

HI	BIRMINGHAM	T OLIVER <i>Tha</i>		Meeting rooms
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13/10/2020

Now you have identified your controls required – add in the details below to confirm what you have implemented

No	Description	Action Carried Out	Any Further Action Required?
1.	Shut off access to non-essential areas	one way system in place for delegates to reduce numbers of people in one area	ongoing
2.	Desks/ Chairs removed/ re arranged to allow 2m or 1m plus with risk mitigation distance	in place/updated on government guidance	ongoing
3.	Floor Markings 2m or 1m plus with risk mitigation apart	in place	ongoing
4.	Occupancy rates up to date	monitored daily	ongoing
5.	De clutter removal of non-essential items	all non essential items removed	ongoing
6.	Registration area set up with social distancing	in place	ongoing
7.	Pens/ equipment used at registration disinfected after each use	all equipment removed and cleaned after each use	ongoing
8.	Hand sanitiser station in place	in place	refilled when needed
9.	One way system for delegates to reduce number of people in one area	in place	ongoing

10.	Lift etiquette in place or signage for stairs to meeting rooms	in place notices at lift areas and stair wells	ongoing
11.	Disinfect all equipment at the beginning and end of meeting i.e. remotes, desk surfaces	ongoing all surfaces cleaned at the end of meetings	ongoing
12.	Signage displayed as per meeting room set up	in place	ongoing each day
13.	No self-service buffets	none staying to government guidelines	ongoing
14.	Lunch breaks staggered	yes in place	ongoing
15.	Lift etiquette in place or signage for stairs to meeting rooms	in place lift notices at lifts and stair wells	ongoing
16.	Natural ventilation	Air conditioning only	
17.	Public rest rooms used for events subject to frequent touch point cleaning and carried out post breaks	ongoing daily done by house cleaner	daily
18.	Staff assigned an event to reduce cross contamination	only one team member look after conferences	
19.	Training	Planned. Ten must trainees in place.	ongoing
20.	Monitoring	Done by conference H.O.D.	ongoing

21.	PPE – what & why	When needed	
22.	Other – state		
23	Other – state		

RISK WITH CONTROL MEASURES IMPLEMENTED = LOW/ MEDIUM/ HIGH

Review Date: 13/10/2020

[Signature]