

COVID-19 RISK ASSESSMENT ADVICE FOR BUILD, OPEN AND BREAKDOWN

In the context of the current global COVID-19 pandemic, every exhibitor (shell scheme or space only) has a legal responsibility to carry out a thorough risk assessment of their stand activities with the aim of limiting potential and unnecessary exposure to COVID-19 through close proximity airborne transmission and direct touch. We understand that this may be daunting, and the COVID-19 landscape is uncharted territory to us all. To help, we have created a list of items to be considered. This should be used as a planning tool to help you complete your risk assessment. These are by no means comprehensive and are there to serve as guidelines. You must tailor your own comprehensive set of controls relating to your own individual stand set-up. Remember your stand is your 'home' and as an exhibitor you have responsibility for your immediate environment and safety within it.

Contact Points	Who is at Risk*	Transmission Routes	Controls	Advisory Controls / Notes
Staffing	Exhibitors	Airborne Surface Control Personal Physical Contact	Daily plan in place to monitor if your staff are fit and healthy and clear of any COVID-19 Symptoms Company policy in place to address a suspected case and an isolation procedure. Appointments – schedule them to ensure there is time to clean in between appointments Limit the number of times staff leave the stand. Leave only for breaks and toilet stops to minimise circulation and unnecessary exposure.	Plan and policy in place to ensure infectious staff are not present on the stand. Full briefing on Stand Rules and Organiser Rules relating to COVID-19 (available on Show website)
Accommodation and Transport	Staff	Airborne Surface Control Personal Physical Contact	Does choice of accommodation have a COVID-19 Risk Assessment? All staff advised to use safest methods of transport to and from the venue. Parking facilities available.	Check Accommodation COVID-19 Risk Assessment/ All staff advised to use safest methods of transport to and from the venue.

			Hand sanitisation and appropriate PPE Supplied	<p>Parking facilities available in the vicinity</p> <p>Hand sanitisation and appropriate PPE to be supplied and worn</p>
Show floor activity, Exhibitor stand, client and contractor liaison	Staff	<p>Airborne</p> <p>Surface Control</p> <p>Personal Physical Contact</p>	<p>Face coverings are optional/mandatory. Decide on policy for your stand.</p> <p>Maintain social distancing at all times For example: a clearly defined one-way system or managed flow; separate entry and exit points; spacing between seating and extra-large meeting rooms etc.</p>	Staff advised on the control measures pre-show and onsite
Venue Air Systems	Visitor Staff Exhibitors	Airborne	<p>Face coverings are optional/mandatory. Decide on policy for your stand.</p> <p>Aircon unit is on a regulated system.</p>	To inform organisers if issues occur onsite
Transmission through Personal Contact	Visitor Staff Exhibitors	Personal physical contract	Stand policy initiated of no hand shaking	Inform Staff of this mandatory guidance
Cleaning	Visitor Staff Exhibitors	<p>Surface Control</p> <p>Airborne</p>	<p>Responsible for hand sanitiser at the entrance to the stand, meeting rooms and seating areas.</p> <p>Seating to be actively wiped down with disinfectant wipes or spray after each use.</p> <p>Face coverings, masks and gloves to be made available for staff and visitors if necessary.</p> <p>Check there are adequate bins on the stand to cope with discarded PPE – masks and gloves.</p> <p>Prepare a cleaning rota so staff are assigned to monitor stand cleanliness at regular</p>	Staff briefed on arrangements and PPE items will be provided.

			<p>intervals. Each member of staff to be responsible for certain areas.</p> <p>Touch points identified and cleaning plan thought through.</p>	
Non – compliance with social distancing	Visitor Staff Exhibitors	Airborne Surface Control Personal Physical Contact	Staff patrolling show floor and monitoring social distancing.	Staff briefed on arrangements and responsible for managing maximum capacity and distancing within their stand space
<p>Stand Activities</p> <p>Data Collection</p> <p>Give-aways on Stand</p> <p>Physical Promotional Material</p> <p>Contactless Payment Transactions</p> <p>Demonstration Areas</p>	Visitor Staff Exhibitors	Surface Control Airborne	<p>Consider methods of contactless/digital data capture devices to limit the handling of business cards, paper forms etc</p> <p>Items to be sanitised and member of staff dedicated to hand out items with PPE Glove.</p> <p>Digital options to be considered for promotional material Use of contactless machines and emailed receipts.</p> <p>Demonstration Areas designed to allow social distancing, safe viewing. Number of people to be limited. One way system through Demo Area.</p>	<p>Staff briefed on arrangements and items will be provided.</p> <p>Advise Organisers on what the item is and how you can reduce transmission</p>
Catering	Exhibitors	Airborne Surface Control Personal Physical Contact	Hot or cold drinks to be offered on stands. Cold drinks to be served in bottles. Hot drinks to be dispensed in disposable cups. Serving staff to wear gloves.	Staff briefed on arrangements and will provide items.
Build-up and Breakdown	Exhibitors Contractors	Airborne Surface Control	Face coverings are optional/mandatory. Decide on policy for your stand. Decide if staff should wear gloves.	Plan and policy in place to ensure infectious staff are not present on the stand.

		Personal Physical Contact	Potential staggered timings for staff dressing stand. Have hand sanitiser on your stand. Maintain social distancing Identify touch points and use of shared equipment.	Full briefing on Stand Rules and Organiser Rules relating to COVID-19 (available on Show website)
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