

Room151 Safety & Risk Management Policy & Procedures for In Person Events

Room151 will follow Government and venue guidelines for in person events to ensure the health and safety of all event attendees and venue staff by reducing COVID-19 infection risk.

This policy appears on our website, Room151.co.uk, in our attendee communication and forms part of the terms and conditions of attendance at the event.

Pre-Event

All attendees will be informed about the safety and risk management policy.

Attendees should only attend the event if they have been fully vaccinated (2 jabs) at least two weeks prior to the event, or can provide evidence of a negative lateral flow test, and do not have any symptoms associated with COVID-19 in the last 48 hours.

Room151 staff will undertake lateral flow tests prior to attending the event. If positive they will not attend the event.

Room151 and the venue will provide signage to remind attendees of safety precautions and plan to steward areas likely to become congested to encourage safe distancing.

Contact Room151 (june.clark@room151.co.uk) for further information.

Arriving at the Event

Upon arrival at the venue, security will be checking attendees' names against a registration list, checking bags and providing a sanitised security pass and lanyard. Attendees can use the NHS COVID-19 app to log their location with the venue QR code.

Attendees will then make their way to the event registration desk. Attendees will be given an event badge and lanyard. We recommend the wearing of face coverings when moving around the building. Hand sanitiser will be available.

A cloakroom is available for coats and small items of luggage. Wipes will be provided so that guests can wipe their own belongings on retrieving them from the cloakroom.

Room151 reserve the right to refuse entry to the event if it is suspected that the attendee has Covid-19 symptoms, or cannot confirm their medical status.

During the Event

Government guidelines continue to recommend that face coverings are to be worn in crowded and enclosed settings. It is not necessary to wear face coverings whilst sitting or during the lunch and networking breaks.

Handwashing/sanitiser use should be undertaken regularly throughout the day.

Personal space should be respected and where possible social distancing of 1m is encouraged.

Attendees may wish to use the NHS COVID-19 app to support NHS Test and Trace. The venue will display a QR code poster and provide hand sanitiser and wipes. Regular clearing and cleaning of surfaces and facilities (toilets cloakrooms, tables etc) will be undertaken. Air-conditioning will be on "fresh air" and on full speed.

The venue will undertake all food and beverage services in a Covid secure manner as per the venue policy. Dietary requirements must be provided at least 5 days in advance of the event.

Reporting COVID-19 Symptoms During and Following the Event

In the instance that an attendee arrives feeling unwell or becomes unwell during the day, they will be taken to designated “safe space” and assisted with arrangements to return home to self-isolate in line with **NHS guidelines** unless they need to be transported to hospital for treatment. They will also be advised to take a PCR test and report the result to Room151 asap. If the result is positive for COVID-19, the venue, room151 staff and all attendees will be informed by email asap.

If an attendee subsequently tests positive with a PCR test for COVID-19 within 48 hours of the event they must report it to Room151 (events@room151.co.uk). Room151 will then inform the venue, room151 staff and all attendees by email asap.

Signs and symptoms of COVID-19: fever, new continuous cough, loss of taste or smell, chills, muscle pain, shortness of breath, breathing difficulty, sore throat.

Room151 Communication

All attendees to be given access to the **Room151 Safety & Risk Management Policy & Procedures for In Person Events** via link and visible on Room151’s website.

Our message will be:

Please do not attend the event if you have any symptoms associated with COVID-19 in the last 48 hours prior to the event.

Your safety is our priority, so please ensure you have ONE of the following:

- *A negative lateral flow test taken within 48 hours of the event, demonstrated via your NHS COVID Pass on the NHS App or equivalent.*
- *Full vaccination (first and second dose), and with the second dose administered at least 14 days before the event, demonstrated via your NHS COVID pass on the NHS App or equivalent.*

Note: *Please take a look at our safety measures (link) for more information*

NOTIFICATION OF CORONAVIRUS SYMPTOMS FROM AN ATTENDEE

(Form to be completed and given to venue)

Name and organisation of attendee	
Date of this notification	
Date of attendance to London Stock Exchange	
Name of event attended at the London Stock Exchange	
Date of start of symptoms	
Description of symptoms	
Have you had/booked a Covid-19 tests? If yes, when did you receive the result and what was it?	
Any other information?	

End of Policy