

## TO ENSURE YOUR SAFETY, BWUH LTD WILL BE:



### 1. Minimise the risk of exposure to Coronavirus

- Undertaking a Covid Secure Risk Assessment for all BWUH Ltd events
- Advising all BWUH Ltd staff who have Covid-19 symptoms or are generally feeling unwell that they should not attend work
- Encouraging all staff working as part of the event(s) to test using lateral flow, by way of good screening practice and to help further reduce the risk of spread of Covid-19.
- Providing all BWUH Ltd staff with 'working safely' guidance
- Limiting footfall within BWUH Ltd venues
- Making face coverings mandatory in the majority of spaces



### 2. Minimise the risk of surface transmission of Coronavirus

- Ensure our cleaning regime focuses on all key areas, equipment and surfaces
- Ensure our cleaning products meet PHA guidance
- Ensure adequate supplies of warm water and soap in our washroom facilities
- Provide additional hand sanitizing facilities at key locations
- Make face coverings mandatory in the majority of spaces



### 3. Minimise the risk of airborne transmission of Coronavirus

- Implementing social distancing measures throughout our buildings to ensure appropriate separation between individuals as per Government Guidance and Regulations
- Displaying signage to indicate how you can maintain social distancing
- Making face coverings mandatory in the majority of spaces and as per Government Guidance and Regulations
- Displaying signage to indicate the maximum capacities of rooms
- Adjusting our mechanical ventilation systems and using our building windows to maximise the supply of fresh air where possible



### 4. Ensure social distancing on arrival

- Provide hand sanitizing facilities at entry points
- Provide facilities to queue, while maintaining social distance

## TO ENSURE YOUR SAFETY, YOU SHOULD:

- Not attend if you are displaying any of the symptoms of COVID-19 or are feeling generally unwell
- Consider having your team use lateral flow testing by way of good screening practice and to help further reduce the spread of Covid-19.
- If someone displays Covid-19 symptoms whilst they are in the venue, they should contact a member of staff to allow us to implement our isolation, track and trace and reporting procedures
- Follow the direction of BWUH Ltd staff

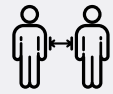
- Wash your hands with soap and water when you can - this is the most effective way of cleaning your hands
- Use the additional hand sanitizing facilities that have been provided
- Let a member of BWUH Ltd staff know if you notice that sanitary supplies are low
- Avoid touching anything you do not need to
- Wear a face covering as required following Government Guidance and Regulations

- Observe social distancing measures, and follow the directions on the signage that is displayed
- Not remove any signage or hazard tape
- Wear a face covering as required
- Maintain appropriate social distance from other people in the building
- Follow the direction of BWUH Ltd staff

- Follow the directions to allow socially distanced searches
- Show respect to the BWUH Ltd staff and recognise that their work keeps us all safe

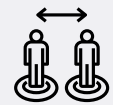
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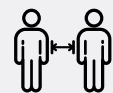
**5. Ensure social distancing within our venues**

- Indicating the maximum occupancy of rooms
- Providing signage to indicate which seats are available
- Limiting movement within the venue
- Designating entry and exit protocols
- Issuing protocols for specific spaces/meetings where necessary



**6. Ensure social distancing within other rooms**

- Indicating the maximum occupancy of rooms
- Providing signage to indicate which seats are available
- Removing seats where necessary
- We might need to use more than one room where the capacity of the room does not meet the needs of the event. Where this is the case, we will link the rooms using digital technology.



**7. Ensure social distancing within our communal areas**

- Display clear floor markings and directional signage around the building to tell you where you should wait, sit, allow others to pass
- Give clear directions around the building to limit the number of times you'll need to pass people. This might include a one-way system in corridors or asking you to enter lifts and toilets one at a time.
- Ensure compliance with the latest NI Executive and Public Health Agency guidance on the wearing of face coverings. We will display clear signage to inform you where face coverings must be worn

- Understand that the typical familiar seating layouts may have changed
- Follow the direction of BWUH Ltd staff and security staff when entering and leaving the venue
- Not remove any signage or hazard tape

- Understand that familiar practice and procedures may have to change to comply with social distancing
- Not remove any signage or hazard tape
- Follow the direction of BWUH Ltd staff
- Observe any one-way walking systems or queues

- Follow the instructions on the signage – it is there to keep you safe.
- Follow directions and signage to minimise the amount of people you will pass by. We know this might mean it takes longer to move around the building, so please be patient.