

LaingBuisson COVID-19 Event Risk Action Plan

Protective Measure	Who does this apply to?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?
Crowd Density Standard (CDS)	Applies to all delegates, speakers, staff of both LaingBuisson and venue, sponsors, exhibitors, and contractors	All venues will allow for CDS in accordance with government advice. By controlling the density, appropriate social distancing can occur by consideration of both the number of people and potential pinch points to determine the number of people in that area.	Remain vigilant and listen to any feedback from staff, delegates and exhibitors. Put up additional signage if needed.	Venue Management and Event Manager
Registration	Applies to venue and all attendees	Through an increased use of technology, we can 'go digital' where possible. The use of QR codes and apps will allow seamless and contactless access upon entry and exit. Additionally, we will eliminate the use of physical badges and lanyards.	Minimising touch points wherever possible. Printed literature will be eliminated including delegate guides, journals, agendas – all will be available digitally. These combined efforts will reduce queues, allow attendees to speed through registration and reduce the risk of contagion related to the handling of printed literature.	Event Manager and Event Assistant
Floor Planning	Venue, event management and exhibitors	One-way visitor traffic will be in place wherever possible at venues. Keeping social distance guidelines in place at all times, the walkways and exhibitor and catering areas will be created with a logical flow.	Staff can monitor these areas to ensure that social distancing measures are being met to ensure the health and safety of all attendees and staff. One-way systems will be clearly signed, and signage will also remind people to socially distance.	Venue Management, Event Manager
Conference Rooms	Venue, event management	All conference rooms are set to the maximum capacity that social distancing measures allow. All rooms are sanitised, and cleaning routines increased.	All room layouts will be set with social distance measurements, all walkways to be one-way where possible. All speakers to	Venue Management, Event Manager

Protective Measure	Who does this apply to?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?
			have hands free microphones and Q&A to be virtual. One-way systems will be clearly signed, and signage will also remind people to socially distance.	
Eliminating handshakes	All	We recommend the elimination of handshakes in accordance with government guidelines.		All
Food & Beverage	Venue, event management	Venues will look to provide food plated or pre-packaged.	All food queues will be managed in a one-way system and social distanced queuing applied. One-way systems will be clearly signed, and signage will also remind people to socially distance.	Venue management
Social Functions	All	All events with gatherings will follow the CDS guidelines and social distancing.		All
Cleaning	Venue management	We will ensure that all venues offer a visible, enhanced cleaning regime with a focus on key touch points.	Exhibitors must clean their respective stands throughout the event. There will be no distribution of physical, promotional material. Exhibitors will be required to use only digital marketing materials (e.g. tablet computers to show their products, QR codes to enable delegates to 'take away' their marketing literature).	Venue management, exhibitors
Hand Washing Sanitiser	All	We advise that all attendees, staff and contractors wash their hands rigorously and frequently. Hand sanitiser stations will be stationed throughout the venue.		All

Protective Measure	Who does this apply to?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?
Contact Tracing	Event management	Using registration data, we can offer assistance to the proper authorities subject to compliance with data privacy agreements. We will keep record of all attendees for 21 days for the assistance of the NHS Test and Track program.		Event management
Face Masks	All	We ask that face coverings are to be worn by each person entering the event space. We recommend that these face coverings are worn where possible in indoor spaces, especially in networking areas such as the exhibition and catering area.		All
Communication	Attendees, speakers, sponsors, exhibitors, contractors	We will supply specific details on all of the above to all that participate in our events. We will be able to communicate through email and websites, and if urgent we will be able to communicate through SMS and apps.	Event signage will be in place to relay COVID-19 measures and symptoms. All pre-event communication will be clear and communicate any updated policies, hygiene briefings and admission policies.	Event management