

- \* The attached Food Sampling COVID Risk Assessment has been created by the AEO Operations Food Sub Group, and is a template to be provided to exhibitors who wish to sample food and drink from their stand. This will need to be completed in addition to the usual Food Hygiene / HACCP information.



**The assumption is that masks are compulsory at the venue and can only be removed in specific instances in order to eat or drink. The recommendation is that exhibitors who wish to sample will create a place on their stand (out of the aisle) where visitors can remove their mask to taste a sample.**

Additional measures will be included in the Organisers Show COVID Risk Assessment which will cover measures the organisers are taking in order to support the sampling activities of exhibitors. These will include but are not limited to;

- Providing wider gangways to enable creation of a sampling 'space' for smaller stands.
- Provision of hand sanitiser stations around the hall in addition to those that exhibitors who are sampling will be required to provide.
- Shared storage (particularly refrigeration) managed safely with one member of staff access the shared facility, wearing appropriate PPE and use of hand sanitiser required by exhibitors collecting items. A table to be provide to place the items on so no hand to hand transference.
- Policy developed in conjunction with the venue for access for deliveries. No 3rd party access without pre-registration / contact details.
- Creating 'sampling areas' around the hall if exhibitors cannot comply with a 'sampling space' on the stand.
- In communal wash up areas and / or prep areas there will be a one in one out policy with the areas cleaned between each use. There will be a separate entry and exit. 'Workstation' or sinks to be separated by walling and spaced to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable). Marshal / cleaner will be provided to manage the usage.
- Floor markings will be provided to promote social distancing.
- If Food Demo Features are organised these will follow social distancing rules and be cleaning between each demo.

## Risk Assessment for Food Shows and the Transmission of Covid-19 at XX Event

(space for company logo here)	(space for show logo here)	Venue:  Build up:  Open:  Break down:
Risk assessment undertaken by:		Distribution:  e.g. <ul style="list-style-type: none"><li>• Exhibitor's Staff</li><li>• Temporary Stand Staff</li><li>• Organisers</li><li>• EHO</li><li>• Venue</li></ul>
Signed:  Date:		

**Scope:** This risk assessment only covers the activity specifically related to COVID Measures for food sampling.

**It does not cover the normal Food Sampling Risk Assessment and HACCP measures which still need to be completed in the normal way in addition to this Risk Assessment.**

It only covers activities for which the Exhibitor is directly responsible. It does not cover organiser, venue, or contractor activities.

## GENERAL INFORMATION

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.

### Transmission Route (TR)

Airborne - **A**

Surface Contact - **SC**

Personal Physical Contact (e.g. handshakes) - **PC**

### Who is at risk

Exhibitor Staff = **ES**

Organiser = **O**

Contractor = **C**

Visitor = **V**

Venue Staff = **VS**

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

**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.

**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

***This document is meant as a template only with suggestions of measures exhibitors could or should implement in order to sample food or drink at the event. Each exhibitor will need to assess their particular situation in terms of the actions they need to take. For further advice contact the organisers or the EHO.***

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	Contact Point When/Where	Who is at Risk*	Transmission Route	Controls	Advisory Controls/Notes
<b>Food Preparation Off-Site (pre show)</b>					
	Packaging  Handling  Storage	ES	SC	<p><b>All current food packaging, handling and storage guidelines adhered to eg suitable for food use</b></p> <p>Following Government Guidance on how to work safely in the food manufacturing sector during the COVID-19 pandemic. Including but not limited to....</p> <ul style="list-style-type: none"> <li>• Wash hands for 20 seconds with hot water and soap</li> <li>• Catch it, bin it, kill it – provide non-contact waste bins and tissues for sneeze and coughs</li> <li>• Social Distancing of 2m or 1m with risk mitigations.</li> <li>• If social distancing is not possible the appropriate mitigations are needed, such as; <ul style="list-style-type: none"> <li>◦ side-to-side or back-to-back instead of face-to-face</li> <li>◦ keeping the activity time involved as short as possible</li> <li>◦ using screens or barriers to separate people from each other</li> <li>◦ reducing the number of people each person has contact with by using 'fixed teams of partnering'</li> </ul> </li> <li>• Ensuring both workers and customers who feel unwell stay at home and do not attend the premise. <a href="#">Click here</a> for the latest NHS symptoms</li> <li>• Included in detailed HACCP</li> <li>• Use of PPE appropriate the task.</li> </ul>	<p><a href="#">Click here</a> for the Food Standards Agency's guidance on how to work safely in the food manufacturing sector during the COVID-19 pandemic.</p> <p><a href="#">Click here</a> for government guidance on keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services.</p>

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	Contact Point When/Where	Who is at Risk*	Transmission Route	Controls	Advisory Controls/Notes
	Hygiene and cleaning measures (including the use of PPE)	ES	SC	<p><b>Adhering to all current food hygiene legislation.</b></p> <p>Following Government Guidance on how to work safely in the food manufacturing sector during the COVID-19 pandemic. Including but not limited to....</p> <ul style="list-style-type: none"> <li>• In every workplace, increasing the frequency of handwashing and surface cleaning with adequate disposal arrangements for cleaning products.</li> <li>• Wash hands for 20 seconds with hot water and soap</li> <li>• Catch it, bin it, kill it – provide non-contact waste bins and tissues for sneeze and coughs</li> <li>• Staff should be fit for work – not showing any symptoms. <a href="#">Click here</a> for the latest NHS symptoms</li> <li>• Included in detailed HACCP</li> <li>• PPE</li> <li>• Use signage to build awareness of the cleaning measures</li> <li>• Putting up a visible cleaning schedule can keep it up to date and visible.</li> <li>• Keeping facilities well ventilated for example by fixing doors open where appropriate.</li> <li>• Wedge doors open, where appropriate, to reduce touchpoints. This does not apply to fire doors.</li> <li>• Add hand sanitisers in multiple locations in addition to toilets.</li> </ul>	<p><a href="#">Click here</a> for the Food Standards Agency's guidance on how to work safely in the food manufacturing sector during the COVID-19 pandemic.</p> <p><a href="#">Click here</a> for government guidance on keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services.</p>
	Transportation to stand	ES, C, O, VS	SC	<p><b>Adhering to current food hygiene legislation</b>, including if required the HACCP to cover the journey of the product (from factory to stand/ storage).</p> <p>Following Government Guidance on how to work safely in the food manufacturing sector during the COVID-19 pandemic. Including but not limited to....</p> <ul style="list-style-type: none"> <li>• Wash hands for 20 seconds with hot water and soap</li> <li>• Catch it, bin it, kill it – provide non-contact waste bins and tissues for sneeze and coughs</li> <li>• Social Distancing, if not possible the appropriate mitigations are needed such as screens.</li> </ul>	<p><a href="#">Click here</a> for the Food Standards Agency's guidance on how to work safely in the food manufacturing sector during the COVID-19 pandemic.</p> <p><a href="#">Click here</a> for government guidance on keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services.</p>

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				<ul style="list-style-type: none"> <li>• Staff should be fit for work – not showing any symptoms. <a href="#">Click here</a> for the latest NHS symptoms</li> <li>• Included in detailed HACCP</li> <li>• PPE</li> </ul> <p>Ensure 'handling count' is as low as possible.</p> <p>Follow Organiser guidance on deliveries to the show, including pre-registration of delivery drivers for contact details if required for track and trace.</p> <p>Face coverings are to be worn at all times inside the exhibition hall as per current government guidance.</p> <p>Make hand sanitiser available and use before unloading product.</p> <p>Ensure storage area / fridge on the stand is ready to receive goods to enable social distancing when unloading.</p>	

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<b>On-Site</b>					
	General	ES, V, O, VS	EB	<p><b>It is compulsory for all exhibitors to wear face covering while inside the venue, unless you are exempt. As per government guidance. If you cannot wear a face covering it is essential that you maintain social distancing of 2m at all times.</b></p> <p>Follow Organiser guidance, including but not limited to pre-registration of all staff onsite. This will give the organisers contact details if required for track and trace.</p>	Consider not having staff on the stand who are unable to wear a face covering.

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	Packaging	ES, V	SC	<p><b>All current food packaging guidelines adhered to eg suitable for food use</b></p> <ul style="list-style-type: none"> <li>• All packaging to be disposable.</li> <li>• Ideally all food items to be wrapped individually before being brought to site.</li> <li>• If pre- packaging is not practical as it would be detrimental to the food detail, consider how it might be possible to package the food on-site.</li> <li>• All packaging to be removed from item by visitor and packaging placed in non-contact waste bin provided.</li> <li>• Non-contact bins to be supplied for waste must be emptied regularly (as per your cleaning log) and easily accessible.</li> <li>• Provide appropriate signage to inform visitors of the process.</li> <li>• Exhibitors handling any packaging to be given to visitors must wash their hand for 20 seconds with warm water and soap beforehand. All packaging handled by exhibitor must be handled using gloves. These gloves must be disposed of at least every 20 minutes.</li> </ul>	<ul style="list-style-type: none"> <li>• If using gloves these must be changed every 20 minutes and disposed of in dedicated PPE non-contact bin.</li> <li>• Consider use of available options to pre-package samples before coming to site eg</li> </ul>  <p>approx. £19.19 for 500</p>  <p>approx. £29.98 for 1000</p>
	Handing Food by Exhibitors	ES, V	PC, SC	<p><b>All current food prep-guidelines to be followed eg hand washing facilities,</b></p> <ul style="list-style-type: none"> <li>• Allocate dedicated food handling / preparation area with dedicated staff only in this area.</li> <li>• Consider create a 'Hygiene Box' where sufficient stocks of PPE and food safe anti-bacterial cleaners are kept. If using anti-bacterial spray used, this must</li> </ul>	<ul style="list-style-type: none"> <li>• Assign dedicated staff to handle food only.</li> <li>• Signage to remind exhibitors do's and don'ts</li> <li>• Hand sanitisers must be easily accessible to allow social distancing.</li> </ul>

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			<p>be used with paper towels / blue roll and disposed of immediately after use.</p> <ul style="list-style-type: none"> <li>• If preparation of the samples on-site involves handling the product, hands must be washed before, during and after every 20 minutes for 20 seconds.</li> <li>• Social distancing to be practiced at all times. Only the required number of staff should be in the food handling area.</li> <li>• If the stand is too small to enable social distancing detail additional measures eg staff are all one family members, use of PPE or screens.</li> <li>• Food handler must be wearing appropriate PPE (gloves, face coverings, aprons).</li> <li>• Anti-bacterial spray (food safe) used after every interaction to wipe down all surfaces. using paper towels / blue roll which is immediately disposed of after use.</li> <li>• Mitigate touching food where possible, by using utensils ie tongs.</li> <li>• Provide enough equipment eg utensils for each member of staff to remove sharing.</li> <li>• In between serving hand sanitiser to be used.</li> <li>• If cooking make sure cooking area is large enough to allow for social distancing for the number of people involved, if not consider use of PPE or screens.</li> <li>• Before during and after the preparation and cooking of food hand washing for 20 seconds in warm water with soap must take place.</li> </ul>	<ul style="list-style-type: none"> <li>• All PPE must be changed regularly and disposed of in dedicated PPE non-contact bin.</li> <li>• All equipment to be sanitized between each serving.</li> <li>• Check with organisers for any additional support / services they may be supplying and add to RA</li> <li>• If possible have one person responsible for food prep and cooking</li> <li>• If the stand is too small to create a 'sampling space' speak to the organiser to discuss options.</li> <li>• <a href="https://www.food.gov.uk/business-guidance/cleaning-effectively-in-your-business">https://www.food.gov.uk/business-guidance/cleaning-effectively-in-your-business</a></li> </ul>
Sampling	ES,V	AB, SC, PC	<ul style="list-style-type: none"> <li>• <b>Current guidelines on sampling and food safety to be adhered to (eg temperature checking, handwashing / sanitising, bite sized etc).</b></li> <li>• Hand sanitiser to be available for all visitors which must be used before samples are provided.</li> <li>• Appropriate signage to be displayed informing visitors of the sampling procedures</li> <li>• All exhibitors must create a 'sampling space' which is on the stand and not in the gangway, where visitors will be allowed to remove their face coverings eg front of the stand to be set back from the gangway</li> </ul>	<ul style="list-style-type: none"> <li>• Hand sanitisers must be easily accessible to allow social distancing with signage If using gloves these must be changed every 20 minutes and disposed of in dedicated PPE non-contact bin.</li> <li>• If social distancing is not possible consider use of</li> </ul>

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			<p>by at least 1m to enable sampling to take place without visitors blocking the aisles.</p> <ul style="list-style-type: none"> <li>Allocate a member of staff to manage sampling queue.</li> <li>Samples to be stored in sealed containers or cupboards and only brought out to give to visitors, reducing the risk of be touched or sneezed on for example.</li> <li>Samples not to be left unattended to ensure safe practices are carried out at all times.</li> <li>Depending on stand size only dedicated staff to hand out samples in such a way as to enable them to socially distance from each other.</li> <li>Food handlers must wear appropriate PPE eg face coverings, aprons.</li> <li>BS approve for commercial use, anti-bacterial spray (food safe) used after each interaction to wipe down all surfaces using paper towels / blue roll which is immediately disposed of after use.</li> <li>Food should not be touched directly consider use of tongs or disposable utensils.</li> <li>Provide enough equipment so sharing is not required.</li> <li>Sharing plates or bowls are not to be used. Each individual sample must be in a pot or bag.</li> <li>Samples must be put on a table or counter for visitors to pick up to eliminate person to person contact</li> <li>In between serving hand sanitiser to be used.</li> <li>Visitors to use hand sanitiser before touching food or packaging</li> </ul>	<p>screens which can be purchased for less than £100</p>  <p>Eg 1m wide x 750mm high approx. £89.99. Also check with the organiser who may have a supplier to hire them for less.</p> <ul style="list-style-type: none"> <li>Provide individual containers to supply the samples to be given to visitors.</li> </ul>  <p>approx. £19.19 for 500</p>  <p>approx. £29.98 for 1000</p>

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	Contact Point When/ Where	Who is at Risk?*	Transmission Route	Controls	Advisory Controls/ Notes
	Food Storage	ES, V	SC	<p><b>All current government guidelines on food storage and allergen laws to be observed.</b></p> <ul style="list-style-type: none"> <li>• All personnel handling food should wear appropriate PPE to including aprons.</li> <li>• Food storage areas should be sanitized inside and out before food placed then regularly (as per your cleaning log) throughout the open period</li> </ul>	<ul style="list-style-type: none"> <li>• PPE should be changed regularly and disposed of into dedicated non-contact bin with signage.</li> </ul>
	Disposing of Samples	ES, V	SC	<ul style="list-style-type: none"> <li>• All food waste should be disposed of in a dedicated food waste pedal bin.</li> <li>• Any disposable packaging/associated products ie napkins, eating utensils should be disposed of in non-contact bin provided.</li> <li>• All exhibitors removing food rubbish should wear PPE, face coverings, gloves and aprons, which will then need to be replaced.</li> </ul>	<ul style="list-style-type: none"> <li>• Bins to be emptied regularly as per your cleaning log.</li> <li>• Discuss options with venue cleaners to empty food waste bins and bin for disposables</li> <li>• PPE should be changed regularly and disposed of into dedicated non-contact bin with signage.</li> </ul>

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	Hygiene and Cleaning Measures	ES, V, C	SC	<ul style="list-style-type: none"> <li>• All surfaces and touch points should be cleaned rigorously pre-show, open and post show close.</li> <li>• During show open surfaces should be cleaned after every interaction with anti-bacterial spray, using paper towels that should be immediately disposed of.</li> <li>• All surfaces which will come into contact with food should be regularly (as per your cleaning log) sprayed with food safe anti-bacterial.</li> <li>• Sanitisers and disinfectants to comply with the relevant British Standards, see <a href="https://www.food.gov.uk/business-guidance/cleaning-effectively-in-your-business">https://www.food.gov.uk/business-guidance/cleaning-effectively-in-your-business</a></li> <li>• All stand personnel must appropriate wear PPE including aprons for those handling food.</li> <li>• Separate bins for food waste, PPE waste and general stand waste. These should be non-contact bins.</li> <li>• Hand sanitiser easily available</li> <li>• Washing facilities available depending on the food preparation that is taking place to follow current government food safety guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider aprons for all stand staff approx. £4.00 for 100 </li> <li>• PPE should be changed regularly and disposed of into dedicated non-contact bin with signage.</li> <li>• All bins to be regularly emptied. As per your cleaning log.</li> <li>• Discuss options with venue cleaners to empty food waste bins and bin for disposables</li> <li>• Hand sanitiser should be positioned on stand to maintain social distancing with signage</li> <li>• <b>Click here</b> for a cleaning log. This will provide further visitor confidence if it is on display.</li> </ul>

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	Use of Face Coverings and PPE	ES, V, C, O, VS	AB	<p>The use of face coverings is now compulsory in many indoor settings, including exhibition venues.</p> <p>Always consider all the PPE options and requirements with regards to protecting your stand staff and visitors.</p>	<ul style="list-style-type: none"> <li>PPE should be changed regularly and disposed of into dedicated non-contact bin with signage. For example, gloves must be changed every 20 minutes.</li> </ul>

	Contact Point When/ Where	Who is at Risk?*	Transmission Route	Controls	Advisory Controls/ Notes
<b>Additional Social Distancing Measures</b>					
	Stand Layout and Design	ES, V	AB, SC, PC	<ul style="list-style-type: none"> <li>Ensure the stand is designed to enable social distancing of both staff and visitors.</li> <li>Allow for people working back to back or side to side- not face to face.</li> <li>Apportioning roles to avoid multiple users of the same equipment.</li> <li>Ensure build (including electrics for fridges) is completely in time to allow for staggered deliveries.</li> </ul>	<ul style="list-style-type: none"> <li>Contact organisers for further advice.</li> <li>Consult with organises for procedures for daily deliveries if required</li> </ul>
	Crowd Control – On stand	ES, V	AB, SC, PC	<ul style="list-style-type: none"> <li>Calculate Capacity of stand in line with current Government Nominated representative on the stand to monitor capacities.</li> <li>Establish plan of action in the event that capacities are reached.</li> <li>The stand should be designed to enable visitors onto the stand area and not unduly block gangways.</li> <li>Space Only Stand Auditor to check designs and advise on social distancing</li> <li>Adequate and visible signage to reflect social distancing measures and sampling policy.</li> </ul>	<ul style="list-style-type: none"> <li>Consult organisers for advice on current Crowd Density Standard</li> <li>Where 2m cannot be maintained explore measures that do not solely rely on PPE i.e. screens.</li> </ul>

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	Crowd Control - Demonstrations	ES, V	AB	<ul style="list-style-type: none"> <li>• Demonstrations will only be permitted if the audience can be accommodated on the stand area. They should have no impact on the free-flowing movement of the surrounding gangways.</li> <li>• Demonstrations should be timed and potentially booked in advance so numbers can be controlled.</li> <li>• Capacity of demonstrations should be pre-determined by the Crowd Density Standard measure.</li> <li>• To allow for maximum capacity demonstrators can be closer to the audience i.e. below 2m but must have a screen in place between themselves and the audience.</li> <li>• Demonstration area should be designed to allow social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable).</li> <li>• If seating is provided for audience these must be sanitised between each demo.</li> <li>• Space Only Auditor to review this as part of their standard checks.</li> </ul>	<ul style="list-style-type: none"> <li>• Consult organisers for advice on current Crowd Density Standard</li> <li>• Where 2m cannot be maintained explore measures that do not solely rely on PPE i.e. screens.</li> </ul>
	Break Times for Organiser Staff	ES	AB, SC, PC	<ul style="list-style-type: none"> <li>• If a break area is available on the stand its capacity should be established, and a schedule created.</li> <li>• Break areas should be designed to allow for social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable).</li> <li>• Break Areas – table and chair will be sanitised between use.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Organiser guidance, including but not limited to pre-registration of all staff onsite. This will give the organisers contact details if required for track and trace.</li> </ul>

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