




Name of Assessor	Stefan Healey	Contact Number	07572 424288	Date of assessment								
Description of the work area being assessed:	Staffordshire County Showground											
Description of the tasks involved	ICDA Awards LTD - Love Cheese Live - COVID- 19 Risk Assessment											
Identified Hazard	Who might be harmed	How might the individual/individuals be harmed?	Existing Measures/Guidelines in Place	Likelihood (1-5)	Consequence / impact on business (1-5)	Risk Rating (1-25)	Proposed additional measures/Guidelines	Likelihood (1-5)	Consequence (1-5)	Residual Risk Rating (1-25)	Proposed measures raised by whom	Measures reviewed by when
COVID - 19 Provisions												
9.1 Entrance and Exit Points	Event staff, contractors and members of the public.	Contracting COVID-19	None	3	5	15	Hand Sanitiser Points to add to all access/egress points in association with Chemical supplier. Appropriate queueing systems will be developed in high traffic ingress areas. Staffs county showground QR codes have been obtained and will be placed at all entrance points to the site and buildings.	2	5	10	Stefan Healey	19/06/2021
9.2 Event Information, Instruction and Supervision	Event staff, contractors and members of the public.	Contracting COVID-19	None	3	4	12	WHO/PHE Information and guidance will be posted on the event website, information in line with current government guidelines will inform members of the public of the current situation/ongoing situation. COVID-19 information will be distributed with the pre-booked ticket and also information will be given on the gate. Posters and leaflets will be posted across the site highlighting social distancing rules and regulations within the showground.	2	4	8	Stefan Healey	20/06/2021
9.3 Cleaning Provisions	Event staff, contractors and members of the public.	Contracting COVID-19	None	3	5	15	A member of event staff will be tasked with regularly cleaning all touch points within the event, focusing on entry and exit points. The cleaning chemical will be a Viricidal conforming to EN14476. A cleaner will be instructed to maintain toilet facility and welfare facility cleanliness 2 hourly throughout the event. Cleaning provisions will be made to ensure all door handles and touch points remain clean. Exhibitors will be encouraged to have their own sanitising stations available for use. Exhibitors will be encouraged to disinfect	2	5	10	Stefan Healey	21/06/2021

9.4 Event Staff	Event staff, contractors and members of the public.	Contracting COVID-19	None	2	4	8	<p>Event Staff, Contractors and Exhibitors will be required to fill out a declaration of health form, prior to working at the event, these forms will detail, where the individual has been within the week prior to the event, as well as any current or new symptoms of COVID-19.</p> <p>The executive committee will review these forms before permitting access to site.</p> <p>Contractors and exhibitors will also be required to forward their COVID-19 RA and/or method statements prior to the event.</p>	1	4	10	Stefan Healey	22/06/2021
9.5 Event Attendees Arriving at Showground	Event staff, contractors and members of the public.	Contracting COVID-19	None	3	5	15	<p>Members of the public may be subjected to a non invasive, infrared temperature check upon arrival to Staffordshire County Showground.</p> <p>The Parameters for the check may result in non-admittance to the event in the case of an individual showing signs of a fever in conjunction with an elevated body temperature (38 ° C and above)</p> <p>Attendees may be asked if they, or anyone in the household has symptoms of COVID-19, the ICDA Awards LTD reserves the right to refuse entry to attendees that could potentially have COVID-19 symptoms.</p>	2	5	10	Stefan Healey	23/06/2021
9.6 Ticket Sales/Box Office	Event staff, contractors and members of the public.	Contracting COVID-19	None	3	5	15	<p>The provision of social distancing screens and/or masks will be used when deemed necessary during face to face contact.</p> <p>Tickets should be designed for electrical scanning to avoid handling paper tickets.</p>	2	5	10	Stefan Healey	24/06/2021
9.7 Event Attendees (Indoors)	Event staff, contractors and members of the public.	Contracting COVID-19	None	3	5	15	<p>Face coverings must be worn when indoors, or if social distancing cannot be maintained, The executive committee reserves the right to refuse entry to any persons refusing to do so.</p> <p>Effective crowd management strategy's will be developed to maintain social distancing during demonstrations.</p> <p>The ICDA Awards LTD will work with the venue and local authority's to trace and contact participants at our event in line with government advice.</p>	2	5	10	Stefan Healey	25/06/2021
9.8 Congested Walkways/Overcrowding	Event Staff, contractors and members of the public.	Contracting COVID-19	None	3	5	15	<p>A one way system though all exhibition halls could be implemented, this system will be documented in the site plans and accessible via the ICDA awards website.</p> <p>Smart planning of the event will be documented via a site map, special consideration has been given to spacing between exhibitors allowing for adequate social distancing space.</p>	2	5	10	Stefan Healey	26/06/2021

9.9 First Aid Provisions	Event Staff, contractors and members of the public.	Contracting COVID-19	None	3	5	15	In the event of an emergency, first aid kits will be stocked with protective face covers, in the event that an individual needed CPR, these must be used to protect the first aider and the victim.	2	5	10	Stefan Healey	27/06/2021
9.10 Delivery's and Collections	Event Staff	Contracting COVID-19	None	2	5	10	Scheduled loading and unloading times should be allocated where possible to avoid congestion. Where possible and safe, have single workers load and unload their vehicles.	1	5	5	Stefan Healey	28/06/2021
9.11 Food Sampling (Traders & Exhibitors)	Event staff and members of the public.	Contracting COVID-19 via shared contact points	None	2	5	10	Food sampling of all our exhibitors will be adhering to all local and government guidance with regards to food safety and hygiene	1	5	5	Stefan Healey	28/06/2021
9.12 Signage/Instruction and Information	Event staff and members of the public.	Contracting COVID-19 through lack of information or direction.	None	2	5	10	Prominent signage will be displayed across the site detailing information on sanitising stations, direction of travel, capacity restrictions and also QR codes.	1	5	5	Stefan Healey	28/06/2021

This risk assessment is considered to be a live document and is subject to change in line with government and PHE guidelines.
The risk ratings may also change

Risk Rating Scores						
Likelihood		REMOTE		POSSIBLE		CERTAIN
Consequence		1	2	3	4	5
TRIVIAL	1	1	2	3	4	5
MINOR	2	2	4	6	8	10
RIDDOR	3	3	6	9	12	15
MAJOR	4	4	8	12	16	20
FATAL	5	5	10	15	20	25