

We'll take good
care of you...



Risk Assessment

our response to COVID-19



An assurance of excellence in
business meetings and events
Service. Safety. Health. Responsibility.

Risk Assessment Matrix

Likelihood [L] Severity [S]	Certain [5]	Very Likely [4]	Likely [3]	May happen [2]	Unlikely [1]
Death [5]	25	20	15	10	5
Major injury [4]	20	16	12	8	4
Up to 3 days injury [3]	15	12	9	6	3
Minor Injury [2]	10	8	6	4	2
Low risk [1]	5	4	3	2	1

Residual Risk Rating [R] = Severity [S] x Likelihood [L]

Risk Rating	Priority	Action
1-5	LOW	Additional controls should be implemented to control risk
6-10	MEDIUM	Additional controls where reasonable should be implemented to reduce the risk to an acceptable level. Additional supervision maybe required
11-25	HIGH	Action required urgently controlling the risks.

Risk Assessment

Location: ROCHESTER ROW – RECEPTION AREA/									
Current						Enhanced			
Potential to cause harm	Who is affected	Existing Control Measures	S	L	R	Additional Control Measures	S	L	R
Spread of Covid-19	Staff, delegates, and suppliers entering the venue	<p>Enhanced cleaning implemented pre-lockdown</p> <p>Centre closed during lockdown</p> <p>Only key staff have visited the office to check IT, post and post out invoices / publications. This has been 1 person at one time and on an ad hoc basis.</p> <p>Meetings take place using MS Teams.</p> <p>Hand-sanitiser available in reception and kitchen.</p> <p>Anti-bacteria wipes available for staff from the office</p>	4	4	16	<p>Hand-sanitiser available for all delegates on arrival</p> <p>Implementation of mandatory face coverings in all public areas applicable to both staff, delegates and suppliers entering the venue</p> <p>Enhanced cleaning regime focusing on all surfaces and touch points</p> <p>Clear signage with regards to social distancing</p> <p>Furniture removed from reception area to enable social distancing</p> <p>Temperature checks on arrival</p> <p>All delegates & suppliers required to pre-register online no later than 48 hours prior to visiting the venue to enable effective track and trace system</p> <p>Perspex sneeze guard installed on reception desk</p> <p>Designated isolation room to enable quarantine for anyone displaying Covid-19 symptoms.</p> <p>Control measures and risk assessments published on company website and links</p>	4	1	4

						included in all digital enquiry proposals and confirmation documents Marketing literature & HFMA brochures removed from reception area			
Location: Rochester Row – Corridors, Communal Areas & Toilets									
Spread of Covid-19	Delegates and staff moving throughout the building	Enhanced cleaning implemented pre-lockdown Hand-sanitisers available in toilets Centre closed during lockdown	4	4	16	One-way system implemented and clearly signed throughout the building Telephones available so staff can be called without the need for delegates to leave the room to reduce movement around the venue Enhanced cleaning regime focusing on all surfaces and touch points, toilets to be cleaned every 30 minutes Implementation of mandatory face coverings in all public areas applicable to staff, delegates and suppliers when in the venue Lift will only be available for those with a disability all other delegates to use the stairs and one-way system Capacities and maximum numbers reduced in line with government guidelines for 1m and 2m social distancing Restricted access for non-essential contractors Full venue deep cleaned before re-opening, including carpets and toilet facilities Reduced staffing to minimise the amount of people in the building at any one time	4	1	4

Location: ROCHESTER ROW MEETING ROOMS									
Spread of Covid-19	Delegates and staff in attendance	None	4	4	16	<p>All rooms sanitised and closed off prior to delegates arriving</p> <p>Hand-sanitiser provided outside meeting room</p> <p>All stationery removed from desks available on request from office, any stationery used will be disposed of immediately after use</p> <p>White boards, flipcharts and marker pens to be sanitised after each event</p> <p>Room capacities adjusted and furniture spaced to maximise social distancing</p> <p>Virtual & hybrid events and video conferencing available to minimize the number to physical attendees</p> <p>Event organisers to be sent a list of their obligations ahead of the event must provide an event risk assessment before arrival</p>	4	1	4

Location: ROCHESTER ROW – CATERING – TEAS & COFFEES & LUNCH SERVICE

Spread of Covid-19	Delegates in attendance	Good hygiene practices in place Staff hold Food Hygiene Safety Level 2 accreditation	4	2	8	No self-service buffet lunches to be offered, all lunches to be plated individually and sealed. Delegates are forbidden from bringing food or drink into the venue to avoid cross-contamination Food to be provided by specified external caterers. Upstairs pantry to be closed Staff numbers in kitchen limited at all times	4	1	4
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Location: ROCHESTER ROW – STAFF OFFICE

Spread of Covid-19	Staff working in venue	Enhanced cleaning in place Clear desk policy in place	4	4	16	Furniture rearranged to enhance social distancing Sneeze guards installed between desks Hand-sanitiser and wipes provided All non-essential furniture removed from the space Handsets, keyboards and screens sterilized regularly throughout the day Working hours revised to reduce non-essential travel & avoid rush hour Remote/home working on non-event days to reduce travel Dedicated desks - no hot desking permitted	4	1	4
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Location: ROCHESTER ROW – SITE VISITS / SHOW ROUNDS

Spread of Covid-19	Staff & Visitors Attending	Enhanced Cleaning Regime	4	4	16	<p>Enhanced cleaning regime focusing on all surfaces and touch points, toilets to be cleaned every 30 minutes</p> <p>Face coverings must be worn by both parties for the duration of the show round</p> <p>Hand sanitisers provided throughout the building</p> <p>Only one site visit to take place at any one time and maximum numbers attending reduced in line with government guidelines</p> <p>Only one member of staff present during visit</p> <p>Temperature checks on arrival</p> <p>All marketing materials to be sent electronically</p> <p>All obligations with regards to the event to be discussed with the event organiser during the show visit</p> <p>Social distancing to be observed at all times</p> <p>Visit to be halted if either party is showing signs of illness</p> <p>Event organiser asked to inform staff if they believe they have contact with persons who have symptoms or confirmed case of Covid-19</p> <p>All details of the visit to be held on record for track and trace purposes</p>	4	1	4
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We'll take good care of you.....

Contact us:

For further information or to discuss your next event

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Virtual show-arounds & online booking

www.110rochesterrow.co.uk

