

Date of original assessment:	14/09/2020	Date of this assessment:	02/02/2022	Area:	COVID-19 Risk Assessment – Conferencing
Status:	v1.00 – FINAL	Date of review:	01/04/2022	Assessor: Reviewed by:	Alex Pannell – Hospitality & Facilities Coordinator Tony Richards – Head of Facilities and Property Services
Description of task:	<p>As an employer, BYM – Britain Yearly Meeting of the Religious Society of Friends (Quakers) – recognises its’ duty to protect people from harm along with the requirement to take steps to protect our staff, visitors, and others from Coronavirus.</p> <p>This risk assessment has been prepared in-line with Government guidance. To help BYM ensure that the required steps are being taken to keep staff and others safe, it addresses the following:</p> <ul style="list-style-type: none"> • identifies what work activity or situations might cause transmission of the virus • considers who could be at risk • determines how likely it is that someone could be exposed • identifies steps (control measures) and additional actions that need to be taken to remove the activity or situation, or if this isn’t possible, control the risk. <p>BYM will continue to monitor the measures outlined to ensure that the processes which have been put in place are working as expected and remain in-line with Government advice and guidance as it develops and evolves.</p> <p>-----</p> <p>Related document – This risk assessment is informed by: BYMs “COVID-19 General Workplace Risk Assessment” and was previously Section 5 in that document until version v2.01.</p>				

Priority ratings key: The three columns (L,S,R) are for assessing the level or degree of risk. The first (L) is for an assessment of the likelihood of the hazard taking place, the second (S) for the severity of the hazard, both based on the following:

L – LIKELIHOOD	S – SEVERITY OF HAZARD	R – RISK LEVEL is product of Likelihood and Severity (LxS)
1. Hazard exists very infrequently; limited numbers exposed. 2. Likely to occur; hazard exists intermittently, or occurs occasionally. 3. Likely to occur soon; permanent hazard, or occurs daily/repeatedly; many may be exposed.	1. Could cause minor injury only. 2. Could cause major injury/7 day or more absence. 3. Could cause fatality or severe/chronic injury.	High risks score 7 - 9 priority H Moderate risks score 4 - 6 priority M Low priority risks score 1 - 3 priority L

Section 1

What are the hazards?	Conference specific: tasks; activities; equipment (FH specific)	Level of risk (pre-measures)			Residual risk (post-measures)		
		L	S	R	L	S	R
Who might be harmed?	Staff; Customers and visitors; Higher-risk groups; Charity/company/venue reputation	3	3	9	2	3	6

Ref	Control measure	Actions for service delivery staff	Additional information
5.00	Venue show arounds should only be carried out when necessary	Use existing digital assets to facilitate sales, including: <ul style="list-style-type: none"> • website • virtual tour • photographs • promo video 	-
5.01	Baize cloths should only be used if necessary	Cloths must be changed at the end of each day Cloths should marked for storage, and stored in a secure holding area for 72-hours Staff must wear a face covering and PPE	-
5.02	Linen cloths should only be used if necessary	Cloths must be changed at the end of each day Cloths should prepared and marked for external laundering, and stored in a secure holding area Staff must wear a face covering and PPE	-
5.03	Manual handling tools should be used to assist when preparing or cleaning, or providing service to meeting rooms or customers, including: <ul style="list-style-type: none"> • catering trolleys • chair trolleys • platform trucks 	Tools, especially handles, should be sanitised before and after use	-
5.04	Audiovisual equipment should only be provided when ordered by a customer, including: <ul style="list-style-type: none"> • audio, video, and data cables • Flipchart easel and pens • Laptop mouse/ trackpad and keyboard • Microphones • Remote controls 	Equipment should be sanitised before providing to a customer and after use Care to be taken to use the correct cleaning agent on equipment, especially electrical items Staff must wear a face covering and PPE when installing and packing away equipment	-

Ref	Control measure	Actions for service delivery staff	Additional information
5.05	Welcome packs, inserts and copy Rendezvous printouts with customer details should be single-use and taken away by the customer	<p>For folders and inserts that are left behind:</p> <ul style="list-style-type: none"> If visually look used or grubby, or are damaged – should be placed into a recycling bin If visually look clean and undamaged – should be marked for storage, and stored in a secure holding area for 72-hours <p>Should wear gloves before or clean hands after handling</p> <p>Copy Rendezvous printouts with customer details should be placed into a secure shredding bin</p>	-
5.06	Welcome packs – signed and completed forms should be stored in the Sales & Events team storage box	<p>Minimise handling of forms</p> <p>Should wear gloves before or clean hands after handling</p>	-
5.07	<p>Meeting room passes/keys should not be issued to a customer</p> <p>Meeting room door must be kept locked when room not in use</p>	<p>Meeting room door should be unlocked by a welcome host or available staff member on arrival of a lead customer or organiser</p> <p>Meeting room door should be locked/unlocked at the request of a lead customer or organiser (e.g., at a lunch break)</p>	-
5.08	Peak times manage entry to the reception foyer if mass arrival of customers	At peak times available staff may need to manage the entry of customers into the building to avoid congestion in the reception foyer and surrounding access routes (e.g., stairs and corridors)	-
5.09	Catering – increase available points for booked catering where feasible to space out provisions, especially for larger meetings	<p>Spread out service points where feasible</p> <p>Ensure the lead customer or organiser is aware of the arrangement and locations</p>	-
5.10	Catering – individually packaged foods, drinks, lunch bags and bento boxes (with wrapped cutlery) are available for customers to pre-order for their event	Ensure food is labelled and easily identifiable to minimise handling of package, especially for special requests e.g., free-from items	-
5.11	Catering – buffet-style meals are served to the customer instead of self-service style	Buffet-style meals are to be plated for and served to the customer	-
5.12	Shared confectionary bowls (sweets) should not be provided	-	-
5.13	Meeting room configurations –	-	-

Ref	Control measure	Actions for service delivery staff	Additional information
	Additional configuration (herringbone) implemented to facilitate increased distancing for side-by-side seating, and reduce face-to-face seating arrangements		
5.14	<p>Same customer with multiple room bookings and/or breakout rooms – rooms should be located as close as possible to each other and/or the main room</p> <p>Breakouts into communal spaces are not permitted</p>	-	-
5.15	<p>COVID-19 presence in a meeting room after use by a customer – enhanced cleaning to be completed at end of day</p> <p>If a room is occupied by a customer for more than one-day in a row, customer to be advised that where practical they should pack away all items and documents from tables and countertops to allow cleaning to take place</p>	Windows and doors should be open to increase ventilation	-

