



Re-opening Conferences and Operational Safety

**Following Government's Latest Legislation and Announcement
from Prime Minister Boris Johnson. 14 June 2021.**

Version 1.2

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Introduction

As the Government has allowed the Business and Events sector to re-open running at 50% of venue capacity it is vital that ah!media work with associated venues and ensure necessary safety measures to encourage Covid-19 compliant practices.

With this in mind ah!media will follow current government advice detailed by Prime Minister Boris Johnson on 14th June 2021, whilst some social distancing measures remain in place the government continues to support business events as long as they run in a covid-secure way and capacity numbers are adhered to. National data on the vaccination programme remains positive with over 42m+ people receiving their first dose and 30m+their second.

The events sector is worth in excess of £32.6 billion to the UK each year and represents 25% of the 38 million international visitors to the UK. A number of successful pilots have already been in place in readiness for returns to large and medium scale events. To ensure social distancing can be implemented ah!media have taken a proactive approach to ensure all steps are taken to ensure Covid compliance with regard to our 'People, Product and Processes'.

ah!media have drawn upon current guidance from the department for digital culture, media and sport and the association of event organisers to ensure we are working to host business events which keep our guests and staff safe.

As the situation has evolved ah!media have continued to work under UK government advice driven by the latest trends, scientific and medical advice, as such this document is classified as a working document and is subject to change with later version amendments if and when required.

Best Regards
Farhan Ahmed
CEO – Founder



Immediate Agile and Responsive changes

Our Covid-19 risk assessment in line with HSE guidelines is aimed to ensure the venue and our operating model is Covid secure. Our plan is to outline all immediate changes in order to reopen safely. ah!media have a clear pathway to ensure business continuity and guide the company and employees through planned and unplanned changes and where needed to take fast and appropriate action for the safety of all concerned and implement emergency plans if and where required.

Changes to our events delivery model is based around the following elements:



BUSINESS PLANNING



RISK FACTORS & SAFETY



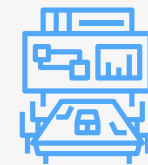
DISINFECTION AND CLEANING



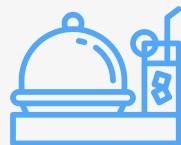
STAFF & DELEGATE ARRIVALS



WELCOME DESK AND REGISTRATION



MEETING & CONFERENCE ROOMS



FOOD & BEVERAGE



BEDROOMS



STAFF SAFETY & WELFARE

Business Planning

As a premium conference operator we have developed a Covid-19 risk assessment to ensure our events and the venues we use are considered Covid-19 secure. The business planning has included consultation with external specialists, venue managers and in house workforce. The plan includes immediate changes to our operating model in order for us to reopen our conference business safely with the agility to act on any directive from Public Health England and/or UK Government or related parties. We have included contingencies to act rapidly when required and implement any changes to ensure our clients and staff are always kept up to speed

Job Function Specific Assessments	<ul style="list-style-type: none">• Review and update existing risk assessments with information from Covid 19 response plan• Train staff based on their specific job functions at event and update procedures
Digital	<ul style="list-style-type: none">• Ensure all marketing, sales and conference materials which are usually hard copy are distributed and made available through event app• Check all systems are secure and train staff where required. Ensure digital materials are GDPR compliant
Policies - Venue	<ul style="list-style-type: none">• Cleaning and disinfection protocols general• Cleaning and disinfection protocols on room turnarounds / post breaks / pre and post networking• Distancing and capacity
Policies - Protect	<p>Work to an agreed structure for:</p> <ul style="list-style-type: none">• PPE• Distancing• Staffing & Welfare• Health and Temperature checks• Contact Tracing• Emergencies
Emergency Planning	<ul style="list-style-type: none">• Cross check fire and evac procedures and ensure compliance with distancing at evac points

Business Planning

Signage

Visual reminders are key to inform delegates, venue and ah!media staff of the procedures that are detailed in this document to ensure safety and to break the chain of infection

- Removal of regular ah!media branding and POS to ensure Covid-19 secure signage is given precedence
- Reminders at key points to include arrival, reception, registration, conference theatre and breakouts
- Reminders for hand washing and sanitising, distancing, PPE and distancing

Suppliers

- Review supplier processes and procedures for disinfection, distancing, hygiene

Ensure suppliers

- Communicate with ah!media staff on arrival
- Use PPE
- Advise ah!media if they become ill during or after arrival at venue
- Adhere to distancing
- Use sign in/sign out process
- Ensure any delivered venue equipment/material/furniture is cleaned and pre packed before delivery to avoid contamination whilst en-route
- Ah!media to limit the use of multiple suppliers to further reduce risks, ah!media will also reduce and eliminate 'multi touch' conference items such as pens, brochures, notepads

Data

- To enable effective contact tracing ah!media to update registration terms and conditions for all delegates to include sharing of information containing names & addresses for each person with venue and NHS England
- If and when necessary. Details to be kept by 3rd parties for period of 1 month. Under ICO guidelines it is lawful to collect such information as a matter of public interest

ah!media will ensure delegates:

- Have access to this risk assessment at any time in digital format
- Understand how their data is being collected and may be shared for the purposes of health and safety

Insurance

- ah!Media will ensure up-to-date insurance policies are in place

Business Planning

Two Companies One Team

- Ensure venue team and ah!media team work in synergy with clear communication and decision making chain to safeguard all guests and staff
- All staff work in unison to identify specific risks and ah!medias' operating model is communicated clearly to all delivery teams in the context of Covid-19 secure operation.
- Both teams work closely as one unit to enhance safety and build confidence to respond fast to multiple scenarios with component leaders for each sub set



Risk Factors

As event organisers we have a responsibility to our staff and delegates. To make a risk-based approach on deciding to run, postpone or limit our events we have created a risk assessment to consider risk factors, safety steps and residual risk.

1. Risk Factors: These are specific aspects of our event that may increase transmission risk for attendees. These may include the number of people attending the event and whether those attending are at a high-risk group and location

2. Safety Steps: Industry and government recognised options to mitigate any risk that has been identified. For example, making it mandatory to wear a face covering or reducing capacity

3. Residual Risk: This can be described as any remaining risk once safety steps have been deployed. Some risks can be managed and reduced, others cannot. We have identified High, Medium and Low risk scenarios as well as 'not acceptable'

High – No mitigation measures can be deployed to reduce the risk at the conference

Medium – Mitigation measures can reduce the inherent risk at the event

Low – The risk factor will not increase or minimally increase and mitigation steps can be taken to reduce the threshold further

Risk Accepted – A decision has been made to accept the risk after mitigation steps are in place

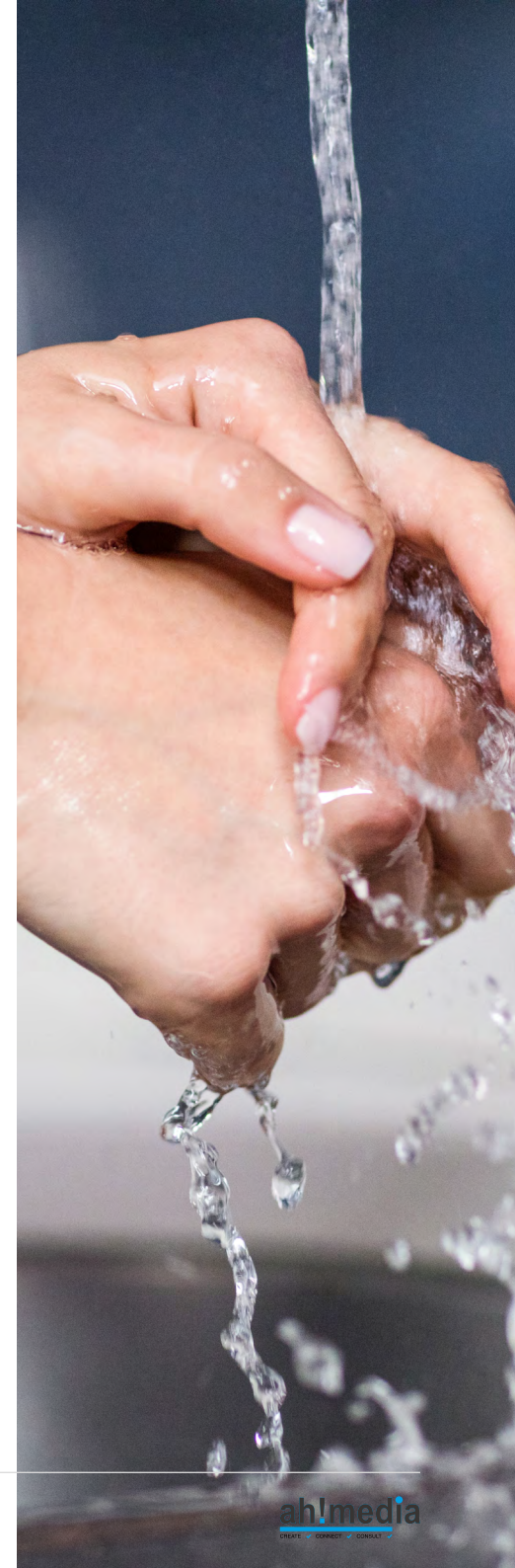


Risk Factors

RISK FACTOR	SAFETY STEP	RESIDUAL RISK
<p>Local Lockdown or widespread community spread from areas where delegates reside</p>	<ul style="list-style-type: none"> • Adjust event capacity • Modify event space further • Consider running event in multiple streams • Ensure temperature scanning for all attendees • Request attendees do not enter event from locales where there is high community spread 	<p>MEDIUM</p>
<p>Event numbers in excess of 200 delegates</p>	<ul style="list-style-type: none"> • Reduce event numbers to sub 200 (50% venue capacity) • Modify Event space to allow distance • Stagger Breakouts 	<p>HIGH</p>
<p>The event format and breakouts / one to ones are too dense</p>	<ul style="list-style-type: none"> • Require Government/WHO-recommended face coverings to be worn by all attendees and event staff • Limit the number of attendees and duration of the breakouts • Stagger breakouts and one to ones • Hold one to ones in larger restaurant area to ensure distancing • Remove Speed networking 	<p>MEDIUM</p>
<p>Event-goers are unlikely or unwilling to bring and wear face coverings or other personal protective equipment</p>	<ul style="list-style-type: none"> • Purchasing and providing Government recommended face coverings for all attendees. • Ensure attendees self-certify that they will comply with the event's safety policies and procedures including wearing face coverings (unless medically exempt) • Message all attendees before arrival, advising them that face coverings and/or other personal protective equipment will be required for entry • Post signage at event entrances indicating that face coverings and/or other personal protective equipment must be worn as a condition to enter the facility • Designate one or more staff members to enforce physical distancing and face covering requirements throughout the event 	<p>LOW</p>
<p>The event will require exchange of items</p>	<ul style="list-style-type: none"> • Use Contactless methods • Use digital assets (eg conference guides) • Disinfect all items and use laminate coverings/wipeable finish where possible 	<p>LOW</p>

Safety Checklist

- ❑ Seek advice from and collaborate with local authorities and public health officials for current Covid-19 restrictions and recommendations.
 - ❑ Provide resources that detail the signs and symptoms of Covid-19 to help educate potential event-goers and staff on whether they should attend or stay home.
 - ❑ Require staff and event-goers to stay home if they have any Covid-19 symptoms, including fever, cough or gastro-intestinal issues. Additionally, require attendees to not attend the event if they have been diagnosed with Covid-19, or had direct contact with an individual diagnosed with or suspected to have Covid-19 in the past 10 days.
 - ❑ Provide access to hand-washing stations with soap and water or hand sanitiser containing at least 60% alcohol if the former is unavailable.
 - ❑ Create an event-specific medical response plan, designating responsible persons, nearby emergency services, and determining how to isolate and transport staff or attendees experiencing a medical emergency. Develop plans for quickly and safely evacuating an event.
 - ❑ Modify attendee/staff density to enforce all safety protocols, including one-metre plus physical distancing (or adjusting the physical distance per local authorities and public health officials)
- requirements in all venue spaces where attendees congregate — including lavatories, queuing areas, and during ingress and egress procedures
- ❑ Designate one or more staff members to enforce physical distancing and face covering requirements throughout the event.
 - ❑ Require all attendees and staff to wear Government/WHO-recommended face coverings during the event.
 - ❑ Assign staff to cleaning tasks performed before, during and after the event. Clean and disinfect commonly touched surfaces like tables, doorknobs, light switches, countertops, handles, toilets, taps, sinks, etc. before the event using Government and/or WHO cleaning and disinfecting guidelines. During room turnarounds and general clear-downs clean and disinfect common spaces between each group of people. Be sure to provide enough time between groups to allow for cleaning and disinfection of commonly touched surfaces.
 - ❑ Create a plan to respond to medical or other predictable natural and man-made threats and hazards (e.g., security incident, fire, weather emergency).
 - ❑ Identify the closest hospital or health centre and transport if needed



Disinfection and Cleaning

For a Covid-19 secure environment, venue cleaning procedure will need to be reviewed and agreed. Venues where we host events have already re-opened and deep clean processes have been applied. ah!media have considered high touch and high traffic areas and developed procedures to ensure these are given priority on an hourly basis as a minimum. In addition visible disinfection will give our delegate clients and sponsors added reassurance.

Venue Reopening	<ul style="list-style-type: none">• External contractors used. Fogging Procedures and Electrostatic disinfectant sprays have been applied.• All water related equipment has been flushed and refreshed to remove risks of pathogens and Legionnaires
Cleaning Standards	<ul style="list-style-type: none">• Dilution of cleaning products have been updated to provide stronger solutions in accordance with Public Health England guidelines• Electrostatic disinfectant sprays are to be used throughout• Document for each new product; the contact time, how the product should be used by staff and identify what PPE should be worn• Identify disinfection procedures based on the 6-stage disinfection procedure used in food safety• Use disposable cloths, paper towel roll and mop heads• Revise existing cleaning schedules in all departments to include the new standards and procedures and train staff• Update training processes and new product training to all cleaning staff at venue
High Touch Points	<ul style="list-style-type: none">• Regular disinfecting of these points and items to break infection chains through contact• Carry out an analysis of high touch points in every room and area with venue team• Identify the most effective products eg: sprays or wipes to manage the high touch points• Consider how often touch points should be disinfected. This could be every 30 minutes in peak times or as a minimum hourly• Guests will be very aware of these cleaning processes taking place and this will build confidence• Use a signed register in areas as a visual to guests• Management will check schedules regularly to ensure that the disinfection controls are being adhered to

Disinfection and Cleaning

Sanitiser Points

- In addition to effective hand washing, sanitiser points are to be provided throughout the venue
- Back and front of house, registration desk, main entry to conference room, front reception restaurant and staff areas
- Wipes will be used for all electronic items
- Delegates to be provided with wipes at point of registration
- All bedrooms to be provided with wipes/sanitisers

Disposals

- Foot pedal operated bins
- All bins to be emptied and disinfected hourly

Emergencies

Cleaning a room where a guest has reported Covid-19 symptoms

- Secure room for 72 hours to reduce the risk of infection
- Carry out cleaning procedure
- Use disposables where possible
- Pay particular attention to high touch point areas
- All staff to wear PPE
- Double bag and discard PPE once used

Hygiene

- Ensure Cleanliness and Sanitation standards are exceeded throughout the hotel
- Ample sanitiser stations across the venue and at key entry and exit points
- All surfaces and high volume contact points are cleaned at every opportunity
- Daily venue staff temperature checks

Distancing

- Communal room layouts are altered to accommodate guests at a safe distance
- Guests are encouraged to pay using contactless where possible
- Lifts are used on an individual or closed group basis

Staff & Delegate Arrivals

Entrance areas will be staffed and fully managed at all times. This will give confidence to the attendees. We will ask all guests to wear a mask and use hand sanitiser on entry. All delegates and staff will be temperature screened. The entrance period is seen as an ideal opportunity for ah!media to educate incoming delegates on expected behaviour during the event, adequate signage will be displayed detailing main hygiene and sanitising protocols

Temperature Screening	<ul style="list-style-type: none">• Staff will be trained
Mass Arrivals	<ul style="list-style-type: none">• 1m + distancing at registration• Delegates will be asked to wait in cars if required
Entry	<ul style="list-style-type: none">• All venues currently have automated doors• Any internal doors will be left open• Staff on each meeting room and conference door to eliminate multiple contact
Luggage Hold	<ul style="list-style-type: none">• Normal luggage hotel hold will be removed• Delegates will be asked to leave luggage in cars until end of day 1 or place luggage at venue hold if arriving via public transport• No luggage will be stored
Valet Parking	<ul style="list-style-type: none">• This service will not be offered during the event
Delegates	<ul style="list-style-type: none">• A digital copy of safety and hygiene will be sent to delegates 1 day before the event and then again on the morning of the event• Delegates will be asked to stay in the meeting rooms wherever possible to eliminate congestion• Meeting breaks will be staggered
Isolation Area	<ul style="list-style-type: none">• This will be provided as a contingency should delegates start to show symptoms

Staff & Delegate Arrivals

Access to Conference Room	<ul style="list-style-type: none">• Ahmedia will proactively manage corridors, meeting rooms and breakouts.• IN and OUT flow system will be in place where possible• Reconfiguration of seats to allow distancing• Booking of largest conference rooms to enable more distancing• Minimise breakout/syndicate sessions
Lifts	<ul style="list-style-type: none">• Follow current government advice on lifts to ensure social distancing• Hourly cleaning of all buttons and touchpoints
External Areas	<ul style="list-style-type: none">• We will provide distancing signage in all garden and seating areas• Rope barriers will be used where appropriate
Public Toilets	<ul style="list-style-type: none">• Floor signs will be used to remind people of distancing• Stagger conference sessions so breaks don't result in high flow to toilets• Use visible reminders to wash hands• Check and clean all aspects of public toilets every 30 minutes• Staff should wear full PPE and place warning signs that cleaning is still in place• Clear bins hourly irrespective of how full they are
Bars & Restaurants	<ul style="list-style-type: none">• Will remain open but with updated seating plans to allow distancing• Food to be served as described in food and beverage section of this document

Welcome Desk and Registration

We have considered how guests can still be made to feel welcome whilst maintaining a Covid-19 secure environment. ah!media will use our delegate registration process as an opportunity to educate guests and give confidence to our arriving delegates

We will use a number of guidelines including floor markings, queue controls, sanitisers

Staff Safety

- Use floor markings to control distancing and rope barriers to control the flow of customers.
- Reception staff should not take items directly from guests, or give items directly to guests.
- Use 'place and step back' routines
- Staff should sanitise their hands before and after dealing with guests.
- Staff must wear masks and, where appropriate, gloves.

Reception Procedures

- Pre-registration with digital check-in.
- Do not offer pens to guests.
- Provide information that guests require electronically.
- Advise delegates all material is available digitally using event app and avoid handouts of conference programmes etc
- Use printed conference programmes as 'emergency use only'. Ensure guides are laminated and sanitised.



Meeting & Conference Rooms

Ah!media have considered how we adapt the meeting room space to ensure minimum distancing of 1m in our conference settings. Protocols around cleaning and room turnarounds have been increased and multi touch items such as wipeboards and markers have been eliminated. Air flow has been considered and where required appropriate equipment has been used and access routes for catering have been adjusted.

Room Capacities

- ah!media have hired the largest rooms in all venues to enable more distancing
- 1 metre-plus distancing rules to each room and to each layout i.e.: theatre, boardroom, classroom
- Tables should be side-by-side rather than facing
- For lunch and dinner seatings rule of 6 applies to 6 delegates per 5ft round table
- In conference theatres allow for space between each delegate
- The use of table linen will be limited and changed every day

Set up and Breakdown

- Distancing and safety rules must be applied during set-up and break-down procedures
- Staff should observe the usual distancing rules whilst setting up and breaking down
- PPE should be worn during set up and breakdown paying particular attention to where linen is being changed
- Tables and chairs and armrests must be disinfected again once set up complete
- Trolleys used to move chairs and tables must be disinfected before and after set up

Event Suppliers/ Deliveries

- Request all external suppliers to use our protocols
- Suppliers should use rear entrances
- Apply the 1m rule for deliveries with ground markings
- Distancing between suppliers and staff must be maintained in all areas
- Suppliers should wear PPE
- Suppliers must sign in and out and contact details of managers to enable tracing, if required
- All suppliers will be requested to prove equipment provided has been disinfected before leaving venue

Meeting & Conference Rooms

Ventilation

- Windows and door handles should be disinfected regularly
- Rooms without windows should not be used if possible
- Doors should remain open where possible
- Windows should remain open during all sessions

Delegate Packs

- All traditional delegate packs will move to digital assets

Refreshing and Cleaning

- All rooms will be cleaned as per hygiene and cleaning protocols

Emergencies/Outbreaks

- Closed isolation area to be provided at each event
- If infection reported post event use contact tracing protocol
- Secure meeting rooms for 72 hours and disinfect



Food & Beverage

This section covers lunches, dinners and natural breaks throughout the events programme. The size of the main restaurant area has been considered as well as our hosting model. We have increased capacity by taking up all available extensions to restaurant and catering areas to allow for more distancing

Shared Breakout / 1-1 Areas

- Allocate adequate rope and queue systems with floor signage
- Increase size of meeting points with larger tables
- Stagger the breaks accordingly to reduce volume

Refreshment Areas

Distancing

- Seated table service at all breaks on 5ft rounds and max 6 delegates
- Use 'place and step back' routines and waiter drinks service.
- Hire additional room (ballroom) for all breaks

Hygiene

- Provide sanitiser wipes and bins at self-serve machines and visual reminders
- Staff to wipe dispense buttons after each use. Disinfect bins after use.
- Staff should wear masks and gloves to set up points and serve.
- Cover refreshment points once they are set up.



Food & Beverage

Safety of Guests

Distancing rules apply in all F&B areas including within banqueting rooms, restaurants, brasseries etc.

- Tables must be one metre-plus apart
- Use floor guides to give guidance on distancing.
- Use of floor guides and arrows to manage participant flow.
- Provide table service only, eliminate all buffets
- Provide sanitiser points at entrances and counter points for staff and guest use.
- Staff should not hand anything directly to participants or receive anything from them unless sanitised first.
- Staff should wear gloves and masks for service and set up.
- Tables and arm rests should be disinfected between use.
- Handwashing of glassware, plates and cutlery should be avoided.
- Check dishwasher temperatures are set to rinse above 60°C.

Table Service During Lunch & Dinner

- Set menus for all seatings with vegetarian option
- Use full plate service
- Disposable condiments and remove all multi touch items such as salt & pepper shakers
- Cloche covers to protect foods from kitchen to table
- Wrapped cutlery
- Place all food & drinks on tables, do not hand to participants

Bedrooms

- Deep cleaning and sanitisation between guests
- Period of non use between guests
- Delayed check in to allow additional cleaning where needed
- Removal of high touch items
- Change mattress protectors after each guest
- Ensure hotel removes additional linen and pillows



Staff Safety & Welfare

Building safety and competence with staff is a key driver in our Covid-19 secure operating plan ensuring ah!media staff can deliver our events whilst minimising risk with a 'safety first' approach. We have conducted detailed training programmes with all front-of-house staff and supplier managers and consider every element of our day to day running of the events extremely important.

Staff now understand all protocols that are in place and that each element is to be risk assessed and addresses if needed. There are team leaders who will be overseeing engagement and work with the venue staff and at least 3 Directors have been allocated per event (usually 1 event Director per event) to handle any questions, queries or emergency situations.

All staff will of course have the right level of protection and understand the need to socially distance wherever possible.

Delegate Facing Staff

- Staff health checks have been carried out
- Any staff with pre existing conditions or deemed in the vulnerable category exempt from events
- Relevant welfare programmes in place where needed
- Only ah!Media employees at events (No agency)

Training

All event staff trained on:

- Routes of Covid-19 Transmission
- Personal Hygiene
- Distancing and personal safety
- Safe use of PPE
- Overseeing and administering cleaning protocols
- Team leaders & managers to effectively oversee other junior staff
- Responsibilities towards others
- Keeping records of incidences and managing hotel staff and suppliers.

Staff Safety & Welfare

Staff Welfare

- Communicate procedures for reporting symptoms during a live event
- Ensure shorter shifts and turnover of working staff
- Maintaining contact with staff if self isolating
- Providing a 'support and provide' method of working
- Buddy system for all junior staff

Staff Personal Safety

- Promote regular hand washing during events, at least every hour
- Managers to check staff wearing PPE
- Staff use stairs at all times (Not guest lifts)
- Do not receive or handle items directly from delegates or or colleagues unless sanitised first

Staff Breaks During Events

- Managers should stagger breaks but allow enough breaks to ensure staff are in good mindset for tasks ahead
- Ensure staff carry through distancing rules in smoking/vaping areas
- Staff discouraged from taking breaks with suppliers/hotel staff



Risk Controls

Coronavirus alert levels in UK

Stage of outbreak		Measures in place	
Risk of healthcare services being overwhelmed	5	Lockdown begins	
Transmission is high or rising exponentially	4	Social distancing continues	
Virus is in general circulation	3	Gradual relaxation of restrictions	Level 3 High Risk Controls
Number of cases and transmission is low	2	Minimal social distancing, enhanced tracing	Level 2 Medium Risk Controls
Covid-19 no longer present in UK	1	Routine international monitoring	Level 1 Low Risk Controls



Risk Controls

POTENTIAL HAZARD IDENTIFIED	LOW RISK CONTROLS	MEDIUM RISK CONTROLS	HIGH RISK CONTROLS
VISITOR RISKS			
Airborne Spread Through Travel to the Venue	Same As High	Same As High	Contact visitors pre show and encourage them to travel by car
Airborne Spread Through Close Contact in Busy Aisles	Wider aisles where possible- Contra flow walk on the left.- Adequate signage and arrows to influence crowd behaviour	Wider aisles where possible.- Contra flow: walk on the left.- Additional onsite arrangements for spotters to manage pinch points.- Encourage the use of face masks- Adequate signage and arrows to influence crowd behaviour	One-way system down each aisle- Wider aisles where possible.- Advise the use of face masks- Additional onsite arrangements for spotters to manage pinch points.- Adequate signage and arrows to influence crowd behaviour
Airborne Risk in Theatres	Allow space between each seat in the theatre.- Mark out the area for the seats with hazard tape so they do not get moved.- Increase time between sessions to allow managed exit and entry to theatres	Same as high risk	Allow 1 metres between each seat in the theatre.- Mark out the area for the seats with hazard tape so they do not get moved. Increase time between sessions to allow managed exit and entry to theatres
Airborne Risk Through Workshops	Undertake a density calculation – how many delegates can partake in the workshop whilst complying with social distancing rules?	Undertake a density calculation – how many delegates can partake in the workshop whilst complying with social distancing rules?- Only allocate one delegate per table . Advise use of facemask	Undertake a density calculation – how many delegates can partake in the workshop whilst complying with social distancing rules?- Only allocate one delegate per table. Advise the use of face masks
Airborne Spread in the Queues Entering Conference	Visitor communication pre conference to encourage visitors to arrive in staggered timeframe.- Social distancing in queues, clearly displayed using arrows and signage	Same as high risk	Visitor communication preshow to encourage visitors social distancing in queues, clearly displayed using arrows and signage

Risk Controls

POTENTIAL HAZARD IDENTIFIED	LOW RISK CONTROLS	MEDIUM RISK CONTROLS	HIGH RISK CONTROLS
SPONSOR/EXHIBITOR RISKS			
Contact Risk: Visitor to Sponsors	Advise sponsors to provide their staff with hand sanitiser, adequate PPE.- Communicate the responsibilities of the sponsors, .- Multiple hand sanitiser units around the meeting points for visitors & vendors	Same as low risk	Same as low risk
Contact Risk: Visitor to Front of House Staff	Encourage delegates to use digital assets so limited contact.- Provide staff with adequate PPE and hand sanitiser	Same as low risk	Same as low risk
Contact and Airborne Spread in Busy Restaurant Areas	Same as medium	Undertake a density calculation, increase catering areas to allow adequate spacing between each table.- Agree an in depth cleaning schedule with venue. Tables must be deep cleaned after use. Food must be cloched and no buffet. Ensure 5ft rounds and max 6 people per roundtable	Same as medium risk
Airborne Risk at Meeting Points	Issue sponsors with guidelines- Offer sponsors more space and reduce total sponsors , stands must be a minimum on 2m deep	Issue sponsors with guidelines- Offer sponsors more space and reduce total sponsors , stands must be a minimum on 2m deep. Discourage handouts	Issue sponsors with guidelines- Offer sponsors more space and reduce total sponsors, stands must be a minimum on 2m deep. Eliminate handouts.

Risk Controls

POTENTIAL HAZARD IDENTIFIED	LOW RISK CONTROLS	MEDIUM RISK CONTROLS	HIGH RISK CONTROLS
SUPPLIER RISKS			
Airborne Risk: Contractors & Suppliers	Increase build/breakdown times. - Request the same 'standby' contractor onsite each day	Increase build/breakdown times. - Request the same 'standby' contractor onsite each day - Mandatory PPE to include face masks	Increase build/breakdown times. - Request the same 'standby' contractor onsite each day - Mandatory PPE to include face masks
Confusion Leading to Suppliers not Complying with Guidelines	- Strong communication pre show outlining the event guidelines. - Adequate signage and tannoy announcements highlighting the guidelines	Same as high risk	Strong communication pre show outlining the event guidelines. - Adequate signage and tannoy announcements highlighting the guidelines. - Experienced team onsite to offer support and ensure those onsite are complying with the guidelines



Risk Controls

POTENTIAL HAZARD IDENTIFIED	LOW RISK CONTROLS	MEDIUM RISK CONTROLS	HIGH RISK CONTROLS
STAFF RISKS			
Airborne Risk: Front of House Staff	Sneeze guards will be provided to avoid direct contact with visitors	Minimize the number of staff. Use the same staff each day where possible. - Sneeze guards will be provided to avoid direct contact with visitors	Compulsory for staff to wear face masks Use the same staff each day where possible
Contact Risk: Front of House Staff	Strong preshow communication outlining the event guidelines. - Provide staff with hand sanitiser and disinfectant	Same as high risk	Compulsory PPE to include gloves. - Provide staff with hand sanitiser and disinfectant. - Strong preshow communication outlining the event guidelines
Airborne Risk Travelling to the Event	Same as high risk	Same as high risk	Compulsory for staff to travel by car. - Staff to be checked for Covid-19 before travelling
General Airborne Risk Onsite	Adequate PPE stocks available Temperature check before arriving onsite	Same as high risk	Adequate PPE stock available Implement a buddy system
General Contact Risk Onsite	Same as high risk	Same as high risk	Provide staff with their own equipment to stop the spread through sharing equipment. - No handshake rule - Adequate PPE available and hand sanitiser
Confusion Leading to Staff not Complying with Guidelines or Monitoring the Show Properly	Same as high risk	Same as high risk	Strong communication with staff within the office before each event. - Onsite teams will be given an in-depth briefing before arriving onsite. Staff will be issued manuals to outline the rules. - Training for key personnel in managing Covid-19 risk

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