

SAFETY GUIDELINES FOR OUR VISITORS

- We have completed a risk assessment to ensure we have introduced controls to operate safely.
- Every event is reviewed by the team & any additional measures will be discussed with organisers.

COVID-19 Risk Assessment

- All visitors will be requested to register and complete a temperature check.
- Visitors are asked to follow notices to meeting rooms & public areas and use the sanitiser points throughout the building

Arrival to ISH

Enhanced Cleaning Regimes

- We have enhanced our cleaning routines more frequently, paying attention to hand contact surfaces using substances that are highly effective against viruses.
- All our rooms are cleaned thoroughly and sanitised before arrival and entry restricted.

Room Layout adjustments

- We have reviewed our rooms to allow for physical distancing, if required.
- All rooms have openable windows or air conditioning.
- Sanitiser is provided and we have additional PPE if needed.
- We have reduced equipment that may be shared and encourage single-use paper.

- We have allowed for additional space for food & refreshments.
- We can provide 'touch free' menus with individual disposable packaging and individual water bottles if required.
- Please inform us about special dietary or allergies.

Food and drink

- Our teams have received additional training in enhanced cleaning and effective personal hygiene.
- They will be wearing PPE when appropriate & may not be a visible as usual, however, always available to be contacted via mobile.

Our Team

Health, Fire & Safety

- On hearing a further continuous alarm, please leave the building using the nearest fire exit, calmly using physical distancing.
- The meeting point is on Great Portland Street opposite the Albany Pub. Please stay with your organiser.

Your support is needed

- Do not attend an event if you have symptoms.
- Use sanitiser and enhance hand washing.
- Keep a physical distance from colleagues.
- Take materials home with you or discard them in the bins provided.
- Stay Safe and enjoy your meeting.