



Specific COVID-19 Risk Assessment 2022-2023

EICC Standard Operating Procedures

Date of Issue	April 2022
Date of Review	July 2022

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Reviewer: Marion McKean

Risk Assessment Rationale

A comprehensive Risk Assessment has been compiled in accordance with the employer's duty to do so under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999

It is the responsibility of the operational managers to ensure that an ongoing assessment will take place during the normal running of the EICC along with the individual supervisors and team leaders of each department. Any changes resulting in the escalation of either the severity or the probability rating of an identified hazard or the discover or a new or extra ordinary hazard are to be reported immediately.

Severity		Probability	
1	Minor Injury	1	Unlikely
2	Significant Injury	2	Possible
3	Serious Injury	3	Highly Possible
4	Major Injury	4	Probable
5	Major Incident/Fatality	5	Certainty

The Severity and Probability rating associated with each Hazard is calculated before the controls are put into place and post controls to show effectiveness of the controls to manage the Hazard and to reduce the Risk as low as is reasonably practicable.

Risk Assessment Explanatory Notes

Severity Indices:

- 1 Minor Injury= Abrasions, bruising, minor burns etc
2. Significant Injury = Lacerations leading to blood loss, Secondary burns, Sprains and Strains, Muscle and ligament injury
3. Serious Injury = Fractures, Head injuries leading to periods of unconsciousness, trauma leading to significant blood loss
4. Major Injury = Multiple fractures, multiple traumas, spine or neck injury, Head injuries leading to extended periods of unconsciousness
5. Major Incident/Fatality = Single or multiple Fatality or large numbers of injures in Cat 3-4

Severity x Probability	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

1-7 Acceptable Risk

8-14 Acceptable Risk with Adequate Control Measures

15-25 Unacceptable Risk

Legend for Risk Assessment Table

S=Severity P= Probability RF= Resulting Risk Factor

Hazards	Who may be harmed	Consequences	Risk Factor based upon Primary Risk with no controls			Control Measures	Risk Factor based upon residual Risk			Comments
			S	P	RF		S	P	RF	
Covid-19 (Coronavirus which including currently identified new variant Omicron & Deltacron)	Patients/ Delegates, Visitors, Contractors and Staff	Contracting and/or spreading the virus	5	4	20	<ol style="list-style-type: none"> 1. Everyone must comply with any travel restrictions introduced by the government and their own organisations. 2. Pre-Event Information and risk reduction measures must be communicated to all contractors associated with their event prior to arrival on site. (Written guidance provided to contractors) 3. Everyone entering the building encouraged to sanitise their hands. 	5	2	10	<p>These risk reduction control measures have been developed in relation to COVID-19 but also have a significant impact on reducing the risk in relation to colds, flu and viruses of a similar nature.</p> <p>Due to the dynamic nature of this virus and updates to sector specific guidance this assessment and control measures remains under regular review.</p>

					<p>4. Additional hygiene and directional signage clearly displayed at regular intervals around the venue with attention to high touch points, reception areas, cloakrooms and within all washroom and dressing room areas.</p> <p>5. Hand sanitising stations with signage situated around the building encouraging regular hand washing/sanitising.</p> <p>6. Although legal requirements for physical distancing have currently been removed we will continue to create space to help reduce the risk around the venue where ever possible.</p> <p>7. One-way systems can continue to be used where appropriate and managed by staff to continue to practice physical distancing and</p>				
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					<p>enhance the flow of people around the building.</p> <p>8. Staff safety screens remain in place at busy points where social distancing is not achievable such as reception desks and cloak rooms.</p> <p>9. First-aid points are clearly marked, with appropriate PPE available to first aid responders to manage anyone taking unwell.</p> <p>10. A dedicated room/area can be used if required for temporary isolation purposes should concerns about anyone showing any COVID like symptoms.</p> <p>11. Although the legal requirement to wear a Face covering around the building has been relaxed we</p>				
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					<p>continue to recommend their use in busy areas, when moving around the building or in areas where physical distancing is compromised.</p> <p>12. Enhanced, cleaning regime remains in place with a focus on toilets, communal areas, hard surfaces and high touchpoints.</p> <p>13. EICC Technical teams have sanitising kit available for the cleaning of keyboards, microphones, screens and lecterns after every speaker's/performer's session.</p> <p>14. Avoid handshaking or any physical contact, a simple verbal greeting remains more appropriate.</p> <p>15. EICC will enforce a strict self-quarantine policy for all team members including</p>				
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					<p>personnel working for business partners & freelance teams if experiencing any COVID signs or symptoms or feeling unwell.</p> <p>16. EICC caterers (Leith's) to have the highest levels of hygiene standards and processes in place with stringent cleaning and disinfecting policies embedded in the operation at all stages.</p> <p>17. EICC caterers (Leith's) to offer service methodologies which minimise customer and staff contact with food and drink items, including individual portions instead of shared platters, wrapped and sealed items wherever possible and minimising uncovered food and self-service options.</p> <p>18. Areas with potential to create congestion such as</p>			
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					<p>access to bars or staff restaurant servery will be managed to ensure physical distancing is maximised. For example, the use of a pre-order drinks App and or table service</p> <p>19. All front of house EICC team members and business partners that will be responsible for the management of and delivery of events must remain diligent in relation to their own COVID safety and where possible maintain physical distance between themselves and attendees.</p> <p>20. Other than the Security Control Room team all other Security Officers will not be permitted within the Control room to maintain physical distancing and will use the staff room rest areas set aside.</p>				
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						21. All clients will be sent the EICC Covid control measures summary sheet prior to arrival and the EICC will work with our clients to ensure that their events are managed and operated as safely as possible within the current government guidelines.				
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