

The Urbanism Awards – Covid-19 Risk Assessment

The Academy is keeping the pandemic and Government guidelines under regular review. The Award Ceremony will be Covid compliant, and we are observing all necessary precautions to make this as safe, comfortable and enjoyable an event as we possibly can.

For information and advice on how to travel safe in London visit:

<https://tfl.gov.uk/campaign/safer-travel-guidance?intcmp=63123>

- 1. We have completed a health and safety risk assessment that includes risks from COVID-19.**
- 2. Provide adequate ventilation**

A fresh air ventilation system is in place in the venue – this system takes air straight from outside and flushes it through filters.

- 3. Cleaning, handwashing and hygiene procedures**

Hand sanitiser stations will be positioned at key locations throughout the event, including toilets, the registration area, food and beverage locations, and conference rooms, with regular use encouraged for all visitors, staff, contractors and vendors, on entering and exiting the building and whilst moving through it.

- 4. Serving of Food and Beverage**

We will have staff designated to the food and beverage station to prevent customer self-service.

- 5. COVID-19 related screening**

Given the circumstances surrounding COVID-19, we recommend that you take a lateral flow test before attending the event. If you or any members of your party is feeling unwell, displaying any symptoms of COVID-19, (such as a high temperature, a new, continuous cough, a sudden loss or change to your sense of taste or smell), or believe they could be refused entry based on the criteria set out below, we would ask them to please stay at home and not travel to the Building Centre on the day.

Face coverings are no longer required by law and will be a personal choice for staff and guests.

We will refuse access to anyone if we have reasonable cause to believe that they have:

- in the last 10 days, developed a new and persistent cough, presented with a loss of or change in their sense of smell or taste, or had a high temperature;
- had a test for COVID-19 for which they have not yet had the results;
- in the last 10 days, tested positive for COVID-19;
- lived in the same household as someone who has tested positive for COVID-19 in the last 10 days; and/or
- been contacted by the NHS Test and Trace service and told to self-isolate and has not yet self-isolated for the period recommended by the NHS Test and Trace service.

6. NHS track and trace

- On arrival, please check-in using our official NHS QR code poster. Please also be aware of other signage and floor markings regarding Covid.
- As we have attendee contact details, the AoU can notify people quickly if someone tests positive for Covid after the event.
- We will keep a temporary record of all our visitors, workers and volunteers for 21 days. This is to help the NHS Test and Trace programme and contain any outbreaks or clusters.

7. Crowd management

- We have limited the number of spaces/places at the event to ensure people can be socially distanced if they wish. The capacity of the event room is 200 and we have restricted the numbers to 120.
- The Building Centre have marked dedicated entry and exit doors with a 'one way' staircase use, clearly marked (i.e. one 'up' stair and one 'down')

We will do our very best to ensure these measures are effectively monitored and controlled throughout the evening.