

RISK ASSESSMENT

Sample template

TITLE

Events at Ascot (exc. Exhibitions) – Covid-19 arrangements

ASSESSMENT DATE

10 August 2020

ASSESSOR(S)

Steve Wicks (primary), Amélie Cartigny (primary) and Jessica Calam (secondary)

TYPE OF PREMISES

Grandstand Levels 2, 5 & 6, Panoramic Suite, On5 Suite, Pavilion Suite & Exhibition Hall, Old Paddock Suite, Parade Ring Suite, Windsor Forest Suite, RARC Suites, Ascot Authority Suite, Boxes

REVIEW DATE

Ongoing as the situation changes

RESPONSIBLE MANAGER

Amélie Cartigny – Senior Events Manager

SUPPORTING INFORMATION

Due to the Covid-19 pandemic, Ascot Racecourse Limited (ARL) have reviewed the different types of activities that take place on its site. The venue has fixed perimeters and 24/7 security, which means with the right health and safety control arrangements a secure venue is possible to minimise the Covid-19 risk.

This risk assessment outlines provisions in response to the Covid-19 risk. It should be read in conjunction with other health and safety related

documents, including ARL's conference, events, and meetings risk assessment and relevant supporting 1711 documentation.

Ascot Racecourse Limited (ARL) are guided by regularly received advice from sources including the UK Government, World Health Organisation, Department of Culture Media & Sport, Public Health England, the British Horseracing Authority, the Racecourse Association, other stakeholders and observed good practice.

REASONABLE ASSUMPTIONS

That the UK government has permitted the running of events because the risk of transmission of Covid-19 (per 100,000) has reduced to a level that permits business activities of this nature to resume with suitable controls in place, and that the transmission rate remains below 1.

That through the event's delegate health-assessment process, vulnerable persons may choose not to attend, while those who should stay at home will do so. Jointly this will reduce the overall risk of infection.

That each delegate has a duty to advance self-assess whether they should attend Ascot. Once they decide it is safe to attend, each delegate has a duty to adhere to the Covid-19 protective measures to help minimise risk.

That no event can ever be risk free. To minimise risk, ARL and Event Organisers have a shared responsibility to collaboratively run the event to safeguard the health and safety of delegates and event staff, so far as is reasonably practicable.

COVID-19

General principles being followed:

- Numbers of staff on site only as necessary to support planned events and essential work activities – only attend site if approved.
- Anyone feeling unwell or showing any of the main symptoms ([CLICK HERE](#)) of the virus should not come to the venue and should stay at home and self-isolate in line with government guidance.
- General 2m social distancing rules to apply throughout site supported by signage, one-way routes, and floor markings. 1m+ in place with risk mitigation only where 2m is not viable. Situation under ongoing review in line with government guidance.
- Where 1m+ in place, to be supported as necessary by appropriate and practical control measures, e.g. avoidance of face-to-face positioning, wearing of PPE/face coverings, suitable ventilation, avoidance of loud

or exertion activities, physical barriers, enhanced cleaning regime, enhanced hand cleaning, etc.

- Timings, movement routes and activities to be planned to avoid interaction between different groups and minimise numbers of touchpoints.
- Hand hygiene regime to be complied with at all times, supported by hand cleaning stations at site access and other key points.
- Suitable PPE to be made available for use on a risk basis depending on role requirements.
- Communications to remind persons of the protective measures and compliance with them.
- Anyone working on site or attending an event should not be doing so under coercion.

RISK ASSESSMENT

| LIKELIHOOD OF OCCURRENCE (L) | | POTENTIAL SEVERITY OF HAZARD (S) | | RISK RATING | |
|------------------------------|--------------|----------------------------------|---------------------------|--------------|--|
| 1 | = Improbable | 1 | = Trivial | 1-2 | = No action required |
| 2 | = Possible | 2 | = Minor | 3-4 | = Not a priority but needs attention |
| 3 | = Occasional | 3 | = Major (1 person) | 5-9 | = Requires attention as soon as possible |
| 4 | = Frequent | 4 | = Major (several persons) | 10-36 | = Immediate action required |
| 5 | = Regular | 5 | = Death (1 person) | | |
| 6 | = Common | 6 | = Multiple Death | | |

| NO: | HAZARDS | PEOPLE AT RISK | EXISTING CONTROLS | INITIAL RISK RATING (L X S=IR) | | ADDITIONAL CONTROLS REQUIRED | RESIDUAL RISK RATING (L X S=RR) | | |
|----------|---|--|--|--------------------------------|----------|--|---------------------------------|----------|----------|
| | | | | L | S | | L | S | |
| 1 | Exposure from others due to either living with someone in isolation or confirmed by tracing that you have come into contact with a confirmed case. | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • Follow Government guidance on self-isolation. • Stay at home, monitor symptoms and, if necessary, call NHS helpline (111) for advice. Do not attend your GP surgery. • Maintain good hygiene measures. • Avoid visitors to home unless they are providing a medical requirement. • Do not approach home delivery staff; packages to be left on the doorstep. | 2 | 4 | <ul style="list-style-type: none"> • Inform employer as soon as possible so suitable work cover can be arranged. • If able to, work from home while isolating. • ARL to offer event organisers the option for people unable to attend site to join event remotely by video. | 1 | 4 | 4 |

| NO: | HAZARDS | PEOPLE AT RISK | EXISTING CONTROLS | L | S | INITIAL RISK RATING (L X S=IR) | ADDITIONAL CONTROLS REQUIRED | L | S | RESIDUAL RISK RATING (L X S=RR) |
|-----|---|--|--|---|---|--------------------------------|---|---|---|---------------------------------|
| 2 | Clinically vulnerable or extremely vulnerable workers | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • Vulnerable and extremely vulnerable workers advised to follow UK Government guidance. Shielding persons not to attend. • Work from home if able to. • Event attendees to have choice and not be coerced to attend. | 2 | 4 | 8 | <ul style="list-style-type: none"> • If vulnerable but cannot work from home, working arrangements to be assessed on an individual basis. Should seek and follow medical guidance and strictly adhere to Covid-19 protective measures if need to attend site. These must including social distancing, wearing of PPE and regular handwashing. • ARL to offer event organisers the option for people unable to attend site to join event remotely by video. | 1 | 4 | 4 |
| 3 | Suspected Covid-19 case after arrival on site | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • Health declaration and temperature testing on arrival at event. • If any person is found to have a high temperature (37.8°C or greater) or other Covid-19 symptoms prior to entering the Ascot site, to be asked to return home and follow government guidance. • If any person displays Covid-19 symptoms while on site, to leave site immediately and return home. • Immediately inform the ARL Event Duty Manager/Covid-19 Monitor. • Provide a mask for the person presenting with symptoms • To follow government isolation guidance. • If cannot get home, to be quarantined in the pre allocated Isolation Room, which is in the Steward's House. | 2 | 4 | 8 | <ul style="list-style-type: none"> • Decontamination cleaning operative to follow person and clean any areas and surfaces they have been in contact with. • Track any persons the affected person has spent significant time within close proximity (i.e. over 15 minutes) and request those persons to return home immediately and follow government guidance. • All ARL/1711 staff to have someone in place who is able to take over their position if unable to attend. • If it is reasonable that the virus could have been caused by exposure at work, ARL to report via the RIDDOR framework. • Isolation centre to be fully cleaned and sanitised after each use. • To take persons details to support the UK's track and trace process, as necessary. | 1 | 4 | 4 |

| NO: | HAZARDS | PEOPLE AT RISK | EXISTING CONTROLS | L | S | INITIAL RISK RATING (L X S=IR) | ADDITIONAL CONTROLS REQUIRED | L | S | RESIDUAL RISK RATING (L X S=RR) |
|-----|-----------------------|--|--|---|---|--------------------------------|--|---|---|---------------------------------|
| 4 | Travel to/from Ascot | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • ARL, 1711 and contractor staff and event attendees encouraged to walk or cycle or use own vehicles and travel alone or only with someone from the same household. • Persons using public transport to try to use out of peak hours and maintain appropriate distancing and hygiene standards and wear a face covering. • Delegates not from the same household using shared vehicle or minibus/coach - social distancing to be maintained with ventilation provided throughout the vehicle, suitable touchpoint cleaning in place and face coverings to be worn. • Suitable car parking spaces to be provided on site for staff and delegates. | 1 | 3 | 3 | <ul style="list-style-type: none"> • If an essential ARL worker and in exceptional circumstances, ARL may loan a vehicle for personal use or send a driver to pick up an essential worker covered by ARL's driver risk assessment. | 1 | 3 | 3 |
| 5 | Access/egress to site | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • Only approved essential workers and delegates permitted. • All to be communicated site and event rules and protective measures in advance as part of registration process. • Advanced registration process to inform ARL of event numbers and demographics so can ensure the right facilities are made available for the group and potential queues are kept to a minimum. • Separate access and egress doors to be used where feasible to reduce 2-way foot traffic. • To comply with security processes that may include confirming identity, signing-in, Covid-19 health status, temperature check and understanding of site/event protective measures and behavioural expectations and application of a dated/zoned wristband. • 5 x Event Zones in place to separate groups using various access points to minimise risk of interaction. CONTINUED | 1 | 3 | 3 | <ul style="list-style-type: none"> • Use stairs instead of lifts – signage will be provided. If have to use a lift, one person at a time – hand sanitiser and disinfectant wipes to be available for use to clean lift buttons and hands. | | | |

| NO: | HAZARDS | PEOPLE AT RISK | EXISTING CONTROLS | L | S | INITIAL RISK RATING (L X S=IR) | ADDITIONAL CONTROLS REQUIRED | L | S | RESIDUAL RISK RATING (L X S=RR) |
|----------|---|--|--|----------|----------|--------------------------------|--|----------|----------|---------------------------------|
| | CONTINUED Access/egress to site | | <ul style="list-style-type: none"> Event arrival and commencement times to be staggered as much as possible to avoid large numbers of people accessing site at any one time. Signage and distance spacing/floor markings to be provided in queue areas adjacent to entrances. Where possible (exc. fire doors), doors at entrances to be 'held' open to avoid touching surfaces. Access points to have hand hygiene stations and relevant signage explaining rules on site. Regular cleaning of all surfaces within the entrance areas. All attendees to pre-register and provide any necessary advance information for approval. Health declaration and temperature test arrangements to be in place as deemed necessary. Anyone with a temperature 37.8°C or greater to be asked to return home. Physical (Sneeze) barriers to be provided as necessary at access and registration points. Any payments to be by card and contactless where possible. | | | | | | | |
| 6 | Movement about site/event location | <ul style="list-style-type: none"> ARL/1711 staff Contractors Event attendees | <ul style="list-style-type: none"> Event layouts to be customised for the event numbers and style of meeting with pinch points and busy areas minimised, and gangways/passing points wide enough for safe passing. Event staff and attendees to be kept to minimum essentials and to remain in their designated zone facilities. Only one event will take place in each zone at any one time to avoid potential cross exposure. May have staggered arrival and finish times if multiple events over several site zones. ARL, 1711 and contractor staff Attendees to only access those areas as needed to perform their duties. CONTINUED | 2 | 4 | 8 | <ul style="list-style-type: none"> Event organisers to appoint people to monitor and manage their group appropriate to areas and numbers. ARL/1711 Event Duty Manager to act as Covid-19 Monitor to observe behaviours and work with event organiser to ensure attendees comply with site requirements and intervene as necessary. All staff and attendees empowered to have a conversation if people not following Covid-19 protective measures. Persons persistently non-complying with rules to be asked to leave site. | 1 | 4 | 4 |

| NO: | HAZARDS | PEOPLE AT RISK | EXISTING CONTROLS | L | S | INITIAL RISK RATING (L X S=IR) | ADDITIONAL CONTROLS REQUIRED | L | S | RESIDUAL RISK RATING (L X S=RR) |
|----------|--|--|---|----------|----------|--------------------------------|--|----------|----------|---------------------------------|
| | CONTINUED Movement about site/event location | | <ul style="list-style-type: none"> At all times, all staff and event attendees to make every effort to comply with distancing requirements. Signage, floor markings and one-way routes to be sited where considered necessary. Stairs to be used rather than lifts. Where necessary, stairs allocated for upward and downward travel to reduce passing points. Lifts to be used only where an absolute need. Maximum allowable lift capacity to be adhered to and controls regularly cleaned. | | | | | | | |
| 7 | Exposure from touchpoints and surfaces | <ul style="list-style-type: none"> ARL/1711 staff Contractors Event attendees | <ul style="list-style-type: none"> Ascot by 1711 to implement an enhanced cleaning regime for each event based on event set up and numbers attending. To include regular cleaning of Regularly clean common touchpoints, doors, push buttons, handles, and shared equipment. Use of communal cloakrooms if pay fee with suitable controls in place – to use back of chair and store bags so do not cause trip hazard if cloakroom not used. Provide paper towels for drying purposes. Cleaning staff provided with safe systems of work, including suitable PPE. Disinfectant wipes and hand sanitiser stations sited at key points across site and event location. Non fire doors may be held open to reduce number of touchpoints. Posters, signage, and regular communications to remind people of cleaning and hygiene arrangements. Provide easy use bins for used PPE with regular removal and safe process for disposal. Hand blower dryers may be temporarily taken out of use, with disposable hand towels provided. Avoid sharing of tools and equipment (disinfect before and after use). Controlled deliveries process in place. | 1 | 4 | 4 | <ul style="list-style-type: none"> Delegates can request additional surface and touchpoint cleaning on the day as necessary, and have access to wipes and hand sanitiser for self-cleaning. | 1 | 3 | 3 |

| NO: | HAZARDS | PEOPLE AT RISK | EXISTING CONTROLS | L | S | INITIAL RISK RATING (L X S=IR) | ADDITIONAL CONTROLS REQUIRED | L | S | RESIDUAL RISK RATING (L X S=RR) |
|-----|--|--|---|---|---|--------------------------------|---|---|---|---------------------------------|
| 8 | Inadequate staffing to support the event | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • Advance registration and organisers checklist to inform on numbers and demographics and a detailed event itinerary to be provided, so ARL/1711 can plan correct staffing support, including event management, catering, and cleaning resources. • An event layout to be agreed in advance to minimise need for changes on the day of the event. | 2 | 4 | 8 | <ul style="list-style-type: none"> • ARL/1711 to have back up staffing plan to maintain service levels should any staff become unavailable. | 1 | 3 | 3 |
| 9 | 2-metre distancing vs 1m+ distancing options | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • Polite give way protocol for passing points and corridors. No conversations in corridors, doorways, or confined areas. • Choice of various layouts and sized location options, so event organisers can book what is viable and safe given their budget and numbers. • Revised layout options for 2m and 1m+ in Theatre, Classroom, Boardroom and Cabaret styles. • If 2m option viable, agree if face coverings to be required or voluntary depending on risk factors and client/delegate expectations – expected to be provided by event organiser unless otherwise agreed. • If the 1m+ option is the viable option, must also include additional suitable control measures, e.g.: <ul style="list-style-type: none"> • Non face to face positioning. • Physical barrier provision. • Delegates to voluntarily wear suitable face coverings and other PPE deemed necessary (e.g. disposable gloves) – expected to be provided by event organiser unless otherwise agreed. • Avoidance of exertion or loud activities (e.g. exercises, shouting, singing, chanting). • Keep event time as short as possible. | 2 | 5 | 10 | <ul style="list-style-type: none"> • Delegate briefing at beginning of each event to establish rules and expectations – different briefings for 2m to 1m+. Briefings further adapted as necessary for size of event and location as necessary. • Event organisers to be encouraged to choose 2m options where viable. • ARL/1711 staff to wear appropriate PPE, including face masks or visors where deemed appropriate. • For 1m+ client event organiser to provide additional Covid-19 monitors to deal with poor behaviours. • Persistent non compliance by individuals to be addressed, with potential to ask to leave site. | 1 | 5 | 5 |

| NO: | HAZARDS | PEOPLE AT RISK | EXISTING CONTROLS | L | S | INITIAL RISK RATING (L X S=IR) | ADDITIONAL CONTROLS REQUIRED | L | S | RESIDUAL RISK RATING (L X S=RR) |
|-----|--------------------------|--|---|---|---|--------------------------------|--|---|---|---------------------------------|
| 10 | Poor hygiene | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • Promote regular handwashing for 20 seconds using soap and warm water. • Hand sanitisers provided for use at key locations and touchpoints for each event. • Avoid touching face/nose/eyes/mouth. • If cough or sneeze, use tissue, throw in bin, and clean hands. • Secure storage of extra supplies of soap, hand sanitiser, disinfectant wipes and sprays, and paper towels. | 2 | 4 | 8 | <ul style="list-style-type: none"> • Event Duty Manager to act as Covid-19 Monitor. • All empowered to have a conversation if people not following Covid-19 hygiene standards. • Persons persistently non-complying with rules to be asked to leave site. | 1 | 4 | 4 |
| 11 | Use of toilet facilities | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • Each zone/event facility have toilet facilities selected for use that have sufficiently large capacities for the numbers that may use them. • Where necessary, signage put in place reminding persons to check occupation, wait if necessary, and observe social distancing and hand hygiene standards. • Enhanced cleaning regime specifically on cubicle doors, flushes and any manual taps, soap dispensers, driers. • Wipes for use on touchpoints (handles and taps). • Hand washing signage. • More regular breaks than normal with strict timing due to cleaning schedules. | 2 | 4 | 8 | <ul style="list-style-type: none"> • Delegates to be encouraged to use facilities at any point, rather than wait for event breaks, to spread use and reduce the likelihood of a rush to use facilities during breaks. | 1 | 3 | 3 |
| 12 | Inadequate ventilation | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • All building ventilation and air conditioning systems have planned preventative maintenance regimes to ensure working effectively. • If using marquees, sides can be opened to increase ventilation. | 2 | 4 | 8 | <ul style="list-style-type: none"> • Doors may be held open (excluding fire doors) to improve air flow, where possible and helpful. • Windows may be opened to improve air flow where possible and helpful. | 1 | 4 | 4 |

| NO: | HAZARDS | PEOPLE AT RISK | EXISTING CONTROLS | L | S | INITIAL RISK RATING (L X S=IR) | ADDITIONAL CONTROLS REQUIRED | L | S | RESIDUAL RISK RATING (L X S=RR) |
|-----|-----------------|--|---|---|---|--------------------------------|--|---|---|---------------------------------|
| 13 | Adverse weather | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • If outdoor areas in use, suitable shelter points to be identified where social distancing can also be maintained. • People to be advised to bring an umbrella if weather likely to be inclement and to not shelter together under one umbrella. | 1 | 4 | 4 | | | | |
| 14 | Catering | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • Provision of private dining areas as suitable for each event, agreed in advance. • No alcohol to be served until further notice and review based on government guidance and risk. • Catering staff and teams to be allocated to specific venues whenever feasible to minimise movement between teams. • Catering staff to be allocated to tables to reduce interaction. • Arrangements to be in place to minimise contact between kitchen staff and front of house staff. • Each place setting to be allocated personal use bottled water, notepad, pen, and hand sanitiser. • No sweet bowls/jars, rather personal use packets of sweets. • Use of various food options to minimise interaction, including these key measures: <ul style="list-style-type: none"> • Prepared food in disposable containers/packages • Physical barriers if using a serving counter (no self-serve) • Frequent cleaning of serving areas and surfaces • Table service or call for collection system to reduce need for queuing; if a small queue, social distancing to be in place • Utensils and condiments to be provided in packages/sachets for personal use • Bottled water for personal use | 2 | 4 | 8 | <ul style="list-style-type: none"> • Delegates to be encouraged to clean hands pre and post eating/drinking. Will be provided with personal hand sanitiser at part of offer. • Catering risk assessments in place that include a zonal workstation system to maintain 2m distancing. • Suitable PPE to be used by catering staff and clean uniform each day – storage facilities provided for personal clothes and bags. • Cleaning staff to clean all table surfaces pre and post food service. | 1 | 4 | 4 |

| NO: | HAZARDS | PEOPLE AT RISK | EXISTING CONTROLS | L | S | INITIAL RISK RATING (L X S=IR) | ADDITIONAL CONTROLS REQUIRED | L | S | RESIDUAL RISK RATING (L X S=RR) |
|-----|------------------------|--|---|---|---|--------------------------------|--|---|---|---------------------------------|
| 15 | Cleaning | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • Event rooms to be cleaned prior to the event and disinfected using an electrostatic spraying machine. • Each event to have sufficient staff on duty (dependant on size of event) who will monitor arrangements and wipe down touchpoint regularly based on usage. • Toilets to be cleaned after each break. • PPE bin with yellow clinical waste bag to be provided for any discarded/spent PPE. • General waste to be double bagged and regularly emptied from open top bins to avoid touchpoints. | 2 | 4 | 8 | <ul style="list-style-type: none"> • 1711 staff to work from their specific cleaning risk assessments for Covid-19. • Staff available throughout event should delegates request additional cleaning. • Disinfectant wipes and hand sanitiser available for self-cleaning. | 1 | 4 | 4 |
| 16 | Pre-event construction | <ul style="list-style-type: none"> • Contractors | <ul style="list-style-type: none"> • Usual construction phase planning, RAMS and construction safety certification to apply for the safe construction, use and de-rig. | 2 | 4 | 8 | <ul style="list-style-type: none"> • Additional Covid-19 controls to be built into RAMS so appropriate working arrangements planned. | 1 | 4 | 4 |
| 17 | Event breaks | <ul style="list-style-type: none"> • Event attendees | <ul style="list-style-type: none"> • May be increased in frequency and/or staff feel free to visit facilities at any time to prevent rushes to toilets/washrooms at same time. • Outdoor areas may be made available for use during breaks or as break-out meeting areas, though social distancing to be maintained. • External smoking areas to be available, again social distancing to be maintained. • Attendees to be encouraged to wash hands before and after eating, drinking, or smoking and using toilets facilities. | 1 | 4 | 4 | | | | |

| NO: | HAZARDS | PEOPLE AT RISK | EXISTING CONTROLS | L | S | INITIAL RISK RATING (L X S=IR) | ADDITIONAL CONTROLS REQUIRED | L | S | RESIDUAL RISK RATING (L X S=RR) |
|-----|----------------------------------|--|---|---|---|--------------------------------|--|---|---|---------------------------------|
| 18 | Use of PPE | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • ARL/1711 staff and contractors to be supplied with PPE by their employer as required by their role and activities they perform based on risk. • Client event organiser to arrange for suitable PPE (e.g. face coverings, gloves) and training in their use for their delegates, based on their own risk assessment agreed in advance. • PPE not to be shared. | 2 | 3 | 6 | <ul style="list-style-type: none"> • Secure storage and provision of additional PPE upon request. • Staff wishing to wear PPE, but not in roles requiring PPE, may request a supply and use. • Provision of PPE bins and secure waste disposal process. | 1 | 3 | 3 |
| 19 | Log and action of non-compliance | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • Duty Manager and/or Event Manager to act as Covid-19 Monitors supported by the client event organiser and client management. To intervene and take appropriate action for Covid-19 issues or non-compliance. • To communicate any issue with the client management and attendees to encourage improved behaviour. • To log any non-compliance issues. | 2 | 4 | 8 | <ul style="list-style-type: none"> • Incidents to be appropriately investigated. • Removal of someone persistently non-complying. | | | |
| 20 | Medical or first aid incident | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • Normal medical/first aid provisions in place. • ARL and 1711 first aiders provided with guidance on Covid-19 revisions for first aid treatment and provided with suitable PPE. Where possible casualty to be guided to administer own first aid. • Defibrillator available from Security. • Call 999 for emergency medical care and alert site Security. Nearest Hospital A&E is Frimley Green. • If someone demonstrates Covid-19 symptoms during event, to go immediately home (if can drive safely) or be moved to Isolation Room (Stewards House). Cleaning team to clean areas they have visited and touchpoints they may have touched, including Isolation Room if necessary. | 1 | 5 | 5 | <ul style="list-style-type: none"> • Event organisers to encourage any first aid delegates to bring a first aid kit and PPE to support their event. | 1 | 4 | 4 |

| NO: | HAZARDS | PEOPLE AT RISK | EXISTING CONTROLS | L | S | INITIAL RISK RATING (L X S=IR) | ADDITIONAL CONTROLS REQUIRED | L | S | RESIDUAL RISK RATING (L X S=RR) |
|-----|-----------------------------|--|---|---|---|--------------------------------|--|---|---|---------------------------------|
| 21 | Fire or emergency situation | <ul style="list-style-type: none"> • ARL/1711 staff • Contractors • Event attendees | <ul style="list-style-type: none"> • All normal fire and emergency evacuation provisions to remain as normal. • Social distancing not essential during evacuation process as priority to leave the building immediately the alarm or instruction received. • Evacuation to nominated lawns that are sufficient for social distancing to be restored once at lawn assembly point. • As different buildings in zones and Grandstand cores zoned for separate evacuation, there should never be excessive numbers of persons on lawns at any one time. | 2 | 4 | 8 | <ul style="list-style-type: none"> • Duty Manager to brief event delegates on safety and emergency provisions at beginning of each event. | 2 | 3 | 6 |
| 22 | Administrative issues | <ul style="list-style-type: none"> • Event organisers | <ul style="list-style-type: none"> • Minimise need for planning walkthroughs by using remote communications and virtual tours. If site visit required, keep numbers to a minimum, implement social distancing and keep visit as brief as possible to meet needs. • Various options in place including refunds and movement of dates (subject to conditions). • Hybrid event solutions available if numbers likely to be less than anticipated, including use of webinar, webcast, and virtual events. • Boxes and lawns available if breakout or outdoor areas to be incorporated. • Option to book anything from one zone to all 5 zones at any one time and to book facilities for consecutive days. | 2 | 3 | 6 | | | | |

| NO: | HAZARDS | PEOPLE AT RISK | EXISTING CONTROLS | L | S | INITIAL RISK RATING (L X S=IR) | ADDITIONAL CONTROLS REQUIRED | L | S | RESIDUAL RISK RATING (L X S=RR) |
|-----|--|----------------|---|---|---|--------------------------------|---|---|---|---------------------------------|
| 23 | Event organiser issues – until government guidance changes | | <ul style="list-style-type: none"> To complete and submit an event organiser risk checklist for ARL consideration in advance. To communicate risk and control information to potential delegates in advance of event. If children to be on site, the organiser to ensure they are supervised at all times and maintain social distancing. Until government guidance changes, no live performances at event (e.g. drama, music), other than speaker presentations. No music and dancing, loud activities (e.g. shouting, singing, chanting) that could increase the risk of generating aerosols into the room. No close work activities unless can be conducted 2m apart or 1m+ with risk mitigation where 2m is not viable. No introduction of shared items, e.g. pens, documents, handheld items. | 1 | 5 | 5 | <ul style="list-style-type: none"> To provide ARL with advance registration information, including demographics of delegates that feeds into risk profile. To share attendee information with ARL and retain a for at least 21 days in case of test and trace requirement. To inform ARL if an attendee becomes ill with Covid-19 within 7 days after the event. | 1 | 4 | 4 |