: none"> <li>- to include both Content-led features (e.g. theatres, product displays etc) and non-content led features (e.g. seating areas, rest and relaxation zones etc)</li> </ul>			<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Allow for adequate social distancing within each feature area (follow prevailing local guidance for required distance). Where this is not possible, provide adequate mitigation (individual person separation using screens, booths etc) or remove feature from event planning</p> <p>Consider length of sessions (current advice that sessions should be no longer than 45mins and absolutely no longer than 1.5hours)</p> <p>Plan additional time between sessions to allow for additional cleaning and phased entrance and exit procedures. Allow a minimum of 30 mins between sessions – but longer dependent on size of theatres</p> <p>Design features to have separate entrance and exit points and have a clear system for allowing entry and exit whilst minimising queueing and bottlenecks</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 PPE provided for these areas</p> <p>Adequate spacing between usable seats within seated content sessions</p>	<p>Consider pre-booked and ticketed sessions where features are running and numbers need to be controlled</p> <p>Consider enclosing features if this will reduce amount of walk-up attendance, opportunistic attendance and gangway gathering.</p>

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



			<p>Content team or appointed stewarding staff to manage the visitors/delegates during the sessions and their access and egress</p> <p>Separate entry and exit points where possible if a feature must be contained at all. Social distancing and entry/exit protocols to be issued by speaker/host via feature PA system</p> <p>Back of house and green rooms etc. must be considered and assessed in line with all control measures within this Risk Assessment</p> <p><b>Local Controls</b></p>	
	Crowd Density		<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Ensure hall capacities are agreed in advance (reference crowd density standard for this point as opposed to fire regs).</p> <p>Approximate forecast daily attendance (to include exhibitor and contractor staff) when considering all event control measures required</p> <p>Where forecast daily attendance is close to agreed crowd density standard, consider limiting daily registration number and encourage visitor attendance across whole event and towards quieter days</p> <p>Monitor personnel numbers entering the event space and restrict access once Crowd Density number has been reached</p> <p>Ensure agreed protocols are in place if capacity limits are reached. Brief all staff on this in advance</p> <p><b>Local Controls</b></p>	<p>Where forecast density is close to CDS, consider asking visitors to nominate their attendance day at point of registration, limiting numbers of registrations for each day, putting a refundable charge in place for registration to be redeemed once attendance confirmed (to increase conversion against a day), putting in place timed sessions (e.g. morning or afternoon attendance).</p> <p>Need to consider method of enforcing any sort of timed session/registration policy.</p>

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

	Egress from halls at close of event day			<p><b>BUSINESS Policy (Mandatory)</b>          Consider increasing exit opportunities (through fire exits, vehicle doors etc) for main exhibitor exit routes to spread flow away from pinch points.</p> <p>Ensure adequate stewards available to reinforce social distancing guidelines and move crowds on as they gather</p> <p><b>Local Controls</b></p>	<p>Create additional shuttle bus numbers/bus pick up points/taxi ranks/taxi numbers to allow for multiple exits</p> <p>Queue management required at bus stops and taxi ranks.</p> <p>Consider keeping catering areas open within halls for exhibitors after close of show to spread out exhibitor egress</p> <p>Consider hall closing time to allow work on stands to continue later, reducing exit volumes</p>
	Risk of transmission (general)	All	A, SC, P	<p><b>BUSINESS Policy (Mandatory)</b>          PPE required across the event dependent on role</p> <p>Each individual should be provided with their own PPE (by whoever is responsible for providing in each case) and not shared between individuals without appropriate cleaning systems between usage.</p> <p>Face Covering – required as minimum for exhibitors/visitors when unable to follow social distancing measures for short periods of time          Face Masks – required as minimum for Business team whenever social distancing requirements cannot be maintained for short periods of time          Gloves – required for all roles where physical interaction with other people or event materials (eg exhibitor/visitor badges, cash handling, catering, event guides etc) is required. Reminder required that this does not reduce the risk of spreading by surface or person to person contact.          Face Shields – required as minimum to any event team (Business/temps/contractors) position where</p>	<p>Utilise PA announcements to reinforce PPE requirements</p> <p>Reinforce PPE guidance with on-site signage</p> <p>Consider use of gloves for Business staff when outside of office space – this needs to be advised with caution, as gloves do not protect the individual from transmission via contact (surface or person to person) if they then touch their face with a gloved hand.</p> <p>Find a venue/contractor solution for exhibitors to engage with to purchase PPE</p>

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

			<p>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> <p>Hand Sanitiser – must be provided at all hall/event entry/exit point (including service entry and back of house) and all high traffic areas (offices, catering, features, major gangways)</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> <p>Masks – to be made available for use by anyone who requests them</p> <p>Gloves – to be made available for use by anyone who requests them</p> <p>Ensure monitoring of usage and supplies kept in stock</p> <p><b>Local Controls</b></p>	and additional protection measures
	Disposal of PPE		<p><b>BUSINESS Policy (Mandatory)</b></p> <p>System must be agreed with Venue/cleaning contractor for adequate provision of bins for PPE disposal and appropriate system for handling this waste (to be considered hazardous).</p> <p>Program in place (mainly achieved through signage and messaging) to minimise contamination of other</p>	

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

				<p>waste processes through disposal of PPE in other bins</p> <p><b>Local Controls</b></p>	
	Cleaning	All	SC	<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Ensure enhanced venue cleaning routines in place, focussing on high traffic areas and high contact points (door handles, escalator handrails etc). Regime must be visible to all.</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><b>Local Controls</b></p>	<p>Highlight and reinforce with signage and provide ability for reporting where people think this is not being maintained</p> <p>Consider enhanced daily cleaning of surfaces and stand items (through fogging or similar sanitisation methods) where Risk Levels increase</p> <p>Find a venue/contractor solution for exhibitors to engage with to purchase cleaning products and hire additional cleaning services</p> <p>Consider providing each exhibitor with a cleaning register to complete which may be inspected/spot checked by Biosecurity officer?</p>
	Catering Areas			<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Establish alternatives with venue in advance</p> <p>Ensure Food Safety Standards adhered to including appropriate level of PPE for epidemic prevention purposes</p>	<p>Attempt to provide maximum amount of catering facilities in order to spread quantity of users as wide as possible.</p> <p>If there are not enough catering areas at the event in</p>

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

			<p>Establish and agree control measures for catering facilities with venue</p> <p>Ensure queue management</p> <p>For Business-provided catering areas:</p> <ul style="list-style-type: none"> <li>- Ensure adequate queue management</li> <li>- Ensure adequate spacing between tables</li> <li>- Provide dividers on the tables to protect people sitting opposite each other</li> <li>- Ensure usual food hygiene regulations</li> </ul> <p>Ensure enhanced cleaning regime</p> <p>Ensure hand sanitiser available for all personnel</p> <p>Avoid open buffet food. Drive preference for pre-packed solutions or served food that is controlled within appropriate Food Hygiene regulations and guidance</p> <p>Where possible ensure compliance with local social distancing guidance supported by floor markings and other measures where required</p> <p><b>Local Controls</b></p>	<p>order to deal with the forecast requirement consider closing all facilities and replacing if possible with vending facilities</p> <p>Encourage contactless payment if possible</p>
	<p>Social Events (eg Exhibitor Parties, Sponsored gatherings, Awards ceremonies, event parties, drinks, dinners, tours outside of the event (eg garden centre tours, BBQ's)</p>		<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Separate full and detailed Risk Assessment must be carried out prior to agreement.</p> <p>Risk Assessment should consider all risks of transmission within the environment</p> <p><b>Local Controls</b></p>	<p>Consider changing event profile to become digital offering (video conferencing, video content, streamed event, managed virtual meetings etc)</p>
	<p>VIP Delegations</p>		<p><b>BUSINESS Policy (Mandatory)</b></p>	

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

				<p>Full Risk Assessment required, but measures generally detailed as within this Risk Assessment</p> <p><b>Local Controls</b></p>	
	<p>Transmission through contact with materials</p>			<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Where possible, go digital/paperless for materials printed and distributed onsite (catalogues, guides, fliers etc)</p> <p>Consider distribution points for all materials within entrance process:</p> <ul style="list-style-type: none"> <li>- Catalogue distribution</li> <li>- Lanyard/badgeholder distribution</li> <li>- Event floorplan distribution</li> <li>- Onsite literature distribution</li> <li>- Delegate bags/Goody Bags</li> </ul> <p>Increase capacities of distribution points to reduce restock requirements. Or increase quantities of distribution points, to allow for isolated restocking opportunities.</p> <p><b>For exhibitors:</b> encourage use of technology and digital formats to avoid business card exchange, flyers and catalogues distribution onsite - add to Manuals and pre-event comms</p> <p>Suggest exhibitors do not provide physical promotional giveaways</p> <p><b>Local Controls</b></p>	<p>Consider the amount of promotional material produced for onsite. Is there another way of giving this info:</p> <ul style="list-style-type: none"> <li>- Event Guides/Catalogues</li> <li>- Event promotional materials</li> <li>- Event Floorplans</li> </ul> <p>Go Cashless at all pay points where possible, reducing the need for exchange of cash. Promote re-event and onsite</p>

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

	Venue Air Systems			<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Ensure discussion with venue and understanding of specific venue air handling systems and maximisation of usage where possible, to maximise ventilation and, where possible, clean/filter the air.</p> <p>Ensure usage of air handling systems does not increase the risk – so do check current guidance</p> <p><b>Local Controls</b></p>	<p>Guidance issued by UFI (May 2020):</p> <ul style="list-style-type: none"> <li>• Secure ventilation of spaces with outdoor air.</li> <li>• Switch ventilation to nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time.</li> <li>• At nights and weekends, do not switch ventilation off, but keep systems running at lower speed.</li> <li>• Ensure regular airing using windows (even in mechanically ventilated buildings).</li> <li>• Keep toilet ventilation in operation 24/7.</li> <li>• Avoid open windows in toilets to assure the right direction of ventilation.</li> <li>• Instruct users to flush toilets with closed lid.</li> <li>• Switch air handling units with recirculation to 100% outdoor air.</li> <li>• Inspect heat recovery equipment to be sure</li> <li>• that leakages are under control.</li> <li>• Switch fan coils either off or operate so that fans are continuously on.</li> </ul>
--	-------------------	--	--	--	---

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

					<ul style="list-style-type: none"> <li>• Do not change heating, cooling and possible humidification settings/set-points.</li> <li>• Replace central outdoor air and extract air filters as usually, according to maintenance schedule.</li> <li>• Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection.</li> </ul> <p>For further specialized detailed insight on heating, ventilation and cooling, see the “How to operate and use building services in order to prevent the spread of COVID-19 in work places” guidance of the Federation of European Heating, Ventilation and Air Condition Associations (REHVA).</p>
	Transmission through Personal Contact			<p><b>BUSINESS Policy (Mandatory)</b></p> <p>Introduce Event policy of no hand shaking</p> <p>Communicate through pre-event communications to all parties</p> <p>Reinforce onsite with signage</p> <p><b>Local Controls</b></p>	

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




DRAFT VERSION

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