



Site: Congress Centre  
 Area: Reception  
 Persons at risk: Reception Staff  
 Specific threat: Covid 19



Risk Item	Area/Access/Task use & Method Statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk level
1	Contact with delegates or visitors at reception	Infection spread through close	High	Medium	15	<ul style="list-style-type: none"> <li>Perspex screens to be installed to protect reception staff</li> <li>Social Distancing signage visible to all visitors</li> <li>Sanitiser Point to be used by all guests on entering the building</li> <li>QR Code to be used by delegates and event organisers to keep all delegate details for 21 days</li> <li>Face Mask to be worn while at reception</li> <li>Liaise with organisers to decide if NHS Covid Pass is required for their event</li> <li>Delegates encouraged to wear face masks when moving around the building</li> </ul>	Low	Medium	3
2	Use of computer equipment and entry system while on reception	Infection spread through multiple staff members using the area during the day and touching the keyboard, mouse or screen.	High	Medium	15	<ul style="list-style-type: none"> <li>Sanitise work area and before and after use with bacterial wipes</li> <li>Sanitise keyboard, mouse and monitor before and after use</li> <li>Use own phone headsets</li> <li>Agency Cover not to use PC while on shift</li> <li>Sanitise door controls with bacterial wipes before and after use</li> </ul>	Medium	Medium	9
3	Hand contact with reception desk and chair while working	Infection spread through multiple users when in contact with desk and chair while on reception	High	Medium	15	<ul style="list-style-type: none"> <li>Masks to be worn at reception and antibac gel to be used by delegates on entry</li> <li>Antibac wipes to clean desk and other equipment before and after use</li> </ul>	Medium	Medium	9
4	Staff working in multi-person offices	Infection spread through close contact working face to face without adequate ventilation	High	Medium	15	<ul style="list-style-type: none"> <li>Staff to avoid working face to face in the office, ensure adequate ventilation is in place to ensure fresh air is available. If no ventilation is available only one person to be permitted to work in this space.</li> </ul>	Low	Medium	3

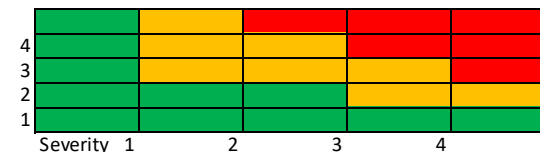
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Site: Congress Centre  
 Area: Toilets  
 Persons at risk: Visitors and Staff  
 Specific threat: Covid 19



Risk Item	Area/Access/Task use & Method Statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk level
1	Toilet use by delegates, visitors and staff.	Infection being spread due to delegates close contact when entering the toilets and while waiting	High	Medium	15	<ul style="list-style-type: none"> <li>Hygiene signage visible to visitors</li> <li>Main Entrance Doors left open to avoid door handle contact</li> <li>Delegates encouraged to wear face masks when moving around the building</li> </ul>	Low	Medium	3
2	Toilet Cubicles being used by delegates, visitors and staff throughout the day	Infection spread through multiple use throughout the day	High	Medium	15	<ul style="list-style-type: none"> <li>Sanitise the following areas after each break period and regular intervals during the day. Toilet roll holder, anti-back pumps, door locks, cubicle doors</li> </ul>	Low	Medium	3
3	Delegates and staff using sinks for handwashing	Infection spread through touching soap pumps and touching taps	High	medium	15	<ul style="list-style-type: none"> <li>Sanitise the soap dispensers and auto taps sanitise areas regularly and after each break period</li> </ul>	Low	Medium	3

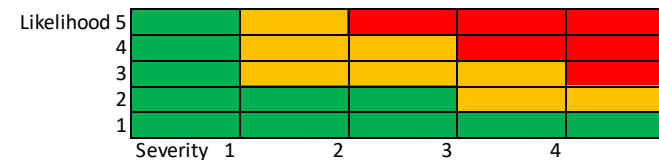
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Site: Congress Centre  
 Area: Cloakroom  
 Persons at risk: Cloakroom Staff and Visitors  
 Specific threat: Covid 19



Risk Item	Area/Access/Task use & Method Statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk level
1	Contact with visitors coats and bags on arrival at cloakroom	Infection spread through hand to hand contact of coats and bags from delegates to staff on arrival and departure.	High	Medium	15	<ul style="list-style-type: none"> <li>No cloakroom staff to be in use during coat and bag drops.</li> <li>Antibacterial Gel Station</li> </ul>	Low	Medium	3

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Site: Congress Centre  
 Area: Conference Rooms  
 Persons at risk: Visitors and Staff  
 Specific threat: Covid 19



Risk Item	Area/Access/Task use & Method Statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk level
1	Delegates and Staff entering the Conference Rooms	Spread of infection due to contact with visitors and staff on entering the conference room	High	Medium	15	<ul style="list-style-type: none"> <li>Signage to be adhered to while entering and exiting the conference room</li> <li>Sanitising points to be used by delegates when entering the conference room</li> <li>Main Entrance Doors left open on entry and exit to the conference space to avoid door handle contact.</li> <li>Delegates are encouraged to wear face masks when moving around the building</li> <li>Ensure appropriate ventilation is available for each of the meeting rooms including Air intake/extract, AC, Windows etc</li> </ul>	Low	Medium	3
2	Delegates sitting in the conference room in a standard meeting room layout	Spread of infection due to delegates sitting close together in the conference room	High	Medium	15	<ul style="list-style-type: none"> <li>Anti bacterial gel at entry points</li> <li>No table cloths to be used on any tables</li> <li>Sanitise all tables after each event</li> </ul>	Low	Medium	9
3	Delegates sitting in the conference room in a standard meeting room layout	Touching chair fabric leading to spread of infection	Medium	Medium	9	<ul style="list-style-type: none"> <li>Delegates to use the same seat for the duration of the event</li> <li>Spray Sanitiser on each chair after each event</li> </ul>	Low	Low	3
4	Microphone use during presentations, discussions or Q&A	Passing and touching microphones between delegates	High	Medium	15	<ul style="list-style-type: none"> <li>Sanitise each microphone before and after each use with bacterial wipes</li> <li>Latest guidelines on social distancing from stage area to first row of chairs/tables</li> </ul>	Medium	Medium	9
5	Panel discussion delegates sitting at top table	Infection spread by various panel delegates touching tables, chairs and AV equipment during the event	High	Medium	15	<ul style="list-style-type: none"> <li>Sanitise the tables, chairs, microphones and additional equipment before and after each use</li> <li>Latest guidelines on social distance to be maintained between the top table area and first row of delegates</li> </ul>	Medium	Medium	9
6	Delegates and Speakers using the lectern during their presentation	Infection spread to multiple speakers by touching the lectern, microphone and slide clicker	High	Medium	15	<ul style="list-style-type: none"> <li>Sanitise the lectern, microphone and additional equipment before and after use with bacterial wipes.</li> <li>Latest guidelines on social distancing from stage area to first row of chairs/tables</li> </ul>	Medium	Medium	9
7	Conference Room setup and breakdown after the event	Infection spread due to sharing tasks, touching furniture and AV equipment.	High	Medium	15	<ul style="list-style-type: none"> <li>Masks or visors to be worn if moving equipment</li> </ul>	Low	Low	3



Site: Congress Centre  
 Area: Technicians Area  
 Persons at risk: Technicians, Delegates and Staff  
 Specific threat: Covid 19



Risk Item	Area/Access/Task use & Method Statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk level
1	Entering technician's work area	Contact with visitors and other event staff	High	Medium	15	<ul style="list-style-type: none"> <li>All other staff to remain outside the technicians area</li> <li>Only technicians working permitted in the area during the event</li> <li>Technicians to sanitise before entering work area</li> </ul>	Low	Medium	3
2	Technician using seating near AV desk while overseeing an event	Transfer of germs by touching fabric someone else using the seat	Medium	Medium	9	<ul style="list-style-type: none"> <li>Technician to use the same seat for the duration of the event</li> <li>Sanitise the seat after each event</li> </ul>	Low	Low	3
3	Microphones used for Q&A and public address announcements	Germs spread through multiple person contact with the microphone	High	Medium	15	<ul style="list-style-type: none"> <li>Sanitise each microphone before and after each use with bacterial wipes.</li> </ul>	Medium	Medium	9
4	Client and Venue Laptops used by technician's, venue staff and multiple clients	Germ transfer via keyboard/mouse use	High	Medium	15	<ul style="list-style-type: none"> <li>Clients and Technicians to sanitise all laptops before and after each use.</li> </ul>	Medium	Medium	9
5	Technician and venue staff using AV equipment during the event	Germ transfer via hand contact with all AV equipment	High	Medium	15	<ul style="list-style-type: none"> <li>All audio visual equipment to be sanitised with bacterial wipes before and after use</li> <li>Sanitise whole area and equipment after the event</li> </ul>	Low	Medium	9

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Site: Congress Centre  
 Area: Kitchen Areas  
 Persons at risk: Staff  
 Specific threat: Covid 19



Risk Item	Area/Access/Task use	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk level
1	Contact with Catering and Kitchen Staff on entering the venue.	Infection spread through close contact with staff while working or passing through the kitchen areas	High	Medium	15	<ul style="list-style-type: none"> <li>Staff to sanitise when entering the kitchen</li> <li>Designated work areas to avoid cross contamination</li> <li>Anti Bacterial Gel Stations positioned in the kitchen</li> <li>Work with agency to ensure regular pool of staff are used which will ensure consistent safety practices</li> <li>Ensure regular hand washing is implimented Ventilation is in operation to ensure fresh air flow</li> </ul>	Low	Medium	3
2	Food Production Areas in use throughout the day	Spread of infection through food handling or vapour droplets onto open food production	High	Medium to High	20	<ul style="list-style-type: none"> <li>Sanitise work areas every 20 minutes Sanitise all work areas at the end of the day</li> <li>Sanitise trolleys after use</li> <li>Ensure regular hand washing is implimented</li> </ul>	Low	Medium	3
3	Chefs working on the Hot Plate Area during service	Virus spread via cross contamination when handling open food or passing to service staff	High	Medium to High	20	<ul style="list-style-type: none"> <li>Work areas to be sanitised every 20 minutes and at the end of the day</li> </ul>	Low	Medium	3
4	Transferring food from the kitchen to service areas	Virus spread through vapour droplets from staff or delegates while in open areas such as lifts or corridors	High	Medium to High	20	<ul style="list-style-type: none"> <li>All food to be covered when transferring it from the kitchen, lifts and meeting rooms</li> <li>Hand washing to be completed after before and after task completion</li> </ul>	Low	Medium	3
5	Cooking equipment and food service equipment being cleaned in dishwasher areas	Virus spread through hand contact with counters, glassware, plates, cutlery and cookware	Medium	Medium	9	<ul style="list-style-type: none"> <li>Sanitise all areas after use including trolleys</li> <li>Handwashing to be completed before shift starts, returning from breaks and moving from one task to another</li> </ul>	Low	Medium	3
6	Still Area	Virus spread through hand contact with serviceware	Medium	Medium	9	<ul style="list-style-type: none"> <li>PPE gloves and masks to be worn while working</li> <li>Sanitise all areas and equipment every 20 minutes</li> <li>Sanitise all areas and equipment at the end of the day</li> </ul>	Low	Medium	3
7	Deliveries from suppliers to kitchen	Delivery being brought in via public lifts and left in still area.	High	Medium to High	20	<ul style="list-style-type: none"> <li>All deliveries to be brought in via loading bay lift</li> <li>Food delivery packaging to be removed away from food production area.</li> <li>Wash hands after deliveries have been completed</li> </ul>	Medium	Medium	9



Site: Congress Centre  
 Area: Catering Service  
 Persons at risk: Visitors and Staff  
 Specific threat: Covid 19



Risk Item	Area/Access/Task use & Method Statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk level
1	Contact with visitors and Catering Staff on entering the venue	Likelihood of spreading infection to staff and delegates through large groups of delegates situated in close proximity at the service area	High	Medium	15	<ul style="list-style-type: none"> <li>Wash hands before starting shift and after breaks</li> <li>Perspex Screen in place on all catering stations</li> <li>Anti Bacterial Gel Station at service areas</li> <li>Masks to be worn by service staff</li> <li>Use additional catering space to alleviate crowd density</li> <li>Delegates are encouraged to wear face masks while moving around the building</li> <li>Agency to manage covid assessments of staff eligible to work through regular lateral flow tests</li> </ul>	Low	Medium	3
2	Food and Beverage service throughout the day to delegates	Spread of infection through food handling or vapour droplets onto open food and beverage displays	High	Medium	15	<ul style="list-style-type: none"> <li>Staff to serve all food and beverage from behind a perspex screened counter</li> <li>PPE gloves and masks to be worn by all staff</li> </ul>	Low	Medium	3
3	Self Service Catering	Virus spread via Cross contamination when handling cutlery, napkins or self service food and beverage items e.g Juice, Salads, Bread	High	Medium to High	20	<ul style="list-style-type: none"> <li>No sharing or self serve food to be available for delegates to help themselves</li> <li>All items to be served by F&amp;B staff</li> <li>Cutlery and Napkin to be presented to guest with their lunch.</li> <li>Drinks islands to be screened off and staff to serve all hot and cold beverages and additional food items</li> </ul>	Low	Low	3
4	Clearing of Service Area after each service period	Virus spread through hand contact with counters, glassware, plates and cutlery	Medium	Medium	9	<ul style="list-style-type: none"> <li>Staff to wear PPE when clearing the service area</li> <li>Staff to sanitise all counters and serveware after use</li> <li>Sanitise all trolleys after use</li> <li>Staff to wash hands at the end of shift</li> </ul>	Low	Low	3

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Site: Congress Centre  
 Area: Café  
 Persons at risk: Visitors and Staff  
 Specific threat: Covid 19



Risk Item	Area/Access/Task use & Method Statement	Risk	Likelihood	Severity	Risk level	Response	Likelihood	Severity	Revised Risk level
1	Contact with visitors and Café Bar Staff during lunch service	Likelihood of contamination through large groups of diners situated in close proximity at the Café Bar area	High	Medium	15	<ul style="list-style-type: none"> <li>• Social Distancing signage visible to all visitors</li> <li>• Latest guidelines on social distancing to be adhered to while queuing for food and beverage</li> <li>• Screens in place on all catering stations</li> <li>• Anti Bacterial Gel Station at service areas</li> </ul>	Low	Medium	3
2	The service of food and beverages during breakfast and lunch	Virus Cross contamination through food handling by diners which includes, coffee, water, cereals etc.	High	Medium	15	<ul style="list-style-type: none"> <li>• Café Bar Staff to serve all food and beverage from behind the café bar counters including complimentary coffee, cereals, hydration drinks etc</li> <li>• PPE gloves and masks to be worn by all staff</li> <li>• Staff to be allocated specific tasks to avoid cross contamination eg food or beverage service, clearing duties. payments</li> <li>• Disposable containers and cutlery to be used</li> </ul>	Low	Medium	3
3	Self service areas of food, beverages and condiment island	Virus Cross contamination from self serve salads, bread, cutlery and condiments	High	Medium	15	<ul style="list-style-type: none"> <li>• No sharing or self serve food to be available for diners to help themselves.</li> <li>• All items to be served by Café Bar staff</li> <li>• Cutlery, Napkin and condiment choice to be presented to diners with their lunch, no condiments placed on service island</li> </ul>	Low	Low	3
4	Café Bar Seating Area for meetings, breakfast, lunch and rest breaks	Contamination through touching chairs and tables throughout the day and close contact across tables	High	Medium	15	<ul style="list-style-type: none"> <li>• All seating to be removed to ensure social distancing is maintained during breakfast and lunch service</li> </ul>	Low	Low	3
5	Clearing of Service Area at the end of each service	Contact with counters and equipment from multiple users left unsanitised could spread infection	Medium	Medium	9	<ul style="list-style-type: none"> <li>• Staff to wear PPE when clearing the service area.</li> <li>• Staff to sanitise all counters and café bar area after use</li> <li>• Sanitise all trolleys after use</li> </ul>	Low	Low	3

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