



INTEGRATED MANAGEMENT SYSTEM

RISK ASSESSMENT FORM

OS.HSE.03.01.F02

RISK RATING MATRIX

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

POTENTIAL SEVERITY

PROBABILITY

Potential Severity

- 1 = Minimal
- 2 = Minor
- 3 = Moderate
- 4 = Major
- 5 = Fatality

Probability

- 1 = Improbable
- 2 = Remote
- 3 = Possible
- 4 = Probable/ Likely
- 5 = Very Likely

Overall Risk

- 1 – 6 **LOW**
- 8 – 12 **MEDIUM**
- 15 – 25 **HIGH**

POTENTIAL SEVERITY X PROBABILITY = RISK RATING

Location/Area: Wisbech; MEL/MEB/MED	Zone: Third party premises	Task: Public exhibition events
Ref: COVID-19 transmission control for MVV staff and consultants attending exhibitions	Risk Assessment Team: Jane Ford / Alex Whittle / Exhibition team	Date last reviewed: 28/09/2020

INCLUDE KEY CONTROL MEASURES IN ADVERTISING MATERIALS.

PRIOR TO THE COMMENCEMENT OF THE EVENT, ALL PARTICIPATING MVV STAFF TO BE BRIEFED ON VENUE-SPECIFIC CONTROL MEASURES IN ADDITION TO THIS RISK ASSESSMENT. POINT OF WORK RA TO BE UNDERTAKEN AT EACH VENUE.

FLOOR STICKERS AND SIGNAGE TO BE ERRECTED PRIOR TO THE START OF EACH EVENT.

IF IN ANY DOUBT ABOUT YOUR OWN SAFETY OR THAT OF OTHERS, CONTACT A SENIOR MEMBER OF THE TEAM



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No	Hazard (Haz. Code)	Persons at Risk	Potential Severity	Probability	Risk Rating	Control Measures	Revised Risk Rating	Remarks
1	Travelling to and within Wisbech – public transport – exposure to the virus	Employees Consultants	3	5	15	<p>All non-essential travel to be avoided.</p> <p>Where possible, travel alone using your own vehicle; where this cannot be achieved:</p> <ul style="list-style-type: none"> • Journeys should be shared with individuals from the same household (if this is not possible, please discuss with your line manager / HR) • Maintain good ventilation (eg by keeping windows open) and face forwards or away from each other • Clean vehicle regularly, particularly door handles and other surfaces likely to be touched <p>When using public transport:</p> <ul style="list-style-type: none"> • Maintain social distancing (2m / 6ft) between yourself and anyone else • Wear a suitable face covering <p>Within Wisbech, walking is encouraged where possible.</p> <p>Wash hands before and after travelling using soap and hot water (for at least 20 seconds) or alcohol-based hand sanitiser.</p> <p>Avoid touching your eyes, nose or mouth.</p> <p>Anyone with symptoms MUST NOT travel.</p>	3x3 = 9	<ul style="list-style-type: none"> • WISH guidance Covid19 And Waste Management activities • CIPD returning to work guide • Department for Business, Energy & Industrial Strategy and Department for Digital, Culture, Media & Sport Published:11 May 2020; Updated: 24 September 2020 • HSE pandemic flu workplace guidance



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2	Manning public exhibitions – exposure to the virus	Employees Consultants Venue staff General public	3	5	15	<p>Monitor local infection rates and possible local lockdown measures.</p> <p>Maintain communication with each venue to update venue-specific and COVID-19 risk assessments in line with emerging government guidance.</p> <p>Implement the 'Rule of Six' inside the venue with no mingling between groups (as per government guidance and venue RA).</p> <p>Implement pre-booking system, QR code at entrance and restricted entry if venue is getting full; where a venue has their own QR code, attendees will be asked to 'check-in' with both the venue and MVV codes.</p> <p>Admit groups of no more than six at a time; monitor 'crowd density' throughout the duration of the event; if venue is unable to safely hold more visitors, wait for a group to leave before admitting the next group.</p> <p>Record contact details for all attendees (or at the very least, a lead contact) in case these are needed for 'Test and Trace'; attendees must be told:</p> <ul style="list-style-type: none"> • What information we are recording • Why we are asking for it • Who we might share it with • How long we will keep it • How we will keep it secure (GDPR) 	3x3 = 9	<ul style="list-style-type: none"> • Guidance on procedural requirements for major infrastructure projects; Published 22 July 2020 From: Ministry of Housing, Communities & Local Government • Department for Business, Energy & Industrial Strategy and Department for Digital, Culture, Media & Sport Published: 11 May 2020; Updated: 24 September 2020 • Guidance: Staying alert and safe; Updated 22 September 2020 • WISH guidance Covid19 And Waste Management activities • CIPD returning to work guide • Health and safety at work act 1974 • The Workplace (Health, Safety and Welfare) Regulations 1992 • HSE pandemic flu workplace guidance



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						<p>Ensure adequate ventilation by opening windows to allow fresh air circulation.</p> <p>Arrange display materials to ensure social distancing (2m / 6ft) can be achieved between each information point and between yourself and anyone else where possible.</p> <p>Wear a suitable face covering; disposable masks and disposal point to be provided for members of the public.</p> <p>Wash hands regularly using soap and hot water (for at least 20 seconds) or alcohol-based sanitiser.</p> <p>MVV staff to have personal supply of hand sanitiser.</p> <p>Maintain respiratory etiquette (catch coughs and sneezes in a tissue and dispose of the tissue immediately after use).</p> <p>Implement 'Catch it, Bin it, Kill it' signage.</p> <p>Frequently clean surfaces that are regularly touched; door handles, tables.</p> <p>Provide a new pen for each individual to complete feedback forms; used pens to be placed in separate pot for disinfection.</p> <p>Anyone with symptoms MUST NOT attend.</p>		



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3	Interacting with the public – exposure to the virus	Employees Consultants Venue staff General public	3	5	15	<p>Avoid shaking hands, use other greeting methods.</p> <p>Maintain social distancing (2m / 6ft) between yourself and anyone else where possible.</p> <p>Implement floor stickers and safety signage to remind everyone to keep apart, wear a face covering and wash their hands.</p> <p>Implement one-way system within venue where possible.</p> <p>Wear a suitable face covering; disposable masks and disposal point to be provided for members of the public.</p> <p>Restrict individual interactions to 15 minutes where possible.</p> <p>Hand sanitiser and tissues for the public to be provided at each information point.</p> <p>Where possible, use the back of your hand, elbow or foot to open doors, rather than fingers / palm.</p> <p>Wear disposable gloves if touching shared equipment is necessary; disposable gloves and disposal point to be provided.</p> <p>Place information poster at entrance and reminders at each information point.</p>	3x3 = 9	<ul style="list-style-type: none"> Guidance on procedural requirements for major infrastructure projects; Published 22 July 2020 From: Ministry of Housing, Communities & Local Government Department for Business, Energy & Industrial Strategy and Department for Digital, Culture, Media & Sport Published: 11 May 2020; Updated: 24 September 2020 Guidance: Staying alert and safe; Updated 22 September 2020 Health and safety at work act 1974 The Workplace (Health, Safety and Welfare) Regulations 1992 HSE pandemic flu workplace guidance



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						Anyone with symptoms MUST NOT attend; members of the public displaying symptoms to be politely asked to leave.		
4	Visitors with protected characteristics and at higher risk from COVID-19 – access to information and exposure to the virus	Employees Consultants Venue staff General public	3	5	15	<p>All booked venues are DDA compliant regarding access arrangements.</p> <p>All consultation materials are available in alternative formats on request.</p> <p>For those in high-risk groups, who may not feel comfortable attending a public event, all consultation materials are available on an interactive page of the MVV Medworth website.</p> <p>MVV staff to remain vigilant at all times and offer any and all possible assistance to the following groups and/or individuals:</p> <ul style="list-style-type: none"> • Mobility impaired • Visually impaired • Hearing impaired • Hidden disabilities (may include those exempt from wearing a mask) • Non-native speakers • Poor literacy (includes verbal communication) skills • Pregnant women (moderate risk of clinical vulnerability) • See also list at 5 below <p>Visual depictions of precautions provided on roller banner at entrance and posters around venue.</p>	3x3=9	<ul style="list-style-type: none"> • Guidance on procedural requirements for major infrastructure projects; Published 22 July 2020 From: Ministry of Housing, Communities & Local Government • Department for Business, Energy & Industrial Strategy and Department for Digital, Culture, Media & Sport Published: 11 May 2020; Updated: 24 September 2020 • Guidance: Staying alert and safe; Updated 22 September 2020



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5	Susceptible & shielding employees – exposure to the virus	Employees	4	5	20	<p>Inform a senior member of the team if you are at high risk from COVID-19, this includes people who:</p> <ul style="list-style-type: none"> • Have had an organ transplant • Are having chemotherapy or antibody treatment for cancer • Are having intensive radiotherapy for lung cancer or targeted cancer treatment affecting the immune system • Have blood or bone marrow cancer • Have had a bone marrow or stem cell transplant in the past 6 months • Have a severe lung condition • Have a serious heart condition • Are pregnant <p>NB These groups will have received a letter from the NHS</p> <p>Inform a senior member of the team you are at moderate risk from COVID-19, this includes people who:</p> <ul style="list-style-type: none"> • Are 70 or older • Have a less severe lung condition (eg asthma) • Have heart disease • Have diabetes • Have chronic kidney disease • Have liver disease • Have a condition affecting the brain or nerves • Have a condition rendering them susceptible to infections • Are taking medicine affecting the immune system • Are very obese • Are pregnant <p>Attendance at events for these groups is not advisable and MUST be subject to an</p>	4x4 = 16	<ul style="list-style-type: none"> • Department for Business, Energy & Industrial Strategy and Department for Digital, Culture, Media & Sport Published: 11 May 2020; Updated: 24 September 2020 • WISH guidance Covid19 And Waste Management activities • COSHH regulations 2002 • CIPD returning to work guide • Health and safety at work act 1974 • The Workplace (Health, Safety and Welfare) Regulations 1992 • HSE pandemic flu workplace guidance



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						additional personal risk assessment per venue to further reduce risks.		
6	Welfare facilities – exposure to the virus	Employees Consultants Venue staff General public	3	5	15	Refreshments will not be provided for the public; bottled water to be provided if not otherwise available at the venue. Implement maximum number of persons allowed in toilet facilities at any one time, in line with venue RA and capacity of facilities. Place information signs on doors. Regularly clean door handles, taps and toilet flush mechanisms; frequency to be dictated by numbers of people using the facilities.	3x3 = 9	<ul style="list-style-type: none"> Department for Business, Energy & Industrial Strategy and Department for Digital, Culture, Media & Sport Published: 11 May 2020; Updated: 24 September 2020 Health and safety at work act 1974 The Workplace (Health, Safety and Welfare) Regulations 1992 HSE pandemic flu workplace guidance
7	Handling marketing materials (pencils, pens and notebooks) and information sheets – exposure to the virus	Employees Consultants Venue staff General public	3	5	15	All materials procured pre-lockdown and have been in storage since. Boxes to remain sealed until day of event; contents are ‘bundled’ into smaller units. One member of staff, wearing disposable gloves, to lay out materials at start of event and dispose of gloves. Implement signs asking people not to touch unless they are taking materials away. Individual staff to have own supply of supporting information / documents; third party documents to be viewed on laptop.	3x2 = 6	<ul style="list-style-type: none"> Department for Business, Energy & Industrial Strategy and Department for Digital, Culture, Media & Sport Published: 11 May 2020; Updated: 24 September 2020



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8	Staff monitoring	Employees Consultants	3	5	15	<p>Employees are encouraged to monitor and assess their own and others' health; employees are encouraged to report themselves or others who may be showing symptoms.</p> <p>Management will assess anyone who may be showing symptoms and may request the employee leave the venue.</p> <p>While ensuring any person/s, areas and equipment which may have come into contact with the suspected case are aware and thoroughly cleaned and disinfected.</p> <p>Employees who show symptoms are encouraged to seek NHS assistance and testing.</p> <p>Anyone displaying symptoms is eligible to be tested for COVID-19 by contacting 111 or by booking a test via the official NHS COVID-19 contact tracing app for England and Wales. Employees will download the official NHS COVID-19 contact tracing app for England and Wales on their work phone.</p>	3x3 = 9	<ul style="list-style-type: none"> Department for Business, Energy & Industrial Strategy and Department for Digital, Culture, Media & Sport Published:11 May 2020; Updated: 24 September 2020 Health and safety at work act 1974 The Workplace (Health, Safety and Welfare) Regulations 1992



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9	Lack of awareness	Employees Consultants Venue staff General public	3	3	9	MVV staff to undertake iHASCO online training. Toolbox talk (staff briefing) ahead of each event. Information signs at entrance and around venue. Government briefings / guidance.	3x2 = 6	<ul style="list-style-type: none"> Department for Business, Energy & Industrial Strategy and Department for Digital, Culture, Media & Sport Published:11 May 2020; Updated: 24 September 2020 Health and safety at work act 1974 The Workplace (Health, Safety and Welfare) Regulations 1992 Management of Health and Safety at Work Regulations 1997
10	Fire / emergency	Employees Consultants Venue staff General public	3	4	12	Venue fire risk assessment and procedures to be followed in the event of a fire or other emergency.	3x2 = 6	<ul style="list-style-type: none"> Fire regulatory reform Act 2005 First Aid at Work Regulations 1981 HSE guidance of first aid cover and qualifications during the coronavirus outbreak Confined Space Regulations 1997



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11	Security – physical harm / increased risk of transmission	Employees Consultants Venue staff General public	3	3	9	<p>Numbers inside venue to be managed in line with this and venue-specific RAs.</p> <p>Pre-booking system in place to collect name, telephone number and attendance slot.</p> <p>Local police forces advised in advance of dates, times and locations for all events.</p> <p>In the event of a large group of protestors gathering outside or trying to overcrowd the venue, follow protest protocol and if necessary, call the police.</p>	2x3 = 6	<ul style="list-style-type: none"> Protest protocol

Resources required:

• For MVV staff

- Personal face coverings
- Personal hand sanitiser
- Disposable gloves
- Sanitising wipes

• For the venue

- Signage and blu-tack
- Disposable masks for the public
- Disposal point for single-use PPE
- Hand sanitiser for each information point
- Adequate supply of pens to avoid cross contamination
- Sanitising station for used pens