A picture containing green, drawing

Description automatically generatedA close up of a sign

Description automatically generated

Supported by:

**COVID R.E.A.D.Y Risk Assessment  
Developed in association with Primary Authority**

.  
\*\* Subject to Guidance Update & Change. [Click here for updates.](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

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| --- | --- |
| **Hospitality Sector:** | Conference Venues |

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| **Assessment Details** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Membership Organisation:** | | | Click or tap to enter text. | | | **Date:** | | | Click or tap here to enter text. | | | | | | |
| **Business Name:** | | | Click or tap here to enter text. | | | **Address:** | | | Click or tap here to enter text. | | | | | | |
| Click or tap here to enter text. | | | | | |  | | | Click or tap here to enter text. | | | | | | |
|  | | | | | | **Post Code:** | | | Click or tap here to enter text. | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Insurance Certificate:** | |  | **Gas Safety Certificate:** | |  | **Fire Risk Assessment:** | | |  | **CO Detectors:** | | |  | | |
|  | | | | | | | | | | | | | | | |
| **Completion Guide:** | | | | | | | | | | | | | | | |
| The example below demonstrates how this Risk Assessment works. Give the **Severity (S)** and **Likelihood (L)** a score based on the table below. **Multiply (S) by (L) to create a risk score (R)**.  Score each job hazard rather than each control measure. | | | | | | | | | | | | | | | |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Severity **(S)**: | **6** Multiple Deaths | **5** Single Death | **4** Major | **3** Lost Time Injury | **2** Minor | **1** Delay | | Likelihood **(L)**: | **6** Certain | **5** Very Likely | **4** Likely to Happen | **3** May Happen | **2** Unlikely to Happen | **1** Very Unlikely to Happen | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| The figures will give a risk score between  **0** and **36**:  **0-10** low risk (Green)  **11-20** medium risk (Amber)  **21-36** high risk (Red) | | **0-10** | **Green**  **Low Risk** | | **11-20** | | **Amber**  **Medium Risk** | | | | **21-36** | | **Red**  **High Risk** | | |
| Focus should be placed on any high-risk areas and where risk can be mitigated. | | | | | | | | | | | | | | | |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | | | **Existing  Control Measures** | | | | **Recommended Controls / Information  (In Priority Order)** | | | | **S** | | **L** | **R** |
| **EXAMPLE**  **Person to person contact during COVID 19 pandemic** | Becoming infected with COVID-19 and further spread the infection | | | Social distancing measures in place; physical distancing and signage. Use of PPE - face masks, sanitizer by pay machines, gloves. Screens at counter where possible. | | | | Control number of customers entering the shop. Abide distancing requirements. Card payment only. | | | | **2** | | **2** | **4** |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures/Action /By whom** | | | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
|  | | | | | | | | |
| **Person to person contact during COVID-19 pandemic affecting staff and Customers.** | Becoming infected with COVID-19 and further spread the infection. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Ensure staff have signed a fit for work document.  Staff to be aware that they **must** inform employer immediately if they (or a household member) begin to suffer Covid-19 symptoms, and NOT to attend work in such circumstances.  Staff to wash hands frequently and regularly and wear appropriate PPE when required.  Where possible keep entrance/exit doors open for touch-free access.  Door handles and high-frequency touch points to be cleaned regularly and documented where possible  Stagger arrival/leaving times to avoid congestion.  Operate a one-way system where possible.  Limit the number of people in a venue at one time.  Social distancing measures in place for both staff and visitors.  Hand sanitiser to be available at entrances to venues.  Vulnerable groups of staff to remain furloughed/shielded.  Staff mental wellness checked regularly.  Increase in lone working, review risks to fire safety and first aid within venues.  All bookings to be made electronically with no sharing of documents between venue staff and visitors.  Payments to be made, where possible, by telephone or bank transfer, rather than physical use of card machines.  All visitors strictly by prior appointment only.  Provide PPE where necessary for staff and visitors.  Staff Canteens should remain closed where possible; washrooms and communal areas for staff should be restricted with extra control measures in place in relation to distancing and sanitisation.  In washrooms, recommend paper towel and a foot operated lidded bin. If using a hand dryer, must have signage in place to adhere to social distancing guidance and use of hand sanitizer available directly outside the cloakroom area.  Exclusive use of washrooms for visitors and/or ‘vulnerable’ people where possible.  Washrooms to be cleaned regularly and documented where possible.  Ensure workstations are socially distanced in accordance with government guidelines.  Where possible do not share workstations, where unavoidable thorough cleaning to be carried out at changeover and PPE equipment, gloves, and masks to be available to staff.  Pens/documents not to be shared.  Ventilate venues with natural air, where possible, door/window open.  Fans and air conditioning systems may spread air particles, **assess usage** and avoid or minimise use of such systems.   * Ensuring all areas have regular robust cleans, adhering to a documented cleaning schedule. * Handrails, door handles and other high frequency touch areas to be cleaned regularly. * Where possible greet visitors to the venue outside the entrance and direct to appropriate area. * Limit the number of visitors to the venue at one time. * Direct visitors to use hand sanitiser upon entering the venue. * Social distancing measures to be adhered to for both staff and visitors, if necessary, clearly marking these. * Introduce a one-way system if possible, clearly marked. * Where there are pinch points in the venue, crosshatch this area to ensure social distancing can be maintained, with signage ‘do not enter until vacant and safe to do so’. * Hand sanitiser available throughout the venue for both staff and visitors. * Minimising staff numbers in the venue at any one time (keep teams separated; days/ staggered hours to avoid loss of workforce should an outbreak occur). * Place clear shielding screens, if possible, on counter tops. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures/Action /By whom** | | | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
|  | | | | | | | | |
| **Person to person contact during COVID-19 pandemic affecting staff and Customers.** | Becoming infected with COVID-19 and further spread the infection to colleagues and customers | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Ensure staff have signed a fit for work document  Staff to be advised that they **must** inform employer immediately if they (or a household member) begin to suffer Covid-19 symptoms  Visitors to use own pen / paper.  Visitors to use own drinking vessel where possible.  Set up a procedure to protect persons administering first aid, recommend gloves, face masks and hand washing / sanitising before and after contact.  Follow Guidance for outbreaks and contact:  PHE Surrey and Sussex Health Protection Team (South East)  <https://www.gov.uk/health-protection-team> | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures/Action /By whom** | | | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
|  | | | | | | | | |
| **Deliveries Goods in/out** | Becoming infected with COVID-19 and further spread the infection    Contaminated venue / spread of COVID-19 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Check with all external delivery companies what their updated social distancing procedures are and how that may affect your business.  Trained staff to receive deliveries only.  Fewer deliveries / staggered time of deliveries.  Preference for out of hours deliveries / collections.  Goods out adhere to guidance and social distancing if goods being collected. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Contractors** | Becoming infected with COVID-19 and further spread the infection    Contamination of premises front of house/back of house / spread of COVID-19 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Visits by prior appointment only.  All works to be carried out with the appropriate level of PPE equipment and social distancing measured adhered to. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Wholesale Representatives** | Becoming infected with COVID-19 and further spread the infection    Contaminated venue / spread of COVID- | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | By prior appointment only.  Where possible email or video appointment only.  If physical appointment necessary social distancing measures adhered to and appropriate PPE equipment used. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Professional Body / Industry Guidance** | Advisory | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Follow professional industry specific guidance where possible (eg MIA, Meetings Industry Association)  <https://www.mia-uk.org/Safety-Resources> | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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