

July
2020



CLASSICS

AT GLEMHAM

COVID-19 Risk Assessment

Version 1.1

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Introduction

This document details the risk assessment undertaken by the team organising the 2020 Classic at Glemham event, to be held at Glemham Hall on 6th September 2020.

In compiling our assessment and control measures, the organising team has taken into account the following:

- Guidance issued by the Events Industry Forum in its publication entitled 'Keeping workers and audiences safe during COVID-19'
- Reopening guidance from the Event Safety Alliance
- The 'All Secure Standard' jointly published by the Association of Event Organisers, Event Supplier and Services Association and Association of Event Venues.
- The Meeting Industry Association's 'Roadmap to reopening and operating safely'

Aims

The aims of this document are to provide evidence that we have adequately assessed the risks arising from the COVID-19 health emergency and have robust and practical plans to ensure the event can take place in a manner which keeps everyone safe: volunteers, exhibitors, those working for partner organisations and show visitors alike.

Key Principles

We have adopted the cornerstones from the 'All Secure Standard':



Background and Summary

- Classics at Glemham is a non-profit organisation, run entirely by volunteers
- Classics at Glemham does not have office premises or its own vehicles. All team members work from their own homes and use their own transportation.
- Team meetings are held via teleconference or outside, observing social distancing rules.
- The Classics at Glemham event is held entirely outdoors, using a large display area in the grounds of Glemham Hall, Little Glemham, Woodbridge, IP13 0BT
- There is approximately 23 acres (92,000 square metres) of usable display area to the north east of the Hall
- There is a separate public parking area, of approximately 24 acres (100,000 square metres), directly to the south of the display area.
- There are 4 possible vehicle entrances/exits to the site.
- Vehicle exhibitors will be a mixture of those who are displaying their vehicles independently and those who are coming with an enthusiasts' club.
- Each vehicle will be allocated a 6m x 8m space (48m²)
- Vehicle clubs will be allocated a space based on the numbers of member vehicles registered for their stand, at 48m² per vehicle.
- Trade exhibitors will consist of those in the automotive sector (with stands ranging from 100m² to 600m²) and local arts and crafts traders with small stands.
- Licensed catering suppliers will provide hot and cold beverages, hot and cold food, cakes, ice-creams and confectionery.
- If marquees or shelters are used at all this year, they will be open-sided.
- All tickets will be sold in advance, and there will be an electronic scanning system at gates.
- Participating clubs will be required to provide the name of the members attending and keep a record of their contact details.
- Visitors and exhibitors will be encouraged to arrive in their own vehicles and limit passengers to those who are part of their "Support Bubble".
- Visitors are very unlikely to need to raise their voices to be heard, as this is static display of vehicles.

Risk Assessment

The purpose of this risk assessment is to provide controls to manage the risk of coronavirus at Classics at Glemham 2020, on 6th September 2020 and in the build-up to the event.

The controls have been spilt into three levels: low, medium and high.

The Covid alert system will determine which level is required.

Coronavirus alert levels in UK		
Stage of outbreak		Measures in place
Risk of healthcare services being overwhelmed	5	Lockdown begins
Transmission is high or rising exponentially	4	Social distancing continues
Virus is in general circulation	3	Gradual relaxation of restrictions
Number of cases and transmission is low	2	Minimal social distancing, enhanced tracing
Covid-19 no longer present in UK	1	Routine international monitoring

Source : UK government

Level 3: High Risk Controls

Level 3 moving into Level 2: Medium Risk Controls

Level 2: Low Risk Controls

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The organising team is working on the basis that High Risk Controls will apply. Even if the alert level drops to 2 by the time of the event, the organisers intend to apply the High Risk Controls.

Visitor Risks			
Potential Hazard Identified	Low Risk Controls	Medium Risk Controls	High Risk Controls
Air borne spread during travel to the venue	Same as high	Same as high	<ul style="list-style-type: none"> • Contact visitors pre-event and encourage them to travel by car. • Emphasise the availability of plentiful free parking. • Reiterate need to only travel with people from the same "Support Bubble". • Check the number of guests declared with each display vehicle. • Offer exhibitors complimentary tickets to allow up to 2 other guests from other households to travel independently rather than in a display vehicle.
Air borne spread through close contact in busy avenues and access ways	<ul style="list-style-type: none"> • Wider avenues to be in place through the show ground. • Contra flow walk on the left where one-way system not possible • Adequate signage and arrows to influence crowd behaviour. 	<ul style="list-style-type: none"> • Advance ticketed event to ensure audience size can be limited, crowd density calculated and appropriate planning put in place. • Separate pedestrian entrance and exits. • Car parking to be fully marshalled to ensured vehicles are parked with gaps to allow occupants to 	<ul style="list-style-type: none"> • Advance ticketed event to ensure audience size can be limited, crowd density calculated and appropriate planning put in place. • Separate pedestrian entrance and exits. • Car parking to be fully marshalled to ensured vehicles are parked with gaps to allow occupants to

		<p>safely disembark with adequate social distancing.</p> <ul style="list-style-type: none"> • Tickets are designed for electronic scanning. This will speed up access to the venue and reduce queuing. • Wider avenues to be in place through the exhibits • Contra flow walk on the left where one-way system not possible • Additional crowd marshals to manage pinch points. • Adequate signage and arrows to influence crowd behaviour. 	<p>safely disembark with adequate social distancing.</p> <ul style="list-style-type: none"> • Tickets are designed for electronic scanning. This will speed up access to the venue and reduce queuing. • One-way system down each avenue. • Wider avenues to be in place through the exhibits • Encourage the use of face coverings • Additional marshals to manage pinch points. • Adequate signage and arrows to influence crowd behaviour.
Air borne risk in eating areas	Same as high risk	Same as high risk	<ul style="list-style-type: none"> • Mark out the area to designate zones for groups in bubbles to be safely distanced from one another (2 metre gap) • Tables to be restricted to use household “bubbles”.
Air borne spread in the queues entering the show	<ul style="list-style-type: none"> • Social distancing in queues, clearly displayed using arrows and signage 	Same as high risk	<ul style="list-style-type: none"> • Separate pedestrian entrance and exits. • Car parking to be fully marshalled to ensure vehicles are parked with gaps to allow occupants to

			safely disembark with adequate social distancing. <ul style="list-style-type: none"> • Tickets are designed for electronic scanning so should minimise delays at entrance. • Temperature screening at the entrance to the venue. • Opening hours extended to reduce the amount of visitors arriving at one time. • Social distancing in queues, clearly displayed using arrows and signage
Contact risk at presentations, prize-giving	Same as high risk	Same as high risk	<ul style="list-style-type: none"> • Prize-winners to collect awards from table with no contact with prize-giver • Prizes/trophies to be adequately cleaned
Contact risk: visitor to exhibitors	<ul style="list-style-type: none"> • Contactless payments encouraged • Advise exhibitors to provide their staff with hand sanitiser, adequate PPE. • Communicate the responsibilities of the exhibitors, including compulsory cleaning requirements. 	Same as high risk	<ul style="list-style-type: none"> • Contactless payments only • Advise exhibitors to wear gloves • Compulsory for exhibitors to provide their staff with hand sanitiser, adequate PPE. • Communicate the responsibilities of the

	<ul style="list-style-type: none"> Multiple hand sanitiser units around the show for visitors & exhibitors. 		<p>exhibitors, including compulsory cleaning requirements.</p> <ul style="list-style-type: none"> Multiple hand sanitiser units around the show for visitors & exhibitors. Sanitisers to be antiviral with a high alcohol content.
Contact risk: visitor to volunteer staff	Same as high risk	Same as high risk	<ul style="list-style-type: none"> Encourage visitors to use digital tickets. Provide volunteer staff with adequate PPE and hand sanitiser. Any volunteer staff who handle tickets at gates – for example when a visitor is struggling to self-scan - are to wear gloves. Volunteer staff to be instructed to wash their hands for 20 seconds, or sanitised with alcohol-based sanitiser, at least once every hour.

Contact and air borne spread in catering areas	Same as high risk	Same as high risk	<ul style="list-style-type: none"> • Caterers to be required to operate to the standards required of foodservice operations generally and should comply with appropriate foodservice and food retailing COVID-19 guidance. • Caterers must have suitable hand washing facilities. • Mark out the area to designate zones for groups in bubbles to be safely distanced from one another (2 metre gap) • Allow adequate spacing between tables in eating areas. • No enclosed spaces used for dining – all to be outdoors. • Tables to be restricted to use household “bubbles”. • Agree an in-depth cleaning schedule with the catering company. Tables must be deep-cleaned after use. • Allow more catering points to reduce the
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			<p>likelihood of queues developing.</p> <ul style="list-style-type: none"> • Use 2 metre markers and enforce social distancing in queues.
Contact and air borne spread in and around toilets	Same as high risk	Same as high risk	<ul style="list-style-type: none"> • Individual portable toilet units to be used with suitable ventilation. • Allow adequate spacing between toilet units. Minimum 4 metres. • Rigorous toilet sanitising procedures to be in place. Toilets must be cleaned regularly throughout the day with frequency determined by usage. • Alcohol-based cleaning products to be used for toilet sanitising to ensure swift and regular cleaning can be carried out. • Visible cleaning schedule to be posted (whiteboard or blackboard)

			<ul style="list-style-type: none"> • Use 2 metre markers and enforce social distancing in queues. • Hand sanitiser to be available where people access the toilets. • Suitable handwashing facilities including running water, liquid soap and paper towels available in toilet cubicles.
Confusion leading to visitors not complying with guidelines	<ul style="list-style-type: none"> • Volunteer marshals to monitor behaviours and remind visitors of the guidelines, throughout the show • Adequate signage reinforcing event guidelines throughout the show. • Include event guidelines on the event webpage and in social media announcements. 	Same as high risk	<ul style="list-style-type: none"> i) Visitors communication preshow to include: ii) Event guidelines iii) Site plan highlighting hand cleaning stations, one-way systems and first aid rooms. iv) Travel advice • Adequate signage reinforcing event guidelines throughout the show. • Include event guidelines on the event webpage

			and in social media announcements.
Exhibitor Risks			
Potential Hazard Identified	Low Risk Controls	Medium Risk Controls	High Risk Controls
Air borne spread during build-up/breakdown	<ul style="list-style-type: none"> Encourage exhibitors to bring fewer staff members onsite. 	<ul style="list-style-type: none"> Increase build-up hours to reduce the number of exhibitors on site at one time. Encourage exhibitors to bring fewer staff members onsite. Request exhibitors to wear face masks where 2 metres social distancing cannot be maintained. 	<ul style="list-style-type: none"> Staggered Build-up Instruct exhibitors to wear face masks where 2 metres social distancing cannot be maintained Request exhibitors to conduct temperature checks on all staff before arrival to site Encourage exhibitors to bring fewer staff members onsite.
Air borne risk due to small or very busy stands	<ul style="list-style-type: none"> Issue exhibitors with stand guidelines Offer exhibitors more space where possible, stands must be a minimum on 2m deep. Allow on stand workshops only if they can adhere to social distancing rules 	Same as high risk	<ul style="list-style-type: none"> Issue exhibitors with stand guidelines Offer exhibitors more space where possible, stands must be a minimum on 2m deep. Remove any on stand workshops to avoid crowds/busy stands.

			<ul style="list-style-type: none"> • Introduce more spacing between each stand so that visitors have room to queue to the side and maintain 2 metre distancing.
Contact and air borne risk: food stands - sampling	Same as medium risk	<ul style="list-style-type: none"> • Rules for sampling: <ol style="list-style-type: none"> I. Samples must be kept covered and away from all visitors until requested. II. Samples must be served wrapped and handed over on a disposable plate/fork • Mandatory sneeze guards • Exhibitors must wear gloves and a face mask 	<ul style="list-style-type: none"> • No samples permitted • Mandatory sneeze guards • Exhibitors must wear gloves and a face mask
Confusion leading to Exhibitors not complying with guidelines	Same as high risk	Same as high risk	<ul style="list-style-type: none"> • Exhibitor communication preshow to include stand guidelines and PPE requirements. • Volunteer marshals onsite to offer support to exhibitors and ensure

			<p>those onsite are complying with the guidelines.</p> <ul style="list-style-type: none"> • Adequate signage to reinforce exhibitor guidelines.
Supplier Risks			
Potential Hazard Identified	Low Risk Controls	Medium Risk Controls	High Risk Controls
Air borne Risk: Volunteers on site	Same as medium risk	<ul style="list-style-type: none"> • 2 metres distancing to be maintained between staff and supplier visitors • Minimize the number of staff members. • Use the same staff each day where possible. 	<ul style="list-style-type: none"> • 2 metres distancing to be maintained between staff and supplier visitors • Compulsory for staff to wear face masks • Minimize the number of staff members. • Use the same staff each day where possible.
Contact Risk: Volunteers on site	<ul style="list-style-type: none"> • Strong pre-show communication outlining the event guidelines. • Provide staff with hand sanitiser and disinfectant 	Same as high risk	<ul style="list-style-type: none"> • Compulsory PPE to include gloves. • Provide staff with hand sanitiser and disinfectant. • Strong preshow communication outlining the event guidelines.

Air borne risk: contractors during build-up/breakdown	<ul style="list-style-type: none"> • Increase build/breakdown times. • Request that contractors use the same staff members onsite each day 	<ul style="list-style-type: none"> • Extend the build/breakdown times. • Request that contractors use the same staff members onsite each day • Mandatory PPE to include face masks 	<ul style="list-style-type: none"> • Mandatory PPE to include face masks • Extend build/breakdown times. • Phased build-up to reduce the number of contractors on the site at one time. • Request that contractors use the same staff members onsite each day
Confusion leading to suppliers not complying with guidelines	<ul style="list-style-type: none"> • Strong communication pre show outlining the event guidelines. • Adequate signage and highlighting the guidelines. 	Same as high risk	Strong communication preshow outlining the event guidelines. Adequate signage highlighting the guidelines. Volunteer marshals onsite to offer support to suppliers and ensure those onsite are complying with the guidelines

Staff and Volunteer Risks			
Potential Hazard Identified	Low Risk Controls	Medium Risk Controls	High Risk Controls
Air borne risk travelling to the show	Same as high risk	Same as high risk	<ul style="list-style-type: none"> • Compulsory for staff to travel by car and within own bubble.

			<ul style="list-style-type: none"> • Staff to be screened for COVID before admission to site.
General air borne risk on site	Same as high risk	Same as high risk	<ul style="list-style-type: none"> • Sneeze guards provided for organisers' desk area and gate marshals • Adequate PPE stocks available. • Temperature check on arriving at site. • Same staff onsite throughout the show
General Contact risk on site	Same as high	Same as high	<ul style="list-style-type: none"> • Provide staff with their own equipment to stop the spread through sharing equipment (e.g. microphones, headphones, walkie-talkies, phones, tools and other personal equipment). • No handshake rule • Adequate PPE available and hand sanitiser.

Confusion leading to staff/volunteers not complying with guidelines or monitoring the show properly	Same as high risk	Same as high risk	<ul style="list-style-type: none"> • Strong communication with organising team and volunteers before the event. • On site teams will be given an in-depth briefing before arriving onsite. • Volunteers will be issued with manuals to outline the rules.
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General Trade Exhibitor Guidance

It is essential for the safe operation of the event that exhibitors follow these guidelines.

We must all work together to create a safe and manageable environment, and adhering to the guidelines is imperative to enable the event to go ahead safely.

We thank you in advance for your support and cooperation.

Summary of Key Requirements

- A COVID Secure risk assessment must be conducted by all trade exhibitors.
- 2 metres social distancing is to be observed at all times, wherever practical.
- The wearing of face masks is advised where a 2 metre gap cannot be maintained – e.g. during stand set-up tasks requiring 2 people
- Stands may include canopies and gazebos, but there must be no enclosed spaces, temporary buildings or mobile homes used on a stand.
- Disinfectant and hand sanitiser must be provided on each stand.
- If trading from your stand, you must follow the [UK Government's guidance for retailing](#).
- Please take contactless payments only, if possible.
- Stalls and table-top displays, must be at least 2 metres deep from front to back, to allow for social distancing.
- Allow at least 4 metres between display vehicles.
- Remember to measure vehicle gaps with doors open if you intend to display vehicles that way.
- Despite the “no touching” rule, you must be prepared to disinfect vehicles and displays regularly.
- You must monitor the flow of visitors around your display area and remind them of the social distancing rules if they forget
- You must keep a record of all those attending the event as part your team and, in case they are needed to support NHS Test & Trace, provide their contact details to the organisers.

Detailed Guidance for Trade Exhibitors

COVID-19 presents us all with a new Health and Safety challenge and the aim of these guidelines is to show how we can work cooperatively to avoid the spread of the disease.

The main transmission route of COVID-19 is via airborne droplets and this can best be mitigated through social distancing.

Other routes of transmission are through surface contact and person-to-person contact. These can be mitigated quite successfully through regular hand washing and the implementation of other simple hygiene measures.

You should plan your mitigating measures following a risk assessment, just as you do for all other health & safety risks.

Risk Assessment

You will need to carry out a Risk Assessment as usual, but this should now also consider the transmission of COVID-19 as a new risk. You should therefore include the control measures you will be implementing to minimise this new risk.

General Venue and Event Measures

Access

- Event arrival, access and registration procedures for exhibitors, contractors and visitors will be contactless as far as possible and where organising team members are likely to be in frequent contact with large numbers of people they will be positioned behind screens or issued with the necessary PPE.
- The event organisers and venue will maximise the number of access points to the event as far as practical. You will be sent details of the entrance to use, with your final joining instructions.

Hygiene

- Hand washing and hand sanitiser facilities together with general hygiene routines signage will be provided by the venue and event organisers within the public areas and high traffic areas (such as toilets, catering areas, show features etc.).
- You may wish to add general hygiene routines information to your stand signage.

Interaction Points

- On-site service desks, information points and other facilities will be protected by screens/barriers where possible. Physical distancing protocols will also apply.
- The show guide will be online with visitors encouraged to use their mobile devices or print and bring their own copies to the event.
- Flyers/magazines/show bag giveaways should not be handed to visitors.
- You may arrange giveaway and brochures in a display for visitors to collect themselves, but care must be taken to avoid creating frequently-touched surfaces which will need regular cleaning and disinfection.

One-Way System

- Please observe the one-way system when moving around the display ground.
- If you see visitors who are not abiding by the one-way requirements, please politely ask them to adhere to the rules.

Queuing

- Any areas where queuing is required around the site will be managed with signage, floor markings and rope and post barriers where applicable.

Stand Design and Activities

It is important to consider the layout and design of your stand to ensure that you can both undertake the construction of your stand and interact with visitors in a safe and controlled manner.

We recommend that you keep things relatively simple this year to reduce the number of on-site workers/deliveries required. You will need to maximise the space between displays, to avoid crowding.

Customer Interactions

- Consider the use of screens/barriers for staff if they will come into most frequent contact with customers.
- Consider the type of furniture you have on your stand – hard surface chairs which can be cleaned between uses would be preferable to those that are material based.
- Consider how you will interact with your customers. Do you need to accompany them on a tour of your products? If so, consider measures that may mitigate any risks e.g. adequate space or any PPE options.
- Wherever practical, ensure that staff interactions with visitors are contactless.
- Can you provide information to your customers digitally either in advance, whilst they attend your stand, or as a visit follow up in order to reduce the activity time?
- Where screens are not practical, you may need to consider other risk mitigation measures, such as reducing time spent with an individual, face visors (though no PPE should be shared between people without being thoroughly cleaned), masks etc.

Displaying Goods

- If possible, consider ways of displaying your products in such a way that they do not need to be handled by customers.
- If it is vital that customers handle your products, consider supplying hand sanitiser and/or disposable gloves. Also consider your cleaning routines for all surfaces and products, as gloves do not mitigate the risk of cross contamination.
- Users wearing gloves should be mindful that they should still avoid touching their face.
- Consider if you need to bring your whole range and whether or not you can show some of your products digitally or virtually.
- Try not to have display cases/rails etc. open/accessible to both sides.

Product Demonstrations

- Product demonstrations can attract crowds and it is recommended that such activities are strictly limited to essential demonstrations only.

- If a demonstration of your product is vital you must ensure that staff are briefed as to how to manage crowds to maintain social distance, aisles are kept clear and interactions are minimised.
- For any demonstrations planned, you will need to provide the organisers with evidence of how you intend to manage crowds to maintain social distancing guidelines. This will usually be required in advance of the event and with an accompanying Risk Assessment.
- Can you provide information to your customers digitally either in advance, whilst they attend your stand, or as a visit follow up in order to minimise direct contact and maintain social distancing?

Hospitality/General Seating Areas

- Avoid seating areas on your stand where people would be likely to congregate. Surfaces and furniture within any such areas should be cleaned regularly.
- Ensure there is adequate space between seats to allow social distancing.
- Please do not offer shared bowls of snacks/treats even when individually wrapped.

Meetings and Meeting Spaces

- If you plan on creating any meeting areas on your stand, they will need to be assessed and appropriate distancing measures implemented. Consider the use of *Plexiglass* screens, physical dividers and/or booths in situations where you intend to sit and talk with customers and colleagues, face to face.
- Make sure you have a pre-agreed system in place in order to manage your meeting spaces.
- If you have one-to-one meeting spaces, the spaces themselves may have to be cleaned after each meeting.
- Limit the length of meetings to 15 minutes or less, wherever possible.
- If you know some of your customers are planning on attending and will want to meet you, we recommend that you arrange a specific meeting time, in advance of the event. Spread meeting times throughout the course of the day to avoid having guests waiting.

Signage

- Consider what signage you need to remind staff and customers on your stand to follow social distancing guidelines and other hygiene measures e.g. floor markings or grass chalk. You will need to mark areas to help people keep to a relevant distance, provide signs to identify what cleaning measures you are taking in order that visitors feel completely comfortable coming onto your stand.
- You may also wish to communicate the measures you are taking within the invitations you send out to any customers prior to the event as well.
- Be open to answering questions about this as people are likely to have different concerns from your own.

Social Distancing

- Before finalising your design define the maximum number of people (staff and customers) that you can safely have on your stand at any one time while maintaining the 2 metres social distancing guidelines.
- Consider the design and layout of your stand to allow staff to work further apart from each other wherever possible.
- All stall-type stands and table-top displays must have a minimum of 2m deep in an effort to accommodate social distancing and avoid pinch points.

Stand Access and Visitor Flow

- You need to be able to control visitor density on your stand at all times.
- We recommend you regulate access and visitor movement - for example: restricting access to open sides using ropes and posts, creating staff only areas on larger stands to separate your team from visitors, or having a restricted area for meetings away from passers-by.
- On smaller stands, you will probably be able to regulate visitors in person, rather than utilising physical barriers.
- Regulating access will allow you to manage visitor density and behaviour on your stand but ensure you also consider the potential for congestion at access points and take reasonable steps to prevent overcrowding.
- If you have an attraction where visitors wish to participate – such as a simulator set-up – you must have a system in place to deal with people who arrive but cannot immediately take part. This could include a socially-distanced queuing area (within your stand area, not within a gangway), or an appointment/call back system to book time slots.
- Please do not allow queues to build up on the gangways outside your stand.
- On larger stands, where access is less restricted, think about designing your stand to incorporate a one-way flow with separate entry and exit points if practical. Where this is not possible, consider alternative mitigation measures such as ground markings and screening options.
- Carefully examine your available stand space and plan your physical displays accordingly; visitors will need to feel comfortable coming onto your stand and you may need to limit the number of displays or consider alternate display methods to achieve this.
- Please remember that your stand design should allow for you to comfortably hold conversations and meetings with your customers, within your stand space, without the need for them to block gangways and create pinch points.

Stand Hygiene & Cleaning

You will be responsible for the hygiene measures required on your stand.

Hand washing facilities will be available at the venue, and hand sanitiser facilities will be provided by the venue and event organisers within the public areas and high traffic areas (such as toilets, catering areas, show features etc.). You may wish to complement this more locally by providing hand sanitisers on your stand or any other measures you feel appropriate once you have conducted your risk assessment.

Cleaning Regime

- You should consider how you will keep the surfaces on your stand and any physical product displays clean. Please remember you are responsible for this and it is not provided by the organisers.
- If you require cleaning services, please contact the organisers in advance.
- Consider the locations more likely to be touched and ensure a regular cleaning regime is in place.
- Clean touchpoints, such as any equipment handled by customers, interior and exterior touchpoints, after each customer use.
- If you decide to provide disposable gloves when customers enter your stand, ensure that they are mindful that they should still avoid touching their face and ensure you have an adequate disposal system in place

- A cleaning log positioned in a prominent location on your stand may be a useful way to capture and demonstrate the cleaning regime you have put in place.

Equipment

- Consider the equipment your teams will need on-site and avoid the need for sharing where possible. Where equipment has to be shared, ensure you have appropriate sanitising routines.
- Please remember any PPE you are supplying should not be shared between individuals without thorough cleaning.
- Frequent cleaning of objects and surfaces that are touched regularly is required.
- Consider what materials you may need in order to do this and your systems for ensuring this is done.
- Areas requiring cleaning could include products, display surfaces, data capture devices and other stand resources, as well as tools and trolleys used during the set-up phases.
- Make sure there are adequate disposal arrangements for cleaning products.

Hand Sanitiser

- Provide sanitiser on your stand and encourage use by everybody.
- Ensure that your staff are aware of the stand policy on hand sanitising and can communicate it effectively to your visitors.

PPE

- Consider the use of PPE across all phases of the event as part of your risk assessment and provide it as necessary.
- Remember that individual pieces of PPE should not be used by multiple people without adequate cleaning in between.
- PPE is considered as the lowest level of mitigation measures which should only be considered if the risk cannot be managed through preventative measures such as social distancing and hygiene regimes etc.
- If your risk assessment does show that PPE is required, then you must provide this PPE free of charge to anyone who requires it within your stand boundaries, including visitors if applicable.
- Any PPE provided must fit properly.
- Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

Waste Disposal

Please dispose of waste in the provided receptacles only.

Stand Build-Up and Breakdown

- When planning your Build-up and Breakdown activities, consider back-to-back or side-to-side working (rather than face-to-face), wherever possible.
- Where staff are required to work in close proximity, examine options such as temporary or mobile screening or provide face coverings.

- Consider activities that take place away from your stand itself. Advise your staff to follow any requirements publicised onsite when off your stand area (e.g. social distancing requirements around toilets, catering facilities, loading areas, gangways etc.).
- Throughout the Build-up and Breakdown periods, congestion is best mitigated by scheduling the tasks to be completed in such a way that the minimum number of people are required at any one time.
- Wherever possible, use the same pairs of people for moving loads where more than one is needed.
- Try to avoid passing goods, products, tools or materials from hand to hand.
- Consider how your goods are to be transported and then how they are going to be moved when onsite. Where possible, ship in such a way that people can move the items whilst working within social distancing guidelines. Where this is not possible, consider use of PPE and any other relevant mitigation measures that may be required.
- Surface transmission risks can be mitigated relatively easily by adopting good and regular hand cleansing routines.
- Social distancing cannot always be achieved (e.g. where footing a ladder is required) so other mitigation measures should be considered in these circumstances, such as the amount of time the activity can continue for, or the wearing of suitable PPE.

Staff Welfare

Staff welfare is a key consideration and it is important that your staff are aware of the measures you are taking and the required procedures to enable them to work safely and confidently on your stand.

Communications

- Brief your team about the control measures you, as well as the venue and the event organisers, are implementing in advance of them coming on-site in order to help them feel comfortable about the ways in which the risks have been reduced.
- Arrange for on-stand briefings for your team to be held in advance of the show, digitally, or given to smaller groups in order to maintain social distancing guidelines.
- Remember to detail your control measures on any site rules you are issuing to your teams, contractors and suppliers who will be on your stand during the build-up and breakdown period. You do not need to share your risk assessment if you do not wish to do so, but you do need to tell them of any measures you are taking that impact them, or procedures they will need to adhere to.
- Consider briefing your team to deal with customers who may have special needs in a different way - for example briefing them verbally upon arrival should they have visual impairments
- Give someone within your stand team responsibility for ensuring adherence to your control measures.

Breaks

- Do you need to consider having shifts on your stand?
- Consider staggering staff break times to reduce pressure on any on-stand facility.
- Consider suggesting lunch breaks outside of peak times for venue facilities.

- For your own staff, consider ordering meals/snacks in advance from the catering supplier and having them delivered to your team, to avoid having to go to catering points.

Hygiene

- Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:
 - Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
 - When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
 - Change your face covering if it becomes damp or if you've touched it.
 - Continue to wash your hands regularly.
 - Practice social distancing wherever possible.

Symptoms

- Ensure you and your staff are familiar with the symptoms of COVID-19 as well as the latest NHS advice on what action you should take if you develop any of these symptoms before going onsite for the event: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Vulnerabilities

- For your visitors, it is difficult for you to influence this. However, do try to ensure you have given your own staff the opportunity to let you know if there are any individual requirements they may have, as you would normally do. Remember that not all vulnerabilities can be easily seen.
- The list of people who have been identified as being clinically extremely vulnerable and clinically vulnerable and therefore at higher risk from Coronavirus can be found on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-riskfrom-coronavirus/>

Appendix 1 – Draft Site Plan – Provisional and subject to revision before the event

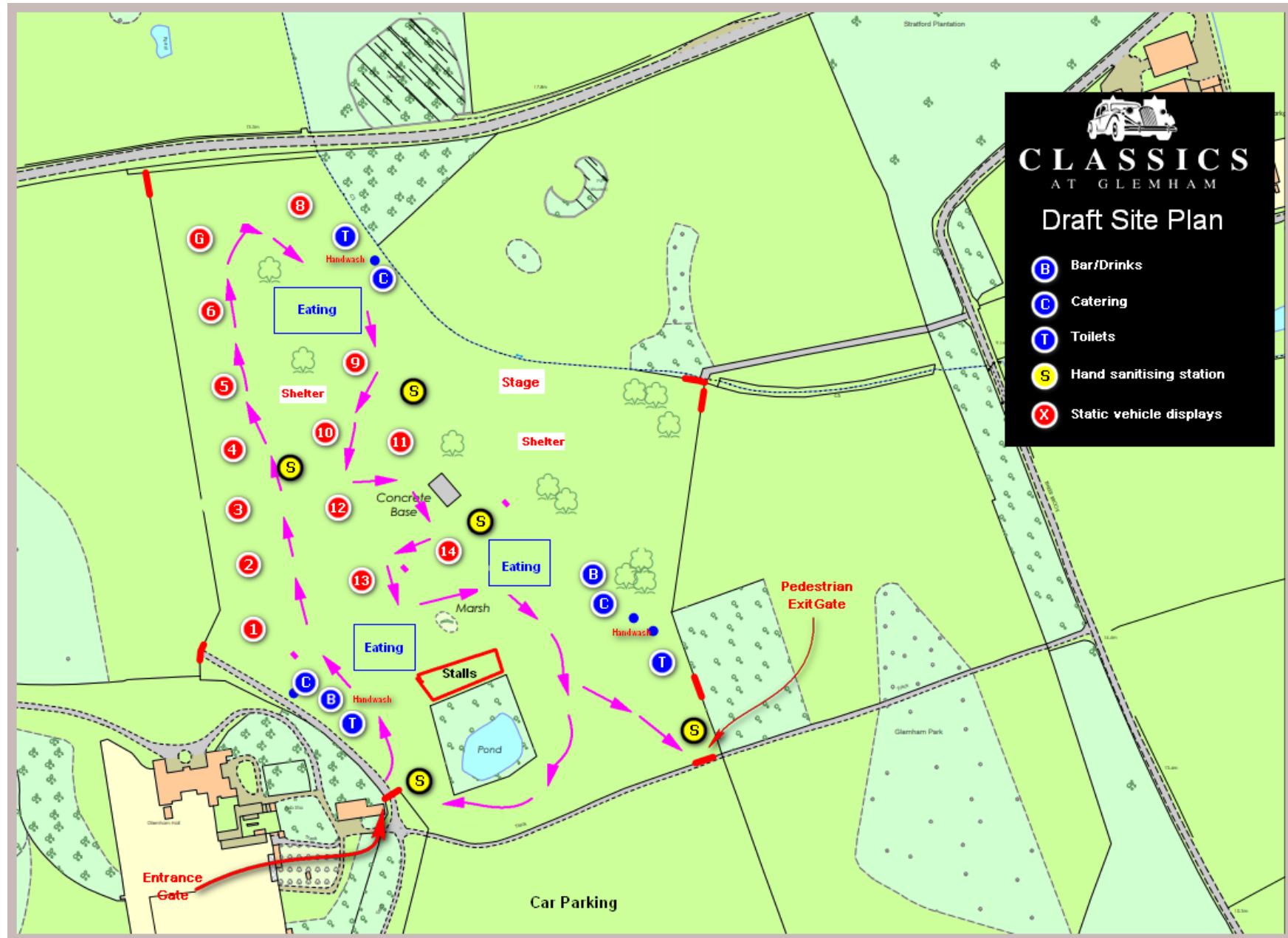




Figure 1- View from the A12 north east end of the grounds, looking south towards the Hall – taken July 2020/



Figure 2- view from the southern end of the grounds looking north east – taken July 2020



Figure 3- view of 2019 show ground looking south towards the Hall – taken 1st September 2019