



## KIA Oval Covid-19 Risk Assessment

### Introduction

The aim of this risk assessment is to cover all areas within the event delivery to ensure that guests and staff feel confident when attending the venue and should be read in conjunction with the “Your Safety at The Kia Oval” document issued to all prospective clients.. Staff are provided with PPE (Personal Protective Equipment) commensurate with their function. All staff have undergone training that is appropriate to their scope of work covering the correct use of PPE and adhering to and delivering service within the realms of the government guidance surrounding social distancing.

All areas of high traffic and high frequency touch points such as light switches, lift buttons, hand rails are cleaned at regular intervals.

<b>Title</b>	<b>Conference &amp; Events</b>	<b>Date</b>	14 <sup>th</sup> June 2020	<b>Version Number</b>	one
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<b>Summary of Activity RA Covers</b>
<b>The delivery of safe conference and events within all suites &amp; boxes in the 1845 stand covering all aspects of event delivery</b>

<b>Location(s) RA Covers</b>	This risk assessment covers all area of the venue that host conference and events/external meetings	<b>Person(s) RA Covers</b>	All staff and persons attending any conference or meeting within the 1845 stand
<b>Risk Assessor</b>	Scott Carey, Director of Security & Safety	<b>Contact Details</b>	scarey@surreyccricket.com

<b>Actions to be Reviewed By</b>		<b>Next RA Review Date</b>	As and when government guidance changes
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**NOTE: Arrangements must be in place to communicate new and / or revised Risk Assessments to relevant persons.  
Older versions must be removed from use**

Ref No	What are the Hazards?	Who/What is at Risk?	Existing Controls	Further Controls
			As Applicable	
1.	Arrival at the ground (external areas)	Security Staff, event staff & guests	<ul style="list-style-type: none"> <li>• Entry at Alec Stewart Gate entry to minimize contact with other venue based staff</li> <li>• Segregated entry/exit points</li> <li>• Clearly marked walkways indicating direction of travel &amp; social distancing adherence</li> </ul>	<ol style="list-style-type: none"> <li>a. Remote thermometers to check all staff &amp; guest temperatures on arrival</li> <li>b. Sanitising stations for hands</li> <li>c. Face masks supplied (if required)</li> <li>d. Staggered arrival times if multiple events are taking place</li> </ol>
2.	Arrival at 1845 Reception	Receptionist, Event staff & guests	<ul style="list-style-type: none"> <li>• Sanitising stations, perspex screens on reception desk</li> <li>• Clearly marked routes (one way system)</li> <li>•</li> </ul>	<ol style="list-style-type: none"> <li>a. Social distancing markers for reception</li> </ol>
3.	Use of lifts	Event Staff & guests	<ul style="list-style-type: none"> <li>• Lift capacity limited to one person per lift</li> <li>• One lift for up/one lift for down</li> <li>• Clearly signposted measures</li> </ul>	<ol style="list-style-type: none"> <li>a. Allow social distancing for people exiting lifts</li> <li>b. Regular cleaning regime by staff in face masks and gloves</li> </ol>
4.	Use of stairs	Event staff & guests	<ul style="list-style-type: none"> <li>• Stairs segregated one side up, one side down</li> <li>• Clearly marked directional signage indicating direction of travel</li> <li>• Social distancing reminders</li> </ul>	<ol style="list-style-type: none"> <li>a. Regular cleaning regime by staff in face masks and gloves</li> </ol>
5.	Use of toilets	Guests	<ul style="list-style-type: none"> <li>• Toilet capacities limited to 2 persons per toilet</li> <li>• Clear signage on toilet capacity</li> <li>• Clear signage for socially distance queues for toilets</li> </ul>	<ol style="list-style-type: none"> <li>a. Regular cleaning regime by staff in face masks and gloves</li> <li>b. All soap dispensers within the toilets have been changed to touch free units</li> </ol>
6.	Room Layout	Guests & Event	<ul style="list-style-type: none"> <li>• Seats and tables laid out to ensure social</li> </ul>	<ol style="list-style-type: none"> <li>a. Aisles allowing movement of guests and</li> </ol>

Ref No	What are the Hazards?	Who/What is at Risk?	Existing Controls	Further Controls
		Staff	distancing	<p>staff at government guidelines regarding social distancing</p> <p>b. Suites/Rooms sanitized prior to and post event by staff in face masks and gloves</p>
7.	Preparation/Serving of food	Kitchen staff, Event Staff and Guests	<ul style="list-style-type: none"> <li>• Zoned 2m areas used for food prep</li> <li>• Chefs/Kitchen staff wear face mask and apron.</li> <li>• Pre-packed food offerings covering all dietary requirements</li> <li>• Condiments provided in individual sachets</li> <li>• Compostable food containers and cutlery to provide an ecological and safe delivery system</li> <li>• Rota system to minimize numbers of staff within the kitchen at any one time</li> <li>• Front of house staff wearing appropriate PPE (face masks and gloves)</li> <li>• Social distancing maintained at all times</li> </ul>	<p>a. Pre-peeled vegetables purchased where possible to reduce food handling</p> <p>b. Gloves are not worn by chefs due to possibilities of cross contamination between food types</p> <p>c. Back of house areas have Covid-19 awareness posters throughout</p> <p>d. Cleaning regime implemented at the end of each service</p>
8.	Staff member/Guest feeling unwell	Staff (all) & guests	<ul style="list-style-type: none"> <li>• Clear guidance within booking form if anybody at an event should begin to feel unwell</li> <li>• Medical room area set aside for isolation until person can leave venue to self-isolate as per government guidance</li> </ul>	<p>a. All areas deep cleaned</p> <p>b. Rubbish double-bagged and held in separate area for 72hrs</p>
9.	Exiting the ground	Staff (all) & guests	<ul style="list-style-type: none"> <li>• Clearly segregated exit route</li> <li>• No crossover between other routes</li> </ul>	<p>a. Sanitising stations provided prior to departure</p>