



COVID-19 – Risk assessment

Event: Minimally invasive aesthetic dentistry seminar

Event date: Friday 3 December 2021

Venue: BDA Headquarters (64 Wimpole Street, London W1G 8YS)

Meeting rooms in use: Lecture theatre (Basement level)
Main foyer (Ground floor)

Number of delegates: 25

Date assessed: 12 November 2021

Assessed by: Merete Ficken (BDA Events)

Example points of customer contact	What is the risk?	Level (High, Medium, Low)	Measures in place to manage Coronavirus risk	Who will action?	When to be actioned by	Date completed and initials
Meeting room set up	Contact and air borne transmission	Low	Staff to take Lateral Flow Test before arriving for duty. Staff to wear face coverings when setting the room. Tables, chairs, AV equipment (including cables and controls) and other high-touch areas to be disinfected once set-up is complete (and at the end of each day).	BDA Facilities	Day prior	

			Room to be set up offering space and enabling social distancing.			
Entering the venue	Air borne transmission	Medium	<p>Only pre-registered delegates, speakers and staff will be present.</p> <p>Face coverings are encouraged to be worn when moving around the building.</p> <p>NHS Test and Trace QR code on display on entry.</p> <p>Signage (including floor markers where required) will assist with offering space and enables social distancing to all those on site.</p>	BDA Facilities All BDA Staff All visitors	On-going during the event	
Reception/welcome desk	Contact and air borne transmission	Medium	<p>Signage reminding delegates to wash/sanitise hands on arrival.</p> <p>Main doors to remain open during core arrival/departure times</p> <p>No requirement to collect name badges or directly sign a register. However, a registration list will be used on the day to record attendance and will detail emergency contact numbers for NHS Test and Trace purposes.</p> <p>Event staff to be positioned behind desks.</p>	BDA Events	08:30 – 09:00 on day of each event	
Finding the meeting room	Contact and air borne transmission	Medium	Delegates will be directed to the meeting room - signage throughout the venue will encourage giving space to others and enable social distancing.	BDA Facilities BDA Events All visitors	08:30 – 09:00 on day of each event	
Inside the meeting room	Contact and air borne transmission	Medium	<p>Well-spaced desks/chairs.</p> <p>Everyone present encouraged to wear a face covering when moving around the room.</p> <p>Attendees to have access to hand sanitiser.</p>	BDA Facilities BDA Events	Day prior and then for duration of each event	

			Waste bins for disposal of wipes and tissues.			
Break-out areas			N/A			
Lunch break food service	Contact and air borne transmission	Medium	<p>Large main foyer area to be used for refreshment and break times.</p> <p>Any seating in this area configured to help enable social distancing, and disinfected when set to position.</p> <p>Tabletops to be disinfected before and after each service of refreshments.</p> <p>Front doors to the building to remain open during break times to help with air flow.</p> <p>Individual sealed bento lunch boxes to be provided for all attendees.</p> <p>Other snacks to be offered in sealed packets.</p> <p>Social distancing ability and hand sanitiser pumps in place for use of coffee machines.</p> <p>Bottled water to be provided throughout the event.</p> <p>All catering staff to wear masks and gloves when setting out food for break times.</p> <p>No baize/cloths to be used at the event.</p> <p>External caterers to be made aware of policies in place, plus requirement to complying with Government guidelines on their own premises.</p>	BDA Facilities BDA Events External caterers All visitors	Throughout the event	
Evening meal service			N/A for this event			
Public toilet areas	Contact and air borne transmission	Medium	<p>Delegates to be made aware of the location of all public toilets available to them.</p> <p>Suitable area for queuing outside the toilets to be made available when cubicles inside are occupied.</p>	BDA Facilities BDA Events All visitors	Throughout the event	

			<p>Paper towels to be provided. Use of hand dryers will not be permitted.</p> <p>Regular cleaning and waste disposal will take place throughout the day.</p> <p>A signed cleaning schedule will be displayed within these areas to provide reassurance to all using the facilities.</p>			
End of meeting	Contact and air borne transmission	Medium	<p>Delegates to leave by main entrance and take personal belongings with them.</p> <p>Thorough cleaning of meeting room and all equipment to be carried out the same day.</p> <p>Cleaning staff to wear gloves and face coverings as standard.</p>	BDA Facilities All visitors	17:00 – 18:00	
Additional cleaning measures	Contact and air borne transmission	N/A	<p>Enhanced and frequent cleaning of all areas of the building in use throughout the event.</p> <p>High-touch points include door handles, handrails, bin lids.</p> <p>During the lunch break the tabletops and arm rests on chairs will be cleaned in the main meeting room.</p>	BDA Facilities	Before, during and after each event	
Pre-event communication	General transmission	N/A	<p>All attendees will receive a joining-instructions email in advance of the event notifying them of the COVID-Secure measures in place and requesting all attending take responsibility for keeping themselves and others safe.</p> <p>In line with this shared responsibility, everyone will be encouraged to take a lateral flow test the evening before. Everyone will be instructed not to attend on the day if they have covid-symptoms, they have a positive lateral flow test result, or if the individual is required to self-isolate, according to government guidelines, for reasons relating to travel or otherwise.</p>	BDA Events	Week prior	
Delegate reporting COVID-19	General transmission		If a person has symptoms of COVID-19 whilst onsite (cough, difficulty in breathing, fever)	BDA Events	Throughout the event	

<p>symptoms experienced whilst onsite</p>		<p>Isolate them in a separate room, providing somewhere safe to sit where they are away from other people. Ask them to avoid touching people, surfaces and objects. The Small Meeting Room at the back of the foyer is nearest to the Lecture theatre and foyer area. Ventilate the room by opening a window if possible. Provide them with disposable tissues. They should cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a sealed bag, then throw the tissue in the bin.</p> <p>If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.</p> <p>Call 999 if it is an emergency and wait for assistance.</p> <p>Assist the person in making necessary arrangements for travel home.</p>			
<p>Delegate reporting COVID-19 symptoms after an event</p>	<p>General transmission</p>	<p>If delegates report to events@bda.org they have a positive PCR test result within 48 hours of attending the event, BDA Events will contact all fellow delegates to make them aware a positive case has been reported so that steps can be taken where possible to reduce possibility of COVID-19 spreading.</p> <p>The BDA will remain responsible for recording and securely storing event attendee contact data for up to 21 days, for NHS Test and Trace purposes.</p>	<p>BDA Events</p>	<p>Up to 21 days after each event.</p>	

REVIEW DATE: Tuesday 30 November 2021