

<b>ASSESSOR DATE</b>	Graham Thompson August 2020	<b>ACTIVITY</b>	COVID-19 Risk Assessment for Yorkshire Event Centre	<b>REVIEW DATE</b>	August 2020
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<b>Risk Groups</b>	Employees (E): Visitors (V): Contractors (C): Children & Young People (Y): Special Needs (D)
<b>Severity Level</b>	Major 5: High 4: Medium 3: Low 2: Minor 1
<b>Likelihood Level</b>	Almost Certain 5: High 4: Medium 3: Low 2: Unlikely/Improbable 1

No	Task/ Occurrence	Hazard/Risk	Risk Group	SL	LL	Risk	Current Control Measures	Adequately Controlled	Recommended Further Action
1	Hosting events across 2 large halls, external space, and other building around the site during the COVID19 pandemic. On site we have 2 large kitchens and café areas, and these will be serving food and drink. Type of events will be exhibitions, conferences, and dinners	Contracting Coronavirus (COVID19)	E, C,P, Y,M	5	1	4	Social distancing measures in place.  Regular sanitizing.  Cleaning of all areas.  Venue is COVID-19 secure.	Yes	Review regularly to ensure social distancing and cleaning is adhered to. Following of Government guidelines. Encourage organizers to carryout a contactless temperature on arrival of each visitor checked by a member of their security team before entering the halls
2	Social distancing	Transmission of COVID-19 through contact with objects and guests.	E,C, P,Y, M	5	2	8	Maximum number of guests to be agreed with client before event and this number must not exceed our venue Covid 19 capacities.  Encourage all organisers that all events to have pre-registered attendees to help manage capacity.  Each event will have to be assessed by the number of customers, or crowd density, that can reasonably enable social distancing within the venue. This will vary depending on layout or usage. We will	Yes with frequent monitoring and control of events with assistance from event organisers.	Employees to help monitor on arrival and throughout the event that these numbers are adhered to and are not exceeded.  Employees must speak to event organiser if Halls are close to capacity.  Determine and agree with client if security/stewards are required at additional

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							<p>consider the total floorspace as well as pinch points and busy areas.</p> <p>Employees and customers to maintain a minimum of 1 metre distance, ideally 2 metres while working and with customers.</p> <p>Reception and lobby areas to have clear floor markings and signage to encourage social distance.</p> <p>( insert image )</p> <p>Maintaining good ventilation around the venue (for example, opening windows and doors frequently, where possible).</p> <p>Floor markings to help separate customers if they are required to queue- such as toilets.</p> <p>Event organisers encouraged to stagger arrival, departure and break times so that people do not use entry and exit points and facilities at the same time.</p> <p>Social distance markings and designated area for deliveries and another designated area for clients waiting.</p> <p>For café service, customers to use contactless card payment if possible, to limit cash handling. Event organiser to inform visitors of this requirement.</p>		<p>areas around the venue ie toilets, café.</p> <p>Employees and customers encouraged to keep to 2 metre distance but this can be reduced to a minimum of 1 metre in certain circumstances.</p> <p>When appropriate utilize external doors and one - way system around the venue.</p> <p>Frequent sanitization of PDQ machines , tills, counter tops.</p>

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							<p>Office space to be set with social distancing in place and when appropriate windows and doors to be opened to allow circulation of fresh air.</p> <p>Implementation of one-way system in and out of organizer office.</p> <p>Staff kitchen to allow a maximum one person at a time and staff to stagger breaks if possible. Area to be fully cleaned before and after each person</p> <p>Employees encouraged to take breaks outside.</p> <p>Reduce the movement of employees by discouraging non-essential trips within buildings and site,</p> <p>Doors to be pinned open so people to reduce the amount of touch points.</p> <p>Employees to help manage high traffic areas including , toilets , corridors, lifts and walkways to maintain social distancing and increase the frequency of cleaning and disinfection of these areas.</p>		<p>Employees to wash hands for minimum 20 seconds after dealing with cash.</p> <p>Signage and posters to communicate clearly</p> <p>Signage and staff training</p> <p>Signage required in break areas for social distancing and cleaning.</p> <p>Encouraging use of radios or telephones, where permitted. These items require cleaning between users if multi-use.</p> <p>Doors that can not be pinned open must be cleaned according to amount of use and event type.</p>
3	Avoid pinch points and congested areas. ie corridors	Reduction in social distance and increased chance of transmission	E,C, P,Y, M	5	1	5	When reasonably practicable implement a one-way system around the venue to help maintain social distancing between guests and employees when appropriate.	Yes	Floor markings if appropriate

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4	Working with outside caterers and suppliers	Suppliers not following social distance and PPE guidelines	E,C, P,Y, M	5	1	5	CGC Catering to provide own COVID-19 risk assessments for safe working in kitchen and front of house  All other suppliers working in or around the venue to provide own COVID-19 risk assessments for safe working.	Yes	External suppliers to keep track and trace records of all employees working in the venue.  Detailed plan of kitchen layout and use.
5	Conducting some tasks when social distance cannot be achieved – i.e. manual handling	Reduction in social distance to less than 2 metres.	E, C	5	1	5	Face coverings such as face shields or face masks will be available, and employees must wear these when social distancing cannot be maintained.	Yes	
6	Collecting guest's information	If outbreak of COVID 19 track and tracing guests	E,C, P,Y, M				Event organiser to have a list of attendees available on request and they must keep on file for 21 days.	Yes	For all events where reasonably practical, we will obtain details of the attendees from the event organiser or on the day.
7	Working in Halls when guests are in attendance	Transmission of COVID-19 through contact with objects and guests	E, C, P, Y, M	5	1	5	Hand wash facilities available and fully stocked, employees to wash hands on arrival and regularly throughout the day.  Hand sanitiser located around the venue, personal hand sanitizer available for every employee.  Gloves available but staff must change regularly. Hand washing is better and is encouraged as the preferred option.  Employees must wear face coverings such as face shields or face masks in all public spaces. All visitors encouraged to wear a mask with nose and mouth protection when entering	Yes	Signage required for correct way to wash hands

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							<p>and moving around the halls. Visitors may remove masks when seated in one of our catering areas.</p> <p>Full training on correct use of face masks—posters displayed in staff areas and other suitable areas.</p> <p>Uniform cleaning - Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely.</p>		
8	Increased frequency of cleaning and sanitizing – such as workstations and toilets	Transmission of COVID-19 through contact with objects and guests	E,C, P,Y, M	5	1	5	<p>Sanitise work area at start of shift.</p> <p>Regular sanitising of workstation/area, Daily sanitiser hour – staff to stop and sanitise work area and section. Keeping the workplace clean to prevent transmission by touching contaminated surfaces.</p> <p>Frequent cleaning of work areas and equipment between uses, using our usual cleaning products.</p> <p>Frequent cleaning objects and surfaces that are touched regularly, doors, trolleys, coffee machines, and staff handheld devices with anti-bacterial chemicals. Enhancing cleaning for busy areas and common touch points throughout the door with regular cleaning checks.</p> <p>Clearing workspaces and removing waste and belongings from the office at the end of a shift.</p>	Yes	Make organisers aware of this procedure to help with cleaning organizer office and other areas.

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							<p>Signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Hand sanitiser will be available in multiple locations in addition to hand-washing facilities around venue where appropriate.</p> <p>Provide handwashing facilities with running water, soap and paper towels</p> <p>Hall ventilation air system to only run on full outside air</p> <p>Where appropriate we will use social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).</p> <p>Where appropriate we will make hand sanitiser available on entry to toilets.</p> <p>Toilet cleaning Special care will be given to the larger toilet blocks and at certain times some areas might be blocked off so they cannot be used, making the cleaning and social distancing more manageable.</p>		Cleaning company to follow government guidelines cleaning method

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							Cleaners to add cleaning schedule on all toilets to keep an up to date and visible record. Cleaners to wear protective equipment when cleaning toilets and must wash hands thoroughly after they have finished.		
9	Waste, if possible, cases of COVID-19, and cleaning of areas where cases have been	Transmission of COVID-19 through contact with objects and guests	E,C	5	1	5	Increase number of bins around venue and more frequent rubbish collection.  If an individual tests positive, and if reasonably practicable we will store waste for at least 72 hours and then put in with the normal waste.  Full deep clean and ventilation of all areas.	Yes	
10	Carrying out first aid	Increased risk of COVID-19 due to reduction in social distancing and potential exposure to fluids	E, C, P, Y, M	5	2	10	First aiders to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone. If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery. Preserve life: CPR Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms Ask for help. If a portable defibrillator is available, ask for it Before starting CPR, use: a fluid-repellent surgical mask (located in defib pack) disposable gloves apron or other suitable covering First aider to deliver CPR by chest compressions and use a defibrillator (if	Yes	Separate First Aid risk assessment carried out and YEC staff trained on new guidelines.  External first aid company to provide own risk assessment.

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							available). It will be the first aiders own choice if they want to give rescue breaths. Ensure you safely discard disposable items and clean reusable ones thoroughly Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible		
11	Protect vulnerable workers	Transmission of COVID-19 through contact with objects and guests	E,C, P,Y, M	5	1	5	<p>We have a legal duty to protect workers from harm. We will consider the risk to workers who are particularly vulnerable to coronavirus and put controls in place to reduce that risk.</p> <p>A separate risk assessment will be carried out for any employee who are clinically extremely vulnerable (shielded) and Pregnant workers.</p> <p>Shielded workers are at increased risk of severe illness from coronavirus.</p> <p>We will talk to shielded workers about their working arrangements and take every possible step to enable employees to work from home if appropriate.</p> <p>Where it is not possible for workers to work from home, we will regularly review our risk assessment, and do everything 'reasonably practicable' to protect those workers from harm.</p> <p>We will explain to the employee what will be done to protect them, for example doing tasks where stringent social distancing guidelines can be followed.</p> <p>This will also applies to employees living with someone in the shielded group.</p> <p>Pregnant workers</p> <p>Some pregnant workers will be at greater risk of severe illness from coronavirus.</p>	Yes	



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							<p>They should have received a shielding letter from the NHS advising them:</p> <ul style="list-style-type: none"> <li>• to stay at home where possible</li> <li>• that they are not expected to be in a workplace</li> </ul> <p>If we cannot put the necessary control measures in place, such as adjustments to the job or working from home, you should suspend the pregnant worker on paid leave. This is in line with regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.</p>		
12	Use of venue	Transmission of COVID-19 through contact with objects and guests	E,C, P,Y, M	5	1	5	<p>We will not permit indoor performances, including drama, comedy, and music, to take place in front of a live audience. This is important to mitigate the risks of droplets and aerosol transmission - from either the performer(s) or their audience.</p> <p>There is an additional risk of infection in environments where you or others are singing, chanting, shouting or conversing loudly. This applies even if others are at a distance to you. We will avoid any events that require you to raise your voice to communicate with anyone outside your household. We will ensure that steps are taken to avoid people needing to unduly raise their voices to each other. We will refrain from playing music or broadcasts that may encourage shouting.</p> <p>We will not allow events that might have other close contact activities - such as dancing.</p>	yes	Management team to keep up to date of Government guidelines and up date procedures and policies when relevant.
13	Hall set up and break down	Transmission of COVID-19 through	E,C, P,Y, M	5	1	5	Halls to be fully cleaned and ventilated after each event.	Yes	

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		contact with objects and guests					Consideration of set up style so social distancing can be maintained.  Employees must wash hand thoroughly after clearing of Halls and event space.		Organiser to encourage exhibitors to bring their own sanitizer and cleaning products.
14.	Hot Drink Service	Transmission of COVID-19 through contact with objects and guests	E,C, P,Y, M	5	1	5	Counter service if protective screens or face covering are in place with social distance queuing.	Yes	Counter style service is used, stewards and event team to help manage queue so social distance is maintained. Floor markers used when appropriate.
15.	Food Service	Transmission of COVID-19 through contact with objects and guests	E,C, P,Y, M	5	1	5	All food to be agreed with client before arrival. All food when reasonably practicable to be individually wrapped and labelled with dietary and allergens information. All furniture spaced to help maintain social distance.	yes	
16.	Bar Service	Transmission of COVID-19 through contact with objects and guests	E,C, P,Y, M	5	1	5	Bar service with contactless payments encouraged.	Yes	Bar to have screens to separate customers and employees while using safe system of work asking guests to step back while waiting and paying
17.	Handling good and other materials such as Items left or lost property	Transmission of COVID-19 through contact with objects that come in the venue.	E,C, P,Y, M	5	1	5	Any items left must be stored in Herriot Room for 72 hours. Guest must arrange an agreed time and day to collect items.  If employee is to help with collection, then gloves and mask must be worn by employee. Passing goods hand to hand must be avoided.  Employees to increase their handwashing after handling of items.	Yes	

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							If organizer and event require a cloakroom to be available, organizer to advise guests before event and cloakroom attendant during to only use this facility if necessary. Encourage guests to leave any coats or additional items in either your car or hotel room. If guests need to leave a suitcase at the cloakroom, this will be antibacterial wiped when taking the case in and returning to you.		Provide hand sanitizer in key locations where hand washing facilities are not available.
18.	Deliveries	Transmission of COVID-19 through contact with objects and guests	E,C, P,Y, M	5	1	5	<p>Staff to social distance from all deliveries and ask drivers to drop goods either outside or in suitable dedicated area.</p> <p>Signage asking driver to call so we can organise the safe arrival of goods.</p> <p>Hand sanitiser available at appropriate areas around the venue. If employees need to help with unloading face masks and gloves must be worn by employee and driver.</p> <p>Advise pick-up and drop-off collection points, procedures, signage, and markings.</p> <p>If it is reasonably practicable we will reduce frequency of deliveries, by ordering larger quantities less often- .i.e. cleaning supplies</p> <p>Where possible and safe, have lone worker to load or unload vehicles.</p> <p>Where possible, use the same pairs of people for loads where more than one is needed.</p>	Yes	Face masks must be worn.

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							<p>Enable drivers to access welfare facilities when required, consistent with other guidance.</p> <p>Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice.</p>		
19.	Guest toilets	Transmission of COVID-19 through contact with objects and guests	E,C, P,Y, M	5	1	5	<p>Toilets to have social distance signage on entrance of doors.</p> <p>Signage on how to wash hands correctly in toilets.</p> <p>Regular sanitising of touch points appropriate to the event type and number of guests.</p>	Yes	Hand sanitizer to be located at entrance and exit of toilets. Event staff to help manage number of guests in toilets on busy events so social distance guidelines are followed
20.	Symptoms of COVID19	Transmission of COVID-19 through contact with objects and guests	E,C, P,Y, M	5	1	5	<p>Employees to make management team aware immediately if they are suffering from any COVID19 symptoms and they must isolate until they are showing no signs of the illness.</p> <p>Other employees to be made aware of potential outbreak and management team to advise if anyone needs to isolate.</p>	Yes	
21.	Symptoms of COVID19 guests	Transmission of COVID-19 through contact with objects and guests	E,C, P,Y, M	5	1	5	<p>Any guests showing signs of COVID19 should not attend any event. If an attendee becomes unwell with COVID19 symptoms they will be asked to leave.</p> <p>For all events where reasonably practical, we will obtain details of the attendees from the event organiser or on the day.</p>	Yes	

## KEY TO RISK LEVELS

### Severity level

The Severity can be assessed on a scale of 1 to 5.

5	Major	Causing death to one or more people. Loss or damage is such that it could cause serious business disruption (e.g. major fire, explosion or structural damage).
4	High	Causing permanent disability (e.g. loss of limb, sight or hearing).
3	Medium	Causing temporary disability (e.g. fractures).
2	Low	Causing significant injuries (e.g. sprains, bruises and lacerations).
1	Minor	Causing minor injuries (e.g. cuts, scratches). No lost time likely other than for first aid treatment. Only superficial damage caused.

### Likelihood Level

The Likelihood can be assessed on a scale of 1 to 5.

5	Almost Certain	Absence of any management controls. If conditions remain unchanged there is almost 100% certainty that an accident will happen.
4	High	Serious failures in management controls. The effects of human behaviour or other factors could cause an accident but this is unlikely without this additional factor.
3	Medium	Insufficient or substandard controls in place. Loss is unlikely during normal operation, however it may occur in emergencies or non-routine conditions.
2	Low	The situation is generally well managed, however occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves but are well trained.
1	Unlikely/Improbable	Loss, accident or illness could only occur under freak conditions. The situation is well managed and all reasonable precautions have been taken. Ideally, this should be the normal state of the workplace/environment.

Using the above formula (Risk Rating = Severity x Likelihood) the risk rating can be calculated. It will fall into the range of 1 – 25.

This rating is used to prioritise the observed risks

The risk rating is then classified as follows:

Risk Rating 1 – 9 Low

Risk Rating 10 – 15 Medium

Risk Rating 16 – 25 High