

ECOLOGY ACROSS BORDERS 2021

COVID-19 RISK ASSESSMENT



Risk factors	Safety steps	Risk score
Organisers and staff understanding of current COVID-19 regulations	<ul style="list-style-type: none"> • Organisers and responsible staff are informed on the most up to date COVID-19 outbreak guidance available and confirm these will be followed. • Organisers and responsible staff understand the COVID-19 risks and transmission routes, the steps that event attendees can take to limit spread and the recognised best practices. • Organisers and responsible staff are aware of the key symptoms of COVID-19. • Organisers and responsible staff are aware of guidelines and actions in place at the conference. 	Low
High number of people in attendance/high density	<ul style="list-style-type: none"> • On registration all attendees must show: <ul style="list-style-type: none"> ◦ Proof of a negative COVID test (PCR or Lateral Flow Device) test taken less than 48 hours before entering the event, even if fully vaccinated. • Clear communication on where tests can be found in Liverpool. • Social distancing will not be enforced but encouraged where possible. • Traffic light lanyards provided to delegates ensure those that wish to socially distance are able to. • Masks will be mandatory for delegates, event and venue staff unless exempt, or when eating/drinking. • Staggered registration in place to reduce density at busy times, with increase disinfecting of surfaces and staff hands during these times. • Amend spacing in Exhibition Hall to provide larger spaces between stands, poster boards and catering, to reduce bottlenecks. • Increased stewarding and queue management in congested areas, directing to other e.g., catering stations. • Virtual package available for those that are unable to attend in-person, giving an alternative to high-risk individuals. • All attendees must be pre-booked and registered to attend the event – there will be no opportunity to just arrive speculatively on the day. • Management of suspected COVID-19 cases (see below). 	Medium
Risk of transmission through contact points	<ul style="list-style-type: none"> • Hand sanitiser stations will be located around the venue, particularly at entrances/main doorways where there are key contact points (Door handles, tables, toilets, catering points, shared microphones, handrails, exhibition stands) 	Medium

Risk factors	Safety steps	Risk score
	<ul style="list-style-type: none"> • Clear communication and signage on regular handwashing. • The venue will have enhanced cleaning procedures (using ViruShielding) with handwashing and sanitising facilities at frequent intervals. • The venue will employ the highest standards of food safety, minimising contact points. • Guidelines will be provided to for exhibitors and their stands. • It will be a cashless event. 	
Additional safety measures as an indoor venue	<ul style="list-style-type: none"> • Masks will be mandatory for delegates, event and venue staff unless exempt, or when eating/drinking. • The venue will provide increased ventilation in all indoor spaces. 	Medium
Ensure maximum uptake of mask wearing	<ul style="list-style-type: none"> • Clear communication ahead of the event that masks will be mandatory and why they are important. • Clear signage throughout the venue as a reminder to wear masks. • Clear communication on when masks can be removed. • Either masks will be provided in all delegate bags or spares will be provided. • Those that are medically exempt can be identified. 	Low
Management of attendees with COVID symptoms	<ul style="list-style-type: none"> • Attendees clearly communicated, before and during the conference, the key symptoms of COVID-19 and what to do if they present with symptoms. • Anyone with symptoms must not attend the conference. • Anyone that has been told to self-isolate by the NHS Track and Trace app must not attend the conference. • If someone presents with symptoms within the venue, they will be asked to leave the building. • They will be required to self-isolate immediately and order a free PCR test. • Full registration refund/option to attend virtual conference under these circumstances to reduce financial risk to delegates. 	Medium
Attendee tests positive on lateral flow test	<ul style="list-style-type: none"> • Clear guidance on what to do following positive lateral flow test. • Anyone with a positive lateral flow test will be required to self-isolate immediately and order a free PCR test. 	Medium
COVID positive attendee	<ul style="list-style-type: none"> • Encourage lateral flow test each morning to identify COVID cases before entering the conference. • Full registration refund/option to attend virtual conference under these circumstances to reduce financial risk/concern to delegates. • Anyone with COVID must not attend the conference and must follow current guidance on self-isolation. 	Medium

Risk factors	Safety steps	Risk score
	<ul style="list-style-type: none"> The conference organisers will alert the local authority public health team if there is an outbreak of Covid-19 at the conference. PHE Cheshire and Merseyside Health Protection Team, Suite 3B 3rd Floor Cunard Building, Water Street, Liverpool, L3 1DS. 0344 225 0562. 	
Organising team contract COVID	<ul style="list-style-type: none"> Detailed briefing of event to full Society Programmes team, providing additional staff who could offer onsite support if needed. Sharing key venue contacts with Society Programmes team. 	Medium
Government introduces safety measures to reduce transmission e.g., venue capacity limits, social distancing, or Plan B	<ul style="list-style-type: none"> If the UK government's Plan B was put into place, the conference's existing approach would meet the requirements. If any further measures were introduced, the Chief Executive, Senior Events Manager and Head of Society Programmes would meet within 24 hours of an announcement to discuss the impact on the current conference figures and make a decision on how to move forward. 	Medium
Government introduces local or national lockdown	<ul style="list-style-type: none"> Cancellation of event, both in-person and online, cancellation policy for delegates is followed. Financial risk mitigated with flexible contract with venue and all other suppliers. 	Low
Reputational risk of COVID outbreak at conference.	<ul style="list-style-type: none"> Clear communication ahead of event of COVID precautions in place at the venue. Virtual package available for those that are unable to attend in-person, giving an alternative to high-risk individuals. 	Low

A **High residual risk** score means that there are risk factors that greatly increase the risk of transmission at your event, but that there is little to nothing you can do to reduce the inherent risk at your event.

A **Medium residual risk** score means that there are risk factors that increase the risk of transmission at your event, but there are mitigation measures you can take to reduce the inherent risk at your event.

A **Low residual risk** score means that you have determined that any risk factors should not increase the risk of transmission at your event (or that they should only increase the risk incrementally) OR that there are mitigation steps that can effectively reduce the risk factor to this threshold.