



COVID-19 Project Risk Assessment Addendum

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For circulation to: AM's, PM's, ST's Clients, Insurer, Intranet and Web Site

The following process describes the additional assessment of risk and operational procedures implemented by Aztec during a future period spanning the allowance of professionally organised events by the UK (or another) government and any subsequent announcement following that, that adequate prevention or treatment of COVID-19 justifies a cessation of these interim measures, both operationally and legally. The procedures recognise [UFI's global framework for reopening trade exhibitions](#), the [Association of Event Organiser's All Secure Standard](#), [Visit England's Good To Go Standard](#) as well as [other relevant guidance from HM Government](#).

The procedures cover the care and sanitising of equipment provided by Aztec and the impacts of this activity both on its own personnel and third parties. Aztec is keen to collaborate with clients and event organisers who wish to explore considerations for the Aztec Studio sessions, seminar and feature area design, cleaning, controlled, restricted and phased access and egress, distanced seating layout, signage, attendee sanitiser stations and so on. With regard to live events outside the Aztec's Chessington Studios, Aztec respects the organiser and venue jurisdiction over these areas, focusing its own efforts on the activity it directly controls.

Aztec is determined to make people its priority during the transition to and implementation of these new measures and to protect its own and its stakeholders interests in terms of potential civil or criminal action. It is not currently known how long the virus remains contagious on surfaces once outside the body but the following is based on SARS and MERS that could survive in some quantities up to 2-3 days. It is the belief of Aztec that by basing our processes on that principle (and by revisiting this document as official government guidance develops) we are fulfilling our duty of care so far as is reasonably practicable. Risk has been calculated using the following matrix:

	Severity Rating (S)				
Likelihood of Occurrence (L)	Major / Extreme	Serious	Significant	Minor	Negligible
Certain	25	20	15	10	5
Occasionally	20	16	12	8	4
Probable	15	12	9	6	3
Unlikely	10	8	6	4	2
Improbable	5	4	3	2	1

Activity/Process	Hazards/Aspects	Affects Who and HOW	Pre-control Evaluation				Control Measures / Operating Procedures	Post-control Evaluation				Board Notes / Ownership	
			S	L	R	Risk Level		S	L	R	Risk Level		
Identification of any additional client and venue requirements relating to COVID-19 containment that extend beyond Aztec's procedures as described here	Controls required at a particular location or by the client are missed creating unintended COVID contagion risks, contractual implications, operational challenges and possible legal and insurance consequences Event specific controls in place due to a particular visitor or participant demographic (eg vulnerable people) not actioned or adhered to	For All: Employees Freelancers Subcon Other contractors Public					(1) Aztec Account Managers (AMs) shall discuss a client and/or an organiser's requirements in detail as normal, capturing requirements for Aztect Studio sessions, seminar and feature areas. For live events outside the Aztec Studios, AMs will ensure that organisers are aware that all seminar areas will need to be manned by an Aztec operative. For all events and Aztec Studio sessions there will need to be a suitable interval between content sessions so that equipment sanitising and lapel/ headset/handheld microphones / Pop /Inner-ear components can be swapped out. (2) Aztec's standard procedure for COVID-19 containment (this document) will be communicated to the client/organiser and any					AMs / PMs	
		Contagion	4	3	12	HIGH		4	1	4	LOW		
		Reputation											
		Legal											
		Contractual											
Insurance													

						HIGH	<p>additional requirements the client/organiser and the venue have will be fed into Hiretrack and Aztec’s project management portal.</p> <p>(3) On acceptance by the client/organiser, the project will be managed through this standard procedure with Aztec’s senior representative ensuring that all standard and additional COVID related requirements are actioned</p> <p>(4) Immediately prior to the live event or Aztec Studio session, products will be picked, removed from storage and scanned on to a job as per the existing warehouse process (note that lapel / headset /headphones/ handheld microphones / Inner-earphones will have been pre-sanitised and the correct amount of spare Pops or Inner-ear buds will be prepared for the specific job.</p>				LOW	
On-site and Aztec Studios Personnel Awareness and Competence	Personnel not adequately briefed on COVID Procedures or resourced	Contagion Reputation Legal	4	3	12	HIGH	(5) Onsite and whilst in the Aztec Studio there will be a COVID-19 Awareness and process refresher brief as part of team induction.	4	1	4	LOW	AMs / PMs

<p>relating to COVID-19</p> <p>On-site and Aztec Studios Personnel welfare</p>	<p>Inadequate provision of masks, hand sanitizer and antibacterial wipes</p>	<p>Contractual Insurance</p>					<p>Within Aztec’s Chessington premises:</p> <ul style="list-style-type: none"> • Face masks must be worn at all times when working in the Aztec studio (i.e. client days and rehearsal days). • Face masks must be worn at all times when moving around any part of the building. • Face masks must be worn when working in a static position within 2m of any other person (e.g. sat at a workstation within 2m of another person) anywhere within the building. <p>When working on-site masks must be worn at all times.</p> <p>(6) Hand sanitiser and/or antibacterial wipes will be provided at each seminar and studio areas for Aztec personnel and for speakers (especially before and after their use of microphone or other handheld equipment)</p>					
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<p>In the Aztec Chessington Studios, Client Awareness relating to COVID-19</p> <p>Client welfare whilst attending the Aztec Chessington Studios</p>	<p>Clients not adequately briefed on COVID Procedures or resourced</p> <p>Inadequate hand sanitizing provision</p>	<p>Contagion</p> <p>Reputation</p> <p>Legal</p> <p>Contractual</p> <p>Insurance</p>	4	3	12	<p>HIGH</p>	<p>(7) Prior to each studio session, the Aztec Studios and associated areas will undergo a deep clean</p> <p>(8) Prior to arrival on site clients will be sent a “Guidance for Visitors” document to share with all client personnel/guests who will be attending the Aztec Studios. This document incorporates a form to capture information for Test and Trace obligations and an induction video.</p> <p>(9) On arrival clients will be asked to use hand sanitiser and read a screen in reception prior to entering any other parts or the Aztec premises.</p> <p>(10) Clients will be asked to scan the NHS Test and Trace QR code with their NHS App, OR provide their contact information in an Aztec form on an iPad in Reception.</p> <p>(11) Hand sanitiser will be provided in the studios and surrounding areas, Green Room and throughout the building for clients to use (especially before and after</p>	4	1	4	<p>LOW</p>	<p>AMs / PMs</p>
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							<p>their use of microphone or other handheld equipment)</p> <p>(12) Individuals will need to be seated whilst in the studio rather than stand to aid with social distancing</p> <p>(13) If the total number of people (including Studio staff/freelancers) is likely to get close to or exceed 30 people at any one time, additional stewarding measures will be implemented to ensure that we never exceed the 30 people limit.</p>					
General cleanliness and marking of unboxed equipment	<p>Equipment insufficiently sanitised at set up</p> <p>Unclear if equipment has been sanitised at set up</p>	<p>Contagion</p> <p>Reputation</p> <p>Legal</p> <p>Contractual</p> <p>Insurance</p>	4	3	12	HIGH	<p>(14) Equipment that clients and third parties are likely to come into contact with will be sanitised following installation.</p>	4	1	4	LOW	AMs / PMs
Additional Cleanliness of higher risk equipment	<p>Equipment used by multiple people, especially hand held or in proximity to mouths</p>	<p>Contagion</p> <p>Reputation</p> <p>Legal</p> <p>Contractual</p>	4	3	12	HIGH	<p>(15) All Aztec Studio equipment will be sanitised following installation.</p> <p>(16) All exhibitor equipment will be sanitised following installation.</p>	4	1	4	LOW	AMs / PMs

		Insurance					<p>(17) Equipment will be categorised into three categories:</p> <ol style="list-style-type: none"> 1. Will be touched by third parties and difficult to clean e.g. microphones 2. Will be touched by third parties and relatively easy to clean e.g. clickers 3. Unlikely to be touched by third parties <p>Prior to seminar and studio sessions an Aztec operative will re-sanitise any equipment touchpoints equipment including but not limited to microphones, clickers, laptops, lecterns or headphones – that is to be used in the Aztec Studios or seminar areas or replace components that cannot be sanitised.</p> <p>Exhibitors will be responsible for any equipment hired to them but Aztec will endeavour to provide usage and cleaning advisory information with each installation)</p> <p>(18) All touch point seminar and studio equipment will be cleaned between each presenter</p>				
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Passing of equipment between users	Virus might be transmitted between presenters and equipment even with heightened cleaning regime in place	Contagion Reputation Legal Contractual Insurance	4	2	8	MOD	(19) Certain AV items will have covers provided for each session lapel / headset /headphones/ handheld microphones / Inner-earphones. These will be replaced and safely disposed of after each use. (20) Presenters will be respectfully required to use hand-sanitiser before and after their sessions to reduce the likelihood of transmission from them to the equipment or vice versa. They will also be required to conduct their own sound checks with support from Aztec personnel. (21) When working close up to third parties is unavoidable (e.g. when helping fit a lapel/headset microphone /Inner-earphones etc., or helping a presenter with a presentation on a laptop), Aztec personnel will use hand sanitiser before touching any equipment and will wear face protection..	4	1	4	LOW	AMs / PMs		

Correct methods of cleaning equipment	Incorrect matching of cleaning product / technique to equipment will result in ineffective sanitisation	Contagion Reputation Legal Contractual Insurance	4	2	8	MOD	<p>(22) Aztec will endeavour to source and use the best type of cleaning / sanitising product for each type of equipment but recognises current government advice that normal household disinfectant can be suitable where specialist substances are unavailable.</p> <p>(23) UVC treatment of equipment has been explored. Current information suggests it is impractical for site use and has limited use in a warehouse/studio environment. An alternative method will be deployed which is to remove and replace components that are difficult to sanitise or place disposable covers on components prior to use and replace these covers after each use.</p> <p>(24) Most equipment, including standard and touch screens, will be cleaned with antibacterial wipes or specific antibacterial antistatic screen wipes</p> <p>(25) Keyboards will be cleaned with antibacterial non-abrasive foam / cleaning swabs - or a</p>	4	1	4	LOW	AMs / PMs
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							standard foam cleaner with a secondary antibacterial agent.					
Hazards actually caused by cleaning operations	Splashes from contaminated surfaces caused by cleaning may infect passers-by	Contagion Reputation Legal Contractual Insurance	4	2	8	MOD	(26) Efforts will be made to restrict passers-by in areas where cleaning is taking place to prevent contamination through splashing when cleaning substances are applied and wiped off. However we recognise that this will not always be possible and operatives will be briefed to be mindful of this and to take particular care where people are present	4	1	4	LOW	AMs / PMs
Hazards actually caused by incorrect removal of PPE	Operatives could contaminate themselves from gloves	Contagion Reputation Legal Contractual Insurance	4	2	8	MOD	(27) When Aztec personnel clean equipment they can choose to wear disposable gloves but only if they have received training about how to put on and remove the gloves (28) Aztec personnel will be trained to ensure that disposable components and disposable protective covers are replaced after each unique user and disposed of in suitable bins or returned to Aztec's warehouse in a bag clearly identified for that purpose. (29) Gloves should be removed using the following technique:	4	1	4	LOW	AMs / PMs

Cleaning of surfaces thought to be contaminated	Splashes from contaminated surfaces caused by cleaning may infect operatives	Contagion Reputation Legal Contractual Insurance	4	2	8	MOD	(30) Face Masks will be worn at all times for rehearsal and show both on site and in the Aztec Studios. Eye protection, as a general rule, is advised against by the government in a non-clinical environment and can create an additional hazard.	4	1	4	LOW	AMs / PMs
Touchscreen contagion risk addressed at source	Avoiding multiple hand contact with screens could reduce contagion risk further still	Contagion Reputation Legal Contractual Insurance	4	3	12	HIGH	(31) Where they are not excluding them from their event wholesale, event organisers may wish to consider the provision of measures to mitigate risk of contagion such as cleaning after every use by a third party. If touch screens are provided for an event Aztec will advise event organisers on suitable cleaning methods and agents.	4	1	4	LOW	AMs / PMs
End of live show	Standard arrangements to take place - no additional measures	Contractual	4	1	4	LOW	(32) At the end of the event, product will be boxed, loaded and transported back to the warehouse as standard	4	1	4	LOW	AMs / PMs
General equipment re-sanitising process following live event or use in studio	Residual traces of virus on returning equipment	Contagion Reputation Legal Contractual Insurance	4	2	8	MOD	(33) Non-microphone equipment items will be replaced into stock locations	4	1	4	LOW	AMs / PMs

Microphones and Headset and other equipment that cannot be sanitised process following live event or use in studio	Residual traces of virus on returning equipment	Contagion Reputation Legal Contractual Insurance	4	3	12	HIGH	(34) Lapel / headset microphones /Inner-earphones / clickers will have all hard metal / plastic components sanitised with ant-bacterial spray/wipes. All Pops and Inner-ear buds will be disposed of in bins provided.	4	1	4	LOW	AMs / PMs
Treatment of Employees or Visitors who develop symptoms in Aztec controlled environments	Transmission risks to attending first aid personnel and impacts on affected individuals if not treated promptly	Contagion Reputation Legal Contractual Insurance	4	3	12	HIGH	(35) First Aiders have been briefed on this guidance from the HSE (36) Additional COVID first aid materials provided by Aztec - Face Visor, fluid repellent surgical mask, disposable gloves, eye protection, apron. (37) Affected person will be led to an assigned isolation room and treated from a distance by a first aider. At Aztec’s Chessington Studios, this will be an inhouse facility with Aztec’s own First Aider. At an event site the location’s own facilities will be utilised (38) Where required Aztec will liaise with the affected person to arrange transportation home or in extreme cases shall escalate to 999 for transit to hospital	4	1	4	LOW	AMs / PMs

								(39) Aztec will alert NHS Test and Trace and provide relevant contact information subject to permissions obtained in line with GDPR guidance.					
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