

**Charity Retail Conference 2021
8 – 10 September, East Midlands Conference Centre**

Section 1 - about the event		
<p>a. Organisers name and contact details:</p> <p>Jonathan Mail Head of Public Affairs Charity Retail Association jonathan@charityretail.org.uk</p>	<p>b. Event Name and brief description of the event</p> <p><u>Charity Retail Conference</u></p> <p>Flagship conference for the Charity Retail Association with a full programme of speakers and focus sessions, as well as an exhibition area with stands.</p> <p>There is also an awards dinner and ceremony, with a drinks reception taking place at a separate venue.</p> <p>Accommodation is also provided across several different sites.</p>	<p>c. Person reviewing this Risk Assessment:</p> <p>Jonathan Mail Head of Public Affairs</p>
<p>Venue:</p> <p>East Midlands Conference Centre Beeston Lane University of Nottingham Nottingham NG7 2RJ</p>		<p>d. Dates that this Risk Assessment was reviewed:</p> <p>31 August 2021 2 September 2021</p>

Section 2 - Covid-19 Risk assessment for the Conference		
Hazards that may cause harm	Who may be affected	Controls that are used to reduce risk
Person(s) attending conference who have Covid-19 and who are contagious may pass the disease on and infect others	All persons	<ul style="list-style-type: none"> ➤ All delegates, exhibitors and CRA staff must verbally confirm at registration that they have been double-vaccinated or have had a negative lateral flow test result in the 24 hours before arriving at conference ➤ Refunds are available to those unable to meet the above requirement ➤ All delegates, exhibitors and CRA staff are encouraged to take a lateral flow test before attending conference whether vaccinated or not ➤ Anyone displaying Covid-19 symptoms or required by law to self-isolate has been instructed not to attend with a refund of the conference fee available ➤ Anyone who starts feeling unwell with Covid-19 symptoms (high temperature; a new, continuous cough or a loss or change to your sense of smell or taste) whilst at conference must self-isolate straight away, inform conference organisers, follow NHS advice and must no longer attend conference activities ➤ Anyone who tests positive for Covid-19 during conference must not attend any conference activities and should immediately inform the conference organiser and contact the NHS for advice ➤ In the event of a positive Covid-19 test result or the onset of Covid-19 symptoms, then UK Government guidance on self-isolation must be followed in full.
Transmission of Covid-19 via surfaces	All persons	<ul style="list-style-type: none"> ➤ Regular cleaning of the venue will take place ➤ Hand sanitiser stations will be made available ➤ All attendees encouraged to make use of handwashing/ sanitiser station
Transmission of Covid-19 from items handed out	All persons	<ul style="list-style-type: none"> ➤ CRA to curtail volume of CRA items handed out to delegates ➤ CRA conference guide provided by a virtual app
Transmission of Covid-19 via respiratory droplets in the air	All persons	<ul style="list-style-type: none"> ➤ Reduced number of attendees compared to previous years ➤ Ventilation in all rooms increased by keeping windows and doors open as far as is possible ➤ Spacing between seats increased where possible ➤ Attendees advised to avoid any particularly crowded areas ➤ CRA staff will seek to clear any crowded bottlenecks within venue where possible. ➤ Use of face coverings, whilst not mandatory, will be promoted as an option to all attendees particularly in crowded and enclosed areas