



This risk assessment applies to **Corsham Digital Mansion** specifically and sets out the measures being used to maintain a safe environment for all occupants and visitors and reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention is given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions.

By applying the control measures set out below, each of these workplaces is deemed to be COVID secure.

The risk assessment relies on the cooperation and vigilance of all external Bookers and Delegates.

Principles of controlling transmission risk	Controls being applied	Specific actions and monitoring
<u>1. Control of access to Meeting Rooms</u> Keeping meeting room usage in accordance with COVID 19 protocols to reduce potential levels of covid-19 transmission. <ul style="list-style-type: none"> - controlled access point - parts of buildings closed or out of bounds 	Precise management of access & use of Corsham Digital Mansion rooms.	<p>Use of meeting rooms to be booked via Coherent, Corsham Digital Mansion Administrator or Centre Manager as applicable.</p> <p>Room Booker to provide list of delegates and to retain contact details of any external attendees for potential follow up (track and trace) for 14 days.</p> <p>72 hours gap between meetings in the same room where the meeting is booked by an external organisation or company (Seminar Room only).</p> <p>At least one hour gap between meetings in the same room where the meeting is booked by a TEN tenant.</p> <p>This Risk Assessment given to all Bookers on confirmation of booking.</p>
<u>2. Social distancing protocols</u>	Maximum number of delegates in the Seminar Room = 6	Meeting attendees in the Seminar room to use the nearest entrance and toilets.

COVID-19 RISK ASSESSMENT FOR THE MEETING ROOMS AT THE CORSHAM DIGITAL MANSION

Principles of controlling transmission risk	Controls being applied	Specific actions and monitoring
<p>Maintaining social distancing between occupants as far as is practicable will reduce potential levels of covid-19 transmission.</p> <p>- Social distancing in meeting rooms and communal spaces within Corsham Digital Mansion</p>	<p>Larger numbers considered (upto 14 max) on a case by case basis and requiring meeting organisers to provide own Risk Assessment</p> <p>Maximum number of delegates in the Board Room = 5</p> <p>Maximum number of delegates in the Glass Room = 3.</p> <p>Layout of Corsham Digital Mansion Meeting Rooms to be set in accordance with social distancing protocols, i.e social distancing of 2 metres to be maintained, desks to be arranged to avoid face to face configuration.</p> <p>No gathering of delegates in the Networking Areas of Corsham Digital Mansion.</p> <p>The onsite meeting Manager bears full responsibility for ensuring delegates observe social distancing throughout the event.</p> <p>Access to kitchen facilities for meeting Manager only.</p>	<p>Corsham Digital Mansion Administrator, or Centre Manager if applicable, to approve room layout in accordance with social distancing protocols.</p> <p>Room layout not to be changed by meeting Manager.</p> <p>Room Booker to provide own tea & coffee, sugar, milk.</p> <p>Centre Manager/ Administrator will supply hot water flasks/Water jugs to be placed in meeting room ahead of arrivals. Cups, teaspoons, glasses etc. will be provided for numbers booked.</p>
<p><u>3. Hygiene and cleaning regimes</u></p> <p>Encouraging and facilitating good personal hygiene techniques and operating a comprehensive cleaning regime will help to reduce potential levels of covid-19 transmission.</p> <p>- Hand washing - Hand sanitisers - Room cleaning & hygiene - Kitchen / Refreshment</p>	<p>Soap dispensers & paper towels provided in toilets. (paper towels in cubicles where there are air driers?)</p> <p>Meeting Bookers to provide hand sanitiser for own meeting participants as required.</p> <p>High Touch points and equipment in Meeting rooms to be cleaned after each meeting.</p> <p>A 72 hour break will be allowed in between meetings by external parties.</p> <p>Meeting Booker to provide own flipchart, pens, projector and other equipment and to remove these from site at the end of</p>	<p>TEN will provide the meeting Manager with anti-bio spray & cloths to wipe down work surfaces & touch points at end of each meeting day/booking.</p> <p>Contract Cleaner will have access in between the meetings</p> <p>Meeting Manager to remove all crockery to kitchen and place in dishwasher which will be set to high temperature cycle.</p> <p>Spray cleaner and wipes in kitchen for surfaces and any touch points to be cleaned by Trainer or Booker.</p>

COVID-19 RISK ASSESSMENT FOR THE MEETING ROOMS AT THE CORSHAM DIGITAL MANSION

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	<p>the meeting. Flipchart stand and projector available on request.</p> <p>Basic refreshment stand will be set up beforehand to include crockery, spoons etc.</p>	
<p><u>4. Use of PPE</u></p> <p>Using suitable PPE in the correct manner will reduce potential levels of covid-19 transmission.</p>	<p>Use of PPE onsite is mandated in communal areas. It can be worn as a personal preference and the room Booker can supply PPE, if they wish to their delegates.</p> <p>PPE must NOT be disposed of on site.</p>	<p>Use of PPE (face masks) onsite in communal areas will be mandated for tenant businesses, employees and TEN staff.</p> <p>PPE will not be supplied to tenant businesses by TEN.</p> <p>PPE must NOT be disposed of on site.</p>
<p><u>5. Information and instruction</u></p> <p>Maintaining a high level of awareness of the sensible precautions to adhere to, will help to reduce potential levels of covid-19 transmission.</p> <ul style="list-style-type: none"> - Signage - Track and Trace - Adherence to Guidelines 	<p>Tenants, Co-Workers & Virtual Office users have been informed of strategies & protocols in place for return to work.</p> <p>Risk Assessment has been shared and will be displayed on Notice Board on site.</p> <p>Signage in place throughout the building.</p> <p>Staff informed of WC corporate strategies & protocols in place for return to work.</p> <p>Risk Assessment has been shared and addended to include input from on-site staff. Virtual briefing meetings with staff as part of regular weekly comms.</p> <p>NHS Track and Trace QR Code placed clearly for Visitors to log their visit</p>	<p>Onsite meeting Manager responsible for managing their group and monitoring protocols during the event. Centre Manager / Administrator to observe measures are being adhered to.</p> <p>A copy of this Risk Assessment will be provided to the Room Bookers in advance for inclusion joining instructions/attendees.</p> <p>Track and Trace – Booker to provide names and contacts of meeting attendees by email to Manager or Administrator. This will be checked and confirmed on the day to reflect any “no-shows”. The Track and Trace form to be emailed at time of booking and must be sent to Centre Manager/Administrator before 1000 of the day of the booking. QR Code to be used by all attendees of the booking.</p>

COVID-19 RISK ASSESSMENT FOR THE MEETING ROOMS AT THE CORSHAM DIGITAL MANSION

Principles of controlling transmission risk	Controls being applied	Specific actions and monitoring
		<p>Booker to notify TEN staff about any concerns re: delegates health post meeting.</p> <p>NHS Track and Trace QR Code placed clearly for Visitors to log their visit</p>
<p><u>6. Emergency procedures</u></p> <p>Maintaining adequate emergency arrangements is essential for the safe usage of buildings and will allow the continuation of essential covid-19 service delivery.</p> <ul style="list-style-type: none"> - fire and assembly point - first aid provision 	<p>A copy of Emergency Procedures will be in all Meeting Rooms clearly displayed.</p>	<p>Managers and Administrators to ensure that all Emergency Procedures are up to date and clearly displayed.</p> <p>Any update for the day will be communicated with the Booker.</p> <p>Please note: No First Aiders on site.</p>

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