

Risk Assessment –

Assessor:	Tanya Coutts/Lucas Wood				Assessment Date:	19/7/2020				
Activity Assessed:	COVID-19 Risk Assessment				Location:	Conference Centre		Review Date	8/11/2021	
Reason for this Assessment:	New Task	X	Review		Accident / NM		New Staff		Process Change	X

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THOSE AFFECTED					
A. Employees	B. Members of The Public	C. Adjacent Workers	D. Passengers (all ages)	E. Contractors	F. Visitors
Others (state)					

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HAZARDS	Those Affected	HAZARDS	Those Affected	HAZARDS	Those Affected	HAZARDS	Those Affected	HAZARDS	Those Affected
Falling		Fire		Friction or abrasion		Ejection of Objects		radiation	
Falling objects		Substances		Shearing		Confined space	X	Dust/fume	
Vehicles		Access/Egress		Entanglement		Manual handling		Water/Drowning	
Noise		Slips/trips		Puncture/Stabbing		Lighting		Others (state below)	
Electricity		Crushing		Severing or Cutting		Temperature		Driving	
Vibration		Trapping		Ejection of fluid		Weather		Attack/Assault	

HAZARDS (as identified above)	How harmed may occur	Control Measures (e.g. design, guarding; procedures; training; PTW; PPE; signs etc.)	Additional Control measures to Reduce the Risk (E.g. elimination; alternative methods; additional guarding; design changes; additional procedures; increased supervision to monitor controls; PPE etc.)	Completion by and when
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Customers Visitors Tenants Contractors Drivers coming into STC	<p>Follow our guidance on cleaning, hygiene and hand sanitiser</p> <ul style="list-style-type: none"> - Provide water, soap and drying facilities at wash stations - Provide information on how to wash hands properly and display posters - Based on the number of workers and the number of people who come into your workplace decide: <ul style="list-style-type: none"> ➢ how many wash stations are needed ➢ where wash stations need to be located You may already have enough facilities - Provide hand sanitiser for the occasions when people can't wash their hands - There's a legal duty to provide welfare facilities and washing facilities for visiting drivers 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls; Risk assessments sent to organisation making booking, facilitator guidance given to person leading session on site - Put signs up to remind people to wash their hands, clear signage throughout the building - Provide information to your workers about when and where they need to wash their hands, staff guidance given to all staff - Identify if and where additional hand washing facilities may be needed - If people can't wash hands, provide information about how and when to use hand sanitiser - Identify how you are going to replenish hand washing/sanitising facilities - Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem, staff guidance given to all staff 	

<p>Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points to facilities, lifts, and other communal areas</p>	<p>Workers Customers Visitors Tenants Contractors Drivers coming into STC</p>	<p>Follow our guidance on welfare facilities, etc:</p> <p>Identify:</p> <ul style="list-style-type: none"> ➤ areas where people will congregate, eg reception, meeting rooms, smoking areas, refreshment stations, etc ➤ areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, reception ➤ areas and equipment where people will touch the same surfaces, such as in kitchens, eg refreshment stations, urns, shared condiments etc ➤ areas and surfaces that are frequently touched but are difficult to clean ➤ communal areas where air movement may be less than in other work areas, meeting rooms and reception area <p>Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:</p> <ul style="list-style-type: none"> ➤ limiting the number of people in rooms so that a level of social distancing can still be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms ➤ reorganise facilities in communal areas such as spacing out tables in meeting rooms, refreshment areas etc so a level of social distancing can still be met ➤ increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around ➤ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow a level of social distancing ➤ leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation ➤ open external windows and doors where possible 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, washing hands, following one-way systems, clear one way signs throughout the building, facilitator and staff guidance sheets given out - All guidance updated July 2021 detailing hospitality venues can open without legal restrictions on numbers, however, we are still limiting numbers to ensure the safety of our customers and staff. - Facilitator and staff/tenant guidance reviewed Aug 21 with certain legal restrictions ending. - Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should - Maximum customers on site at any one time to ensure a level of social distancing can still be adhered to - Extra refreshment stations to be set up to minimise numbers at each station 	
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Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Customers Visitors Tenants Contractors Drivers coming into STC	<p>Use the guidance on cleaning and hygiene during the coronavirus outbreak</p> <ul style="list-style-type: none"> - Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination - Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user - Identify where you can reduce the contact of people with surfaces, eg by leaving open doors that are not fire doors, using electronic documents rather than paperwork - Identify other areas that will need cleaning to prevent the spread of coronavirus, eg kitchen, and specify the frequency and level of cleaning and who will do it 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following STC guidance - Provide instruction and training to people who need to clean. Include information on: <ul style="list-style-type: none"> ➤ the products they need to use ➤ precautions they need to follow ➤ the areas they need to clean - Identify how you are going to replenish cleaning products 	

		<ul style="list-style-type: none"> - Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes on water machines, water and detergent on work surfaces etc - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects - Provide more bins and empty them more often - Provide areas for people to store personal belongings and keep personal items out of work areas - Clean things like reusable boxes regularly - Put in place arrangements to clean if someone develops symptoms of coronavirus in work 		
Contracting or spreading the virus by not social distancing	Workers Customers Visitors Tenants Contractors Drivers coming into STC	<p>Follow our guidance on social distancing.</p> <ul style="list-style-type: none"> - Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules - Identify how you can support people with social distancing guidance. This may include: <ul style="list-style-type: none"> ➤ one-way systems ➤ holding meetings virtually rather than face- to-face ➤ staggering start/end times ➤ limiting the number of people on site at one time ➤ having allocated time slots for customers ➤ rearrange work areas and tasks to allow people to meet social distancing guidance ➤ using empty spaces in the building for additional rest break areas where safe to do so ➤ providing more parking areas or controlling parking spaces ➤ providing facilities to help people walk or cycle to work, eg bike racks 	<ul style="list-style-type: none"> - Put in place arrangements to advise on the importance of continuing to social distance. Facilitator and staff guidance given - Provide information, instruction, training and guidance sheets for people on best practice - Provide signage and ways to communicate to non-employees what they need to do to continue social distancing, all signs throughout the building - Limit chairs to enable social distancing in the main office area - Open windows in main office and meeting rooms 1 & 2 of office area when in use 	

		<ul style="list-style-type: none"> - Identify where it isn't possible to continue social distancing measures and identify other physical measures to separate people. This can include: <ul style="list-style-type: none"> ➤ place markers on the floor (eg in lifts) to indicate where people should stand and the direction they should face ➤ reducing the numbers of people using lifts <p>If it isn't possible to meet social distancing guidance and physical measures can't be used then put in place other measures to protect people. This can include:</p> <ul style="list-style-type: none"> ➤ placing workers back-to-back or side-by-side rather than face-to-face when working ➤ 'cohorting' work teams so they consistently work together ➤ improving ventilation <ul style="list-style-type: none"> - Display signs to remind people to socially distance 		
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Poor workplace ventilation leading to risks of coronavirus spreading	Workers Customers Tenants Contractors	<p>Follow our guidance on heating ventilation and air conditioning (HVAC)</p> <ul style="list-style-type: none"> - Identify if you need additional ventilation to increase air flow in all or parts of your workplace - Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help - If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc - Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air 	<ul style="list-style-type: none"> - Maintain air circulation systems in line with regulations - Open external windows and doors, fire doors can be wedged open if necessary 	

Any Additional Comments/Observations

Reviewed by Employee Rep Group (ERG) on 24th July 2020
 Risk Assessment and Facilitator Guidance Sheet added to website 31st July 2020
 Updated for re-opening on 17th May 2021
 Reviewed 15th June 2021
 Updated with new legal & STC requirements 19th July 2021
 Reviewed 8th Nov 21 following spot check by HSE (see email)
 Reviewed 13th December with office working constraints now in place and Staff/Tenant guidance updated

Conformation of Involvement, Acceptance and Understanding

RA completed by:- Operations Manager Assistance from :- Conference Centre Assistant	Name:- Tanya Coutts Name:- Lucas Wood	Date 27 April 2021	
Employees & Contractors Involved:-			
Job Title:- Conference Centre Administrator	Name:- Lisa Brown	Sign	Date 11 th May 2021
Job Title:-	Name:-	Sign	Date
Job Title:-	Name:-	Sign	Date
Job Title:-	Name:-	Sign	Date
Job Title:-	Name:-	Sign	Date

