



THE WRIGHTINGTON

HOTEL, HEALTH CLUB & SPA

COVID – 19

Meetings Risk Assessment

Date: 1st July 2020

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Moss Lane, Wrightington, Wigan, WN6 8GD

COVID-19 - MEETINGS

Date	1 st July 2020
Assessor	Helen Lambert

Hazards

Cross-infection of staff, customers and visitors from an infected carrier of the virus.

Who Might be harmed	Employee or customer
If Other, please specify	N/A

Safe Systems of Work and Controls In Place

- Using remote working tools to avoid in-person meetings where possible. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.
- Where possible, hold meetings in well-ventilated space.
- Avoiding transmission during meetings, for example, avoiding sharing pens and any equipment used by more than one person.
- Projectors, flipcharts and markers etc should be sanitised between each use.
- Providing hand sanitiser in meeting rooms.
- For areas where regular meetings take place, using floor signage to help people maintain social distancing.
- 'Covid Awareness' notices displayed in the meeting / events room. Attendees should not share pens etc.
- Capacities of meeting rooms substantially reduced to observe social distancing. Different layouts measured so as to adjust accordingly.
- Meeting rooms to be disinfected at all touch points and tables and chairs after departure of the delegates. Change of all conference cloths and delegate stationary.
- All staff must ensure that they follow all of the 'Covid Safe' Controls relating to their workplace. They should be provided with instruction and guidance to ensure that they are aware of correct procedures.
- Regular handwashing or sanitising.
- Should a member of staff become aware of a Covid 'risk' at their workplace, they should be actively encouraged to report this to their employer so that the situation can be risk assessed and/or remedied.
- High levels of personal hygiene to be followed by staff at all times. Staff informed to avoid touching the nose or mouth and care should be taken when coughing or sneezing, using a disposable tissue whenever possible, and sneezing into elbow if tissue not at hand.
- Refreshment breaks and lunch to be served in the meeting room rather than a communal area/restaurant where possible.
- Delegates to wear face coverings in all public areas outside of the meeting room.