



Covid Compliance Plan



CUBO BRAND COMMUNICATIONS LIMITED

Holden House | 57 Rathbone Place | London | W1T 1JU

Reference: AL4795
Our Reference: n/a
Reviewed by: Will Parkinson
Prepared by: Hannah Nash
Version: 1.4



Revision Status

Date	Status	Author	Revision
21.08.2020	First draft	Hannah Nash	1.0
25.08.2020	Revisions	Hannah Nash	1.3
11.09.2020	Revisions	Hannah Nash	1.4

Document Control

The following table identifies persons who have reviewed and contributed to the contents of this document:

Name	Company	Date	Version
Hannah Nash	Number 8 Events Ltd	21.08.2020	1.0
Neil Churms	Number 8 Events Ltd	21.08.2020	1.0
Hannah Nash	Number 8 Events Ltd	21.08.2020	1.1
Neil Churms	Number 8 Events Ltd	21.08.2020	1.1
Hannah Nash	Number 8 Events Ltd	21.08.2020	1.2
Neil Churms	Number 8 Events Ltd	21.08.2020	1.2
Will Parkinson	Cubo Group	21.08.2020	1.2
Hannah Nash	Number 8 Events Ltd	25.08.2020	1.3
Hannah Nash	Number 8 Events Ltd	11.09.2020	1.4

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Introduction to the Purpose of the Document

If venues are not managed carefully there is the potential for serious public health consequences. There is ample evidence that persons gathering at places of work can amplify the spread of infectious diseases. The purpose of this document is to outline the approach by Cubo Group in the context of returning to the office space during the novel coronavirus (COVID-19) pandemic. Presently there are no other infectious diseases which are being proactively addressed.

In turn, this will assist to provide:

- **Information to employees** about how the work should be carried out (the precautions to be taken)
- **Information to stakeholders** so they can assess the potential risks (such as the venue or local authority)

Whilst every precaution has been taken in the preparation of the plan, the author assumes no responsibility whatsoever for errors or omissions resulting from the client's failure to share or disclose relevant information.

Information relating to the premises is as outlined in emails, meetings and discussions between **Number 8 Events Ltd and the client.**

This plan does not include any areas, activities or processes that the author was not made aware of or where information was not provided during the preparation of the plan or subsequent communications prior to or post issue of this document.

This plan has been compiled by Number 8 Events Ltd. As the named responsible person, **Kerry Simpson from Group CEO** is responsible for the safety arrangements for the event and for complying with the requirements set out in law.



Relevant Guidance

General provisions and work practices are covered by the Health and Safety at Work Act of 1974 (UK), whilst provisions relating to fire precautions are covered by The Regulatory Reform (Fire Safety) Order 2005.

In producing this event documentation, guidance has also been drawn from the following publications;

- **Health Protection (Coronavirus, Restrictions) (England) Regulations 2020**
- **<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>**
- **All Secure Standard, AEO, ESSA, AEV (2020)**
- **COVID-19 secure guidance for employers, employees and the selfemployed, (2020)**
- **BS9999:2017 Fire safety in the design, management and use of buildings. Code of practice**
- **The Construction (Design and Management) Regulations, (2015)**
- **The Management of Health and Safety at Work Regulations, Approved Code of Practice and Guidance, (1999)**
- **The Health and Safety at Work Act, (1974)**



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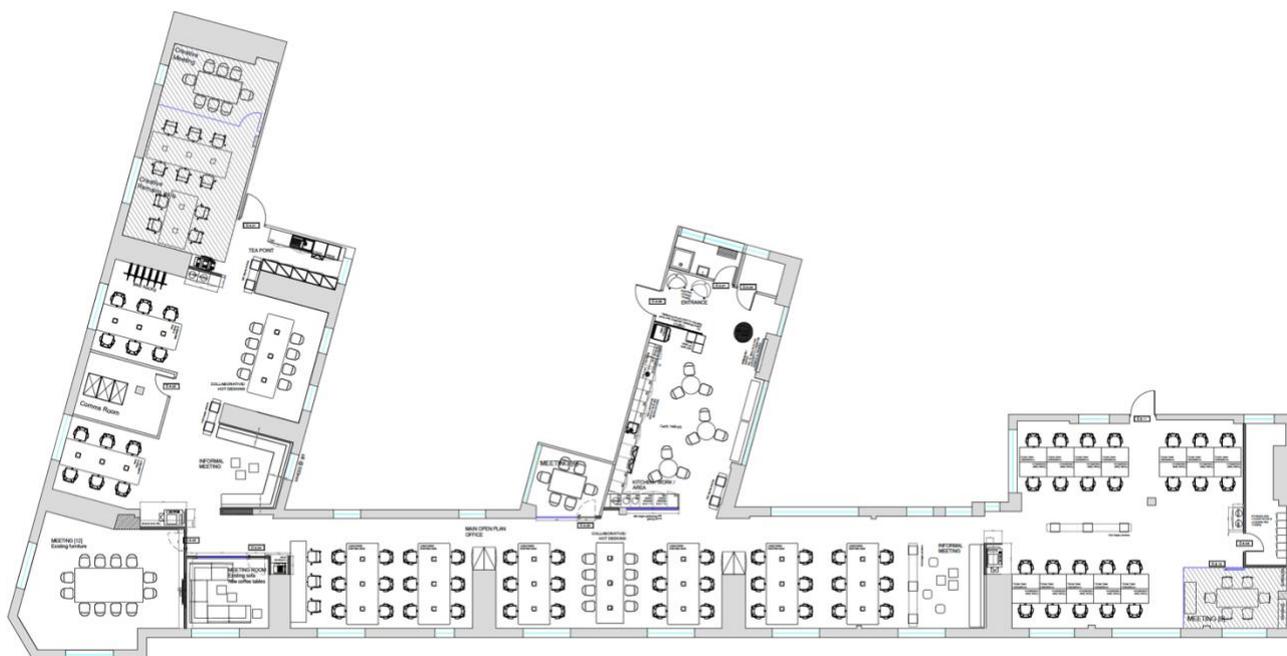
Number 8 Events Ltd

0203 743 7292



Overview of the Site

Venue Details	
Name of company:	Cubo Group
Name of premises & address:	Holden House 57 Rathbone Place London W1T 1JU
Numbers:	30 staff to work in the office per day Companies to follow rotation of days on site
Key person:	Will Parkinson, Kerry Simpson, Ian Mansell-Thomas, Kate Ross





Covid Policy

Cubo Group recognises its responsibilities under The Health and Safety at Work Act 1974 - as per its existing health and safety policy. It also recognises that it is required to adhere to the current prohibitions, requirements or restrictions as issued at the time by the Secretary of State under the Coronavirus Act 2020 and subsequent Health Protection (Coronavirus, Restrictions) (England) Regulations 2020.

Further guidance will be sought via the Covid Secure Guidelines as applicable at the time. In particular, the event will be operated in line with further specific guidance as provided by AEO/ESSA/AEV - so as to meet the All Secure Standard.

Cubo Group recognises that the government allowing workers to return to the office, does not necessarily mean they can do so safely.

In respect of the consideration and application of appropriate control measures to manage the potential impact of Covid-19 in the workplace, Cubo Group considers this to be a management responsibility ranking equally with other management functions within the business.

Accordingly, Cubo Group will:

- Nominate an individual (the Infection Mitigation Coordinator) to keep up to date with the latest restrictions, guidance and information as provided by the Secretary of State, Public Health England and other relevant authorities and agencies such as the World Health Organisation and National Health Service.
 - A situation report will be circulated among the management team periodically. This is vital to the risk assessment process, where an appreciation of specific information obtainable may be of value (transmission dynamics, future likely spread, clinical severity and potential for prevention)
- Carry out a Covid-19 risk assessment specific to the venue which considers the information regarding risks of how they may be mitigated.
- Identify control measures required to mitigate the risks identified, specifically to:
 - Detect infected persons where possible and prevent them from entering the premises
 - Determine suitable actions for responding to developing issues relating to Covid-19 - treatment of suspected case by first responders, isolation of persons etc
 - Reduce the spread of the virus through the practicing of social distancing and good personal, respiratory, equipment and premises hygiene standards
 - Disseminate relevant notices from the authorities if the circumstances change during the planning and operational phases
- Ensure staff are provided with training, instruction and supervision in respect of Covid-19 control measures. The findings of the risk assessment should be shared with employees
- Identify clear roles and responsibilities within the management team
- Ensure checklists are in place to act as a reminder to staff and to record what took place
- Ensure there are feedback systems to ascertain the efficacy of control measures
- Promote consultation between stakeholders and review the suitability and efficacy of control measures at senior management level, periodically
- Investigate accidents, incidents and adverse events and review the findings at senior management level



- Ensure there are arrangements for communication with staff.
- Ensure there is adequate first aid cover and that first responders are aware of the latest guidance

Kerry Simpson

19.08.2020

Cubo Group, CEO

N.B. This policy will be reviewed at least weekly or following a change in the restrictions by the Secretary of State, or findings resulting from feedback/investigations.



Roles, Responsibilities & Contacts

Organisation	Role	Name	Contact Number
Cubo Group	Co-Founder & Infection Mitigation Coordinator	Will Parkinson	
Cubo Group			
PHE North East and North Central London Health Protection Team	Nearest Public Health England office		020 3837 7084 (option 1)
NHS 111			111

The nearest accident and emergency departments are:

University College Hospital (0.6 miles)

235 Euston Road
London
NW1 2BU
Tel: 020 3456 7890

St Thomas' (1.4 miles)

Westminster Bridge Road
London
SW1 7EH
Tel: 020 7188 7188



Planning and Management

PLANNING

The senior management will effectively coordinate and plan work activities, establishing high standards of health and safety based on the findings of the risk assessment. Cubo Group's health and safety policy statement (available on request) outlines the objectives and commitment of the organisation and should be read in conjunction with the Covid Policy on pages 10 & 11 of this document

- A risk assessment has been carried out and a Covid Compliance Plan has been produced by a competent advisor based on the information provided by Cubo Group
- Clear roles and responsibilities are defined, ensuring those responsible for safety matters are competent or have access to competent advice

Project Phases:

Covid-19 will be considered during each phase of the project.

1. Planning Phase

This is the period of weeks before the work begins during which operational plans are developed, tested and revised.

2. Operational phase

This is the period during which work project begins (first day of build to last day of de-rig).

3. Feedback phase

This is the period after the project has finished, when staff and contractors return home and Cubo Group reviews the delivery and any follow-up actions

SAFETY MANAGEMENT

When health and safety performance is reviewed judgements are made about its adequacy and decisions will be made about how and when to rectify problems. Feedback obtained and subsequent reviews will focus on both successes and failures.

Monitoring:

- Checklists will be completed during each phase of the project – planning, operational and post-event. Checklists are intended to act as a reminder to the staff to implement the control measures which have been deemed necessary and create a record of what was in place at the time
- As new information is obtained, the project management team will meet (in person or virtually depending on the circumstances) with stakeholders regularly to provide updates and determine what action may be required
- Communications from stakeholders or enforcing authorities will be reviewed as a matter of urgency
- Changes to current regulations or guidance during the life cycle of the event will result in systems and processes being reviewed – with competent advice sought as required

Consultation with staff:



- Cubo Group acknowledges its duty to consult with staff on health and safety matters – as laid out in the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
- Cubo Group communicates with staff to find out their concerns and their insights - staff are often highly experienced and can have valuable input. This also fosters a sense of ownership.
- Management will be held accountable. I.e. performance will not be prioritised over safety if driven from the top down.

Accidents and Incidents:

The reason for investigating accidents is to positively affect the corporate memory and bring about positive changes so as to prevent them from reoccurring.

- All accidents and incidents to be reported to the event team
- Management will carry out a formal investigation to establish the immediate, underlying & root cause/s. The findings will be reviewed at senior/board level
- The conclusion of the investigation will be passed on to the project team so appropriate action can be taken
- The Health and Safety Executive (HSE) will be informed of any reportable incidents (as defined under RIDDOR)
- Competent advice will be sought as and when required
- Bulletins and memos will be issued following incidents and near misses – allowing others to learn from past mistakes, or benefit from new/improved systems and processes

COMMUNICATION - STAFF

Effective communication is essential to achieve good health and safety standards.

- Staff are briefed in advance of their shift at which point short term risks/considerations can be addressed
- Written information is provided to staff ahead of each shift
- Contact details are held by all times by all parties
- Two-way communication is encouraged at all times whether via email, phone or while on-site using two-way radios or face-to-face

CONTRACTORS

Contractors completing any works will be required to follow the current range of government restrictions and confirm that they will adhere to the specific control measures as outlined in this plan. As a minimum this will include:

- Practicing social distancing and good personal and respiratory hygiene
- Reassignment of roles for persons in, or living with persons in protected groups as defined under clinically vulnerable and extremely clinically vulnerable (e.g. age, underlying health conditions, pregnancy etc).
- Self-assessment checks relating to symptoms pre-travel to the site



N.B. Contractors, exhibitors and artists will be required to assess the risks to their own staff relating specifically to Covid-19 and provide details within their documentation which will be requested for review by Cubo Group.

Cubo Group will communicate with contractors, exhibitors and artists as follows:

- Scope of works or specification and contract
- Briefings/meetings as required pre, during and post project - virtual where possible
- Post project feedback



Protect & Detect

STAFF HEALTH SELF-ASSESSMENT

- All staff and contractors will be required to carry out a health self-assessment according to the following criteria which will be provided via circulation of a briefing document

Can I go to work? (Self-assessment)			
1	I am self-isolating according to government advice?	NO. Next Question ↓	YES = DO NOT GO TO WORK
2	I have a high temperature/fever (+ 37.8 °C)?	NO. Next Question ↓	YES = DO NOT GO TO WORK
3	I have a new, continuous cough and/or find it difficult to breathe?	NO. Next Question ↓	YES = DO NOT GO TO WORK
4	I have a loss of sense of taste or smell?	NO. I CAN GO TO WORK	YES = DO NOT GO TO WORK

- This will be provided to all staff and they will be asked to carry out the self-assessment before they leave home to travel to work.
- On arrival at the pe, staff will be asked to carry out the health self-assessment again and complete a declaration to confirm they are free of symptoms at the start of their shift.
- Staff will also be provided advice relating to safe travel to/from the site as detailed on subsequent pages

CLINICALLY OR EXTREMELY CLINICALLY VULNERABLE STAFF

- The need to self-isolate or shield ended on 1st Aug (Eng)
 - Shielding may be reintroduced where there are local lockdowns or the wider situation changes
- While there will no longer be a need to shield:
 - Where possible those in protected groups will be reassigned to the safest possible roles. Cubo Group will take time to explain the rationale for this based on the increased health risks. Those who are in protected groups should limit social interaction where possible and be especially vigilant in terms of practicing good hygiene
 - Cubo Group will enquire as to whether any staff are in protected groups or live with others in protected groups. Where this is the case Cubo Group will discuss any personal circumstances with each staff member to ensure the work environment is safe or risks are otherwise reduced



STAFF TRAVEL

- **Before traveling**
 - As required, staff will be updated with the latest advice
 - Based on the latest information, Cubo Group will assess the benefits and risks related to upcoming travel plans. If there is any doubt travel will be postponed
 - It will be recommended for all staff to travel with anti-bacterial hand rub and facemasks and use throughout the duration of their journey on public transport.
- **While traveling, Cubo Group will:**
 - Encourage staff to use personal transport or walk opposed to using public transport
 - Schedule shift times to avoid peak travel times – where possible
 - Encourage staff to wash their hands regularly and stay at least two metres away from people who are coughing or sneezing
 - Ensure staff have access to PPE and have been instructed how to use it properly
 - Ensure staff know what to do and who to contact if they feel ill while traveling
 - Ensure that staff are briefed to comply with instructions from local authorities where they are traveling. If, for example, they are told by local authorities not to go somewhere they should comply with the instruction
- **Following travel:**
 - Cubo Group will advise staff that if they develop a new continuous cough and/or high temperature they should stay at home, self-isolate and try to book a test. This means avoiding close contact with other people. The government's test, track and trace system may get in touch in which case the staff member should comply with instructions and requests.

STAFF SOCIAL DISTANCING AND HYGIENE

At start of working day

- All staff will carry out a health self-assessment and sign a declaration at the staff entry point.
- All staff will be required to wash their hands on arrival using alcohol hand rub at venue entry points
- Staff welfare facilities will be provided on-site
 - Occupancy levels within the staff areas will be monitored so that social distancing can be practiced
 - Personal items will be placed inside each staff member's own bag
 - Hands should be washed again before starting work
- PPE will be provided if requested

During working day

- Hands should be washed frequently with warm water and soap, for at least 20 seconds or alcohol hand rub where handwash facilities are not easily accessible
 - Including before and after handling food/drink, crockery, cutlery and glassware
 - After blowing nose, sneezing or coughing



- Staff will be advised not to touch their face without washing their hands before and afterwards
- Staff will be instructed to wear facemasks if they are within 2m of any other individuals. This includes working in close proximity under 2m or if they are passing by others in the office.
 - Staff will be instructed to work side-by-side or back-to-back where possible. Not face-to-face.
- In a genuine emergency (evacuations etc) social distancing will become a secondary consideration until at the assembly point or via dispersal
- Break times will be staggered to reduce pressure on break rooms or places to eat and ensure social distancing can be practiced
 - Safe outside areas may also be used for breaks
- Staff in customer facing roles (bar, registration etc) will work behind protective screens
- See 'Response Plan' for actions following occupation of the venue by a suspected infected person

At end of working day

- Staff should provide any comments/feedback to the manager
- Staff should wash their hands and ensure they have a face covering for use on the journey home

N.B. Each contractor will be provided a separate area from which to base themselves to reduce the mixing of teams

FIRST AID

- First aiders will be briefed on the latest guidance for first responders:
<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>
- At least one first aider will be on-site with access to a fully stocked first aid kit



Social Distancing

WORKING DAYS

- In order to facilitate social distancing among staff and contractors, companies will separate to use the full space one day per week. The maximum number of people will be limited to 30 on-site at any one time.
- 2m social distancing will be briefed to staff and enforced by the management team and project managers.
- 1m social distancing may take place where 2m is not possible. Where this is the case:
 - The work task should involve as few people as possible
 - The work task should be planned to take the minimum amount of time
 - The staff should work side-to-side or back-to-back, not face-to-face wherever possible
 - N.B. Face coverings to be worn
- Desk spaces to be reduced from 6 people total, to 2 people situated at far ends of the table. On the following day the opposite side is to be used, in alternation, as to utilise each desk space available. Office management to place clear 'Do Not Use' signs on specific workspaces that should not be used on that day based on the alternate days to avoid confusion.
- There are two access doors located on the site, the door nearest the individuals work station should be the one used by them for ingress and egress throughout the day, to avoid cross over or queues forming.

STAFF WORKING GROUPS

- As far as possible staff will work in fixed teams so that if the disease does spread it is only among the same group of people.
- Cubo Group will keep records of shift patters for 21 days so that the information can be passed on to the authorities as required

SOCIAL DISTANCING CONTINGENCY PLAN

- Maximum occupancy levels will be defined for each work space. As these are reached access to each area will be stopped until the crowd density eases to an acceptable level. If required a one-in/one-out system will be implemented
- A factor in determining that 2m is possible is the ability of management to manage social distancing itself. Even after arriving at a manageable and safe socially distanced capacity, it may still be necessary to reduce that figure further owing to a number of other factors, including:
 - The capacity of circulation routes which may struggle to function owing to slower flow rates, congestion and small queues for confined areas

RESTROOMS



- The venue has ample sanitary facilities for the number of people attending the premises at any one time
- Alcohol hand rub is available on entry and exit to each restrooms
- Signage will be displayed in restrooms reminding people to wash their hand for 20 seconds
- It is assumed that building management will be responsible for regular cleaning of restrooms, ideally every 30 minutes and this will be recorded and displayed on a visible cleaning schedule.
- The on-site shower requires cleaning after every use. Toiletries and towels must not be shared and removed after use.

KITCHEN AND DINING AREAS

- Capacities are to be reduced to minimise risk. Capacities should be set to allow free movement of individuals to have 2m of social distancing space at all times, including when sat down at tables consuming food or drinking.
- Food preparation areas and communal dining tables must be wiped down after every use using spray cleaner and paper towels.
- Individuals to bring their own cups and cutlery for use on site. Communal plates may be used only if washed in hot soapy water before and after use.



Hygiene

PREMISES HYGIENE

- Cleaners will be contracted to deep clean the venue as follows
 - A deep clean includes disinfection of high touch points such as light switches/door handles, work stations, equipment, toilets and kitchens.
 - Cleaners will be provided with PPE as required for their normal activities, along with a supply of face coverings
- Further cleaning will take place throughout all periods on-site and be recorded on a visible cleaning schedule for each area. All areas should be cleaned at least hourly and include:
 - Desk space and monitor screens in addition to individuals laptops
 - High touch points in each space/room
 - Toilets (door handles/locks, loos flush handles, taps etc)
 - Office spaces
 - Corridors and vestibules (handrails etc)
- Specific waste bins will be provided for face masks and tissues, recycling, and general waste
- Lockers and desks should be kept clear of personal items

PERSONAL & RESPIRATORY HYGIENE

- The need for all persons to practice good levels of personal and respiratory hygiene will be effectively communicated through on-site briefings for staff and contractors
- Face coverings are recommended for individuals when in close proximity (less than 2m) whilst indoors. This includes working and passing by individuals in closed off spaces. Masks are optional if more than 2m social distancing space can be adhered to freely. Certain exemptions as set out in the government's guidance - <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- Alcohol hand rub and disposable tissues will be provided from various stations throughout the space. These will be checked that they are tidy and well stocked
- Bins will be located throughout the event space and these will be emptied regularly ensuring there is always space for future generated waste.
 - Specific bins will be provided for face coverings and tissues
 - Bins will be cleaned each time they are emptied
- Signage will be displayed prominently/conspicuously throughout all areas reminding people to socially distance, wash their hands, limit social interaction and sharing of equipment, wear face coverings and 'catch it, kill it bin it'.
- Management will monitor people's behaviour and verbally remind people of the guidelines where it is apparent that standards may be slipping



EQUIPMENT HYGIENE

Objects which are shared may become contaminated with Covid and contribute to the spread of the disease. This is commonly referred to as fomite transmission.

- Registration will be contactless and there will be no badges or lanyards supplied to individuals
- The space must be cleaned thoroughly at the end of each day. Due to sharing equipment, each station must be wiped using spray cleaner and disposable paper towels before and after use

VENTILATION

- All windows will be kept open during working hours
- Doors leading to a fire escape will be opened to allow air to flow through the premises



Breaks

Food and drink to be consumed in designated areas. Only a limited number of tables with 2 chairs each will be provided in a dining area.

Within food and beverage areas the guidelines applicable to restaurants, pubs, bars and takeaways will be applied. The key control measures or variations from those applicable are summarised below.

PERSONAL AND RESPIRATORY HYGIENE

- All areas will be well ventilated at all times – open doors and windows where possible
- Individuals handling food should wash their hands frequently with warm water and soap, for at least 20 seconds
 - Including before and after handling food/drink, crockery, cutlery and glassware
 - After blowing nose, sneezing or coughing
 - Staff will be advised not to touch their face without washing their hands before and afterwards
- Signage will be displayed prominently throughout all areas
- Handwashing posters will be displayed at wash basins along with access to warm running water, soap and disposable hand towels



HYGIENE (SHARED EQUIPMENT AND HIGH TOUCH POINTS)

- During the day, staff will be advised to carry out regular cleaning and disinfection using disposable towels and BS EN 1276 or 13697 sanitisers, adhering to the contact times. This should include:
 - High contact touch points or food/drink preparation areas
 - All tables and chairs between occupants
 - Other high through-put or touch areas



HANDLING & CLEANING OF FURNITURE

- Furniture will be cleaned down with spray cleaners, such as a BS EN 1276 or 13697 sanitiser, between each use
 - Where possible furniture finishes will be smooth to allow effective cleaning (opposed to unfinished porous surfaces)

SOCIAL DISTANCING & PPE (STAFF)

- Workstations and dining tables will be spaced 2m apart wherever possible
- Face coverings are recommended for individuals when in close proximity (less than 2m) whilst indoors, this includes working and passing by individuals in closed off spaces. Masks are optional if more than 2m social distancing space can be adhered to freely. Certain exemptions as set out in the government's guidance - <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
 - Staff will be instructed not to eat or take breaks face-to-face. Social distance must be kept especially when consuming food or drinks.
- Floor markings are recommended to be provided to signal distances of 2m throughout the office space.

DELIVERIES

- Signage should be displayed at delivery points for drivers to read
- Social distancing must be practiced during deliveries
- Deliveries should be contactless – no signatures etc
- Staff will wash hands after handling (unpacking etc) other packaged ingredients at the time of use
- Perishable items should be washed with clean water and left to dry

WASTE

- Waste should be frequently removed to waste collection points on-site
- Waste collections are scheduled so there is always room for future generated waste
- Any waste which is suspected to have come into contact with a Covid-19 infected person should be double bagged and stored for for 72 hrs. During this time it should be marked as “DO NOT TOUCH” and prior to collection 72hrs later the waste contractor should be informed.

CROCKERY/CUTLERY AND CONDIMENTS

- Crockery, cutlery and napkins will be single use/disposable
- Condiments (salt/sugar/sauces) will be single use sachets

FOOD/DRINK SERVICE PROCESS

- Hands must be washed prior to handling any food/drink, crockery, cutlery and glassware



- Drinking vessels to be handled at the lower 1/3 of the glass
- Gloves may be worn but are not a substitute for frequent and thorough handwashing
- Only pre-packed food/drink in closed containers will be served



Response Plan

EMERGENCY EVACUATIONS

- During an emergency evacuation social distancing will become a secondary consideration
 - Social distancing will resume as soon as possible, for example on arrival at assembly points where feasible, or via dispersal

UNWELL INDIVIDUALS (INCLUDING ISOLATION ON-SITE)

- If someone becomes unwell, they should be directed to the isolation space. If the person must pass near others, they should stay 2 metres away at all times
- The on-site medical persons will be notified
 - If emergency treatment is required 999 will be dialled otherwise the person will be advised to travel home safely – i.e. while socially distancing to prevent the spread of the disease
 - The medical team should be aware of the latest guidance for first responders:
<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>
 - At all times, unless receiving emergency treatment, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they do not have any tissues available, they should cough and sneeze into the crook of their elbow.
- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available. The person dealing with the issue should notify the cleaning team afterwards them so effective cleaning and disinfection can take place
- A Covid Report Form will be completed to record as much detail as possible to be passed onto contact tracers and ascertain who may have been in contact with the individual
 - If it is understood that other have been in close contact they will be asked to return to their home and self-isolate according to the guidelines
 - Further action might be required in consultation with NHS Test and Trace and other local/public health authorities. Depending on the circumstances and the length of time that has elapsed, this could include arranging for people to be tested, asking them to take extra care with social distancing and/or – in some circumstances – asking them to self-isolate. NHS Test and Trace will provide the necessary public health support and guidance.
 - The closest PHE department is:
PHE North West London Health Protection Team,
61 Colindale Avenue,
London,
NW9 5EQ



Phone: 020 3326 1658

Fax: 020 3326 1654

- If persons go on to receive a negative test result, they may return to the event having provided proof

N.B. Where others are required to assist the unwell person, communication should take place at a distance of at least 2m, or through closed doors/windows.

CLEANING OF SPACES FOLLOWING SUSPECTED OR CONFIRMED CASES OF COVID-19

- Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:
 - all surfaces and objects which are visibly contaminated with body fluids
 - all potentially contaminated high-contact areas such as toilets, door handles, telephones
- Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.
- If a person becomes ill in a shared space, these should be cleaned using disposable cloths and a disinfectant, according to current recommended workplace legislation and practice.

WASTE DISPOSAL, INCLUDING TISSUES

- Specific waste bins will be provided for face masks and tissues
- Any waste which is suspected to have come into contact with a Covid-19 infected person should be double bagged and stored for for 72 hrs. During this time it should be marked as “DO NOT TOUCH” and prior to collection 72hrs later the waste contractor should be informed.



Appendix A: Risk Assessment



Appendix B: Signage (all areas)



Risk Assessment

Project name:	COVID Secure		
Client:	Cubo Brand Communications Ltd		
Dates:	21 st August 2020	Locations:	Holden House 57 Rathbone Place London W1T 1JU
Your Reference:	n/a	Our Reference:	AL4795
Reviewed by:	Will Parkinson	Prepared by:	Hannah Nash

Date:	Status:	Author:	Version:
11.09.2020	Revision	Hannah Nash	1.4

Information

Number 8 Events Ltd (hereafter referred to as Number 8) has been instructed by Cubo Group to produce a Covid-19 risk assessment to cover the undertakings and activities in respect of office management.

Details of set up and activity specifics are contained within the Covid Compliance Plan at the front of this document.

Disclaimer

Whilst every precaution has been taken in the preparation of the risk assessment, the author assumes no responsibility whatsoever for errors or omissions resulting from the event organiser's failure to share or disclose relevant information.

Information relating to the event is as outlined in emails and discussions between Number 8 and the client.

This risk assessment does not include any areas, activities or processes that the author was not made aware of or where information was not provided during the preparation of the risk assessment or subsequent communications prior to or post issue of this document.

Risk Assessments

Although certain regulations place an obligation on the employer to assess risks associated with specific hazards (e.g. hazardous substances, display screen equipment, manual handling), the Management of Health and Safety at Work Regulations 1999 (MHSWR) place a responsibility on the employer to determine all risks to which his employees are subject and to adequately control those risks. The Approved Code of Practice (ACoP) to the MHSWR gives practical advice on the risk assessment process. In brief, it states that a risk assessment should:

- Ensure that all relevant risks are addressed.
- Address what actually happens in the workplace or during the work activity.
- Ensure that all groups of employees and others (including visitors to the site) who might be affected are considered.
- Identify groups of workers who might be particularly at risk, for example young or inexperienced workers, those who work alone, and any disabled staff.
- Take account of existing preventive or precautionary measures.

The findings of the risk assessment must be communicated to those who will work, or otherwise come into contact with the hazards and risks identified therein.

The control measures, indicated within this assessment, are considered to be reasonably practicable measures, to control the identified risks based on the authors experience of events of this or other similar types of events and, where appropriate, following on from any necessary research and/or consultation with other industry experts as required.

It is incumbent upon the client or their nominated person responsible for the management of safety for the event activation to ensure that the control measures are implemented and managed throughout all phases of the event.

During the event a process of continuous assessment and reassessment will be undertaken by the event organiser to ensure appropriate, dynamic, risk controls are put in place to reflect those changes which may affect the existing risk controls identified within this assessment and/or those additional developing hazards not covered within this assessment.

A review of the assessment will be made, should further information be received which suggests that the documented control measures are found to be unsuitable, insufficient, ineffective, where there is a significant change in working practices or an incident occurs.

AREA OF ASSESSMENT: SAFETY MANAGEMENT & COMMUNICATION

Hazard(s)	Persons at risk	Control measures	Responsible
Budgetary constraints	n/a	<p>The budget for the project has been agreed prior to commencement</p> <p>Budgets are reviewed periodically</p> <p>The client has ring fenced additional budget for contingency plans – any unexpected costs will be discussed as a matter of urgency where the safety and welfare of staff or others is in question</p>	<p>Cubo Group(CG)</p> <p>CG</p> <p>CG</p>
Inadequate insurance cover	n/a	Adequate insurance is held by the stakeholders	All
Lack of communication among stakeholders	n/a	<p>The management team will meet (in person or virtually depending on the circumstances) with stakeholders regularly to provide updates and determine what action may be required</p> <p>Communication between stakeholders is typically at least weekly though informal discussions are likely to take place more frequently</p> <p>Stakeholders will be made aware of safety critical issues as required. I.e. developing situations such as localised Covid lockdowns or changes to the regulations/guidance</p>	<p>CG</p> <p>All</p> <p>CG</p>
Lack of safety monitoring and reporting/investigation of accidents/incidents	Staff (taken to refer to staff & contractors) Public	<p>Checklists will be completed during each phase of the operation.</p> <p>Communication from stakeholders or enforcing authorities will be reviewed as a matter of urgency</p> <p>Changes to current regulations or guidance during the life cycle of the operation will result in systems and processes being reviewed – with competent advice sought as required</p> <p>All accidents and incidents to be reported to the management</p> <p>The project team will carry out a formal investigation to establish the immediate, underlying & root cause. The findings will be reviewed at senior/board level</p> <p>The findings of the investigation will be passed on to the site manager so appropriate action can be taken.</p> <p>The Health and Safety Executive (HSE) will be informed of any reportable incidents (as defined under RIDDOR) Competent advice will be sought as and when required. A discussion will be held between the management and the venue to determine who will report the accident</p>	<p>CG</p> <p>CG</p> <p>CG</p> <p>CG</p> <p>CG</p> <p>CG</p> <p>CG</p> <p>CG</p>

Hazard(s)	Persons at risk	Control measures	Responsible
		<p>Bulletins and memos will be issued following incidents and near misses to positively affect the corporate memory – allowing others to learn from past mistakes, or benefit from new/improved systems and processes</p> <p>Following the review of information obtained the project management team will update the client regularly</p> <p>Communications from the management or enforcing authorities will be reviewed as a matter of urgency</p> <p>Changes to current regulations or guidance during the project will result in systems and processes being reviewed – with competent advice sought as required</p>	<p>CG</p> <p>CG</p> <p>CG</p>
Lack of information provided to staff and communication with staff and contractors	Staff Public	<p>Staff are briefed in advance of their shift at which point short term risks/considerations can be addressed</p> <p>Written information is provided to staff ahead of each shift</p> <p>Contact details are held by all times by all parties</p> <p>Two-way communication is encouraged at all times whether via email, phone or while on-site using two-way radios or face-to-face</p>	<p>CG</p> <p>CG</p> <p>CG</p> <p>CG</p>
Lack of information provided to and communication with public	Staff Public	<p>Information will be provided via an email reminder before return to work</p> <p>Information is reviewed at least weekly following updated information being circulated by the Infection Mitigation Coordinator</p> <p>Signage (see appendix) will be displayed prominently/conspicuously throughout all areas reminding people to socially distance, wash their hands, limit social interaction and sharing of equipment, wear face coverings and ‘catch it, kill it bin it’</p> <p>Announcements will be made verbally on-site by staff</p>	<p>CG</p> <p>CG</p> <p>CG</p> <p>CG</p>
Lack of consultation with, and feedback from staff	Staff	<p>Staff and contractors are consulted on health and safety matters so that risks can be more effectively managed – this takes place during the training whereby management endeavours to find out their concerns and insights</p> <p>Contact details are held by all times by all parties</p> <p>Bulletins and memos will be issued following incidents and near misses to positively affect the corporate memory – allowing others to learn from past mistakes, or benefit from new/improved systems and processes</p>	<p>CG</p> <p>CG</p> <p>CG</p>
Lack of competence	Staff Public	<p>Contractors will be required to follow the current range of government restrictions and confirm that they will adhere to the specific control measures as outlined in the Covid Compliance Plan</p>	<p>CG</p>

Hazard(s)	Persons at risk	Control measures	Responsible
among contractors		Contractors to practice social distancing and good personal and respiratory hygiene Persons in protected groups to the safest workspace on site Contractors to brief staff to carry out the health self-assessment prior to travel to the site	All Contractors
Lack of competence among staff, or failure to implement the control measures	Staff Public	Staff will be competent to carry out the work assigned to them – competence being a mixture of skills, experience and knowledge Staff will receive information, instruction, training and supervision such that they can support the implementation of the control measures laid out in this document All staff & contractors will be provided a site induction which will provide details of key site safety rules Briefings specific to the work activity will be carried out, as required.	CG CG CG CG
During or after the event closes it is discovered that a confirmed COVID-19 case attended the site	Staff Public	If someone becomes unwell, they should be directed to the isolation space. If the person must pass near others, they should stay 2 metres away at all times The on-site medical person will be notified If emergency treatment is required 999 will be dialled otherwise the person will be advised to travel home safely – i.e. while socially distancing to prevent the spread of the disease The medically trained staff should be aware of the latest guidance for first responders At all times, unless receiving emergency treatment, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they do not have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available. The person dealing with the issue should notify the cleaning team afterwards so effective cleaning and disinfection can take place A Covid Report Form will be completed to record as much detail as possible to be passed onto contact tracers and ascertain who may have been in contact with the individual	CG Trained staff CG Trained staff Individual /CG Individual /CG CG

Hazard(s)	Persons at risk	Control measures	Responsible
		<p>If it is understood that other have been in close contact they will be asked to return to their home and self-isolate according to the guidelines</p> <p>Further action might be required in consultation with NHS Test and Trace and other local/public health authorities – see Covid Compliance Plan</p> <p>Personal contact info will be collected in advance or upon entry at the site</p> <p>Personal contact info will be held on file for 21 days</p> <p>If persons go on to receive a negative test result, they may return to the event having provided proof</p> <p>N.B. Also see 'Hygiene' where decontamination of spaces is covered</p>	<p>CG</p> <p>CG</p> <p>CG</p> <p>CG</p> <p>Individual /CG</p>
Sudden changes in regulations/guidance - for example as a result of local lockdown	Staff Public	<p>The client has ring fenced additional budget for contingency plans – any unexpected costs will be discussed as a matter of urgency where the safety and welfare of staff or others is in question</p> <p>The management team will meet (in person or virtually depending on the circumstances) with stakeholders regularly to provide updates and determine what action may be required</p> <p>Communication between stakeholders is typically at least weekly though informal discussions are likely to take place more frequently</p> <p>Stakeholders will be made aware of safety critical issues as required. I.e. developing situations such as localised Covid lockdowns or changes to the regulations/guidance</p> <p>Where the safety and welfare of persons cannot be guaranteed the event team will convene to discuss how the event can be safely stopped – ensuring effective closure of the event and communication with stakeholders and public</p>	<p>CG</p> <p>CG</p> <p>CG</p> <p>CG</p> <p>CG</p>

AREA OF ASSESSMENT: PROTECTION & DETECTION

Hazard(s)	Persons at risk	Control measures	Responsible
Emergency evacuation	Staff Public	During an emergency evacuation social distancing will become a secondary consideration	n/a
		Social distancing will resume as soon as possible, for example on arrival at assembly points where feasible, or via dispersal	CG
Infected persons (staff & contractors) or those in protected groups attending the site	Staff Public	The need to self-isolate or shield ended on 1st Aug (Eng)	n/a
		Shielding may be reintroduced where there are local lockdowns or the wider situation changes	CG
		Where possible those in protected groups will be reassigned to the safest possible roles. Cubo Group will take time to explain the rationale for this based on the increased health risks. Those who are in protected groups should limit social interaction where possible and be especially vigilant in terms of practicing good hygiene	CG
		Cubo Group will enquire as to whether any staff are in protected groups or live with others in protected groups. Where this is the case Cubo Group will discuss any personal circumstances with each staff member to ensure the work environment is safe or risks are otherwise reduced	CG
		Contractors are responsible for ensuring the safety of their own staff	Contractors
Staff/contractors becoming infected while travelling to/from the site	Staff	As required, staff will be updated with the latest advice	CG
		Based on the latest information, Cubo Group will assess the benefits and risks related to upcoming travel plans. If there is any doubt travel will be postponed	CG
		It will be compulsory for all staff to travel with anti-bacterial hand rub and facemasks and use whilst on public transport	CG
		Encourage staff to use personal transport or walk opposed to using public transport	CG
		Schedule shift times to avoid peak travel times – where possible	CG
		Encourage staff to wash their hands regularly and stay at least two metres away from people who are coughing or sneezing	CG
		Ensure staff have access to PPE and have been instructed how to use it properly	CG
		Ensure staff know what to do and who to contact if they feel ill while traveling	CG

Hazard(s)	Persons at risk	Control measures	Responsible
		<p>Ensure that staff are briefed to comply with instructions from local authorities where they are traveling. If, for example, they are told by local authorities not to go somewhere they should comply with the instruction</p> <p>Cubo Group will advise staff that if they develop a new continuous cough and/or high temperature they should stay at home, self-isolate and try to book a test. This means avoiding close contact with other people. The government's test, track and trace system may get in touch in which case the staff member should comply with instructions and requests.</p>	<p>CG</p> <p>CG</p>
Lack of first aid cover	<p>Staff</p> <p>Public</p>	<p>First aiders will be briefed on the latest guidance for first responders</p> <p>At least one first aider will be on-site during build and de-rig with access to a fully stocked first aid kit</p> <p>Enhanced first aid cover will be in place during the live event – see Covid Compliance Plan</p>	<p>Trained staff</p> <p>CG</p> <p>CG</p>

AREA OF ASSESSMENT: SOCIAL DISTANCING & CROWD MANAGEMENT

Hazard(s)	Persons at risk	Control measures	Responsible
Unavoidable, short duration work by two or more staff within 2m of one another	Staff	The work task should involve as few people as possible	CG
		The work task should be planned to take the minimum amount of time	CG
		The staff should work side-to-side or back-to-back, not face-to-face wherever possible	CG
		N.B. Face coverings will be worn if in close proximity, working or passing by (less than 2m social distance). Where more than 2m is achievable, face masks can be removed temporarily	CG
Lack of rest, welfare and work space for staff/contractors	Staff	Sufficient office space provided to allow social distancing	CG
		Each contractor will be provided a separate area to base themselves from thus reducing the likelihood of contractor teams mixing	CG
Overcrowding in work spaces		The workplace layout has been designed such that social distancing can be maintained by the proposed number of occupants at 2m social distancing rules apply to all persons on-site except in an emergency.	CG
		Staff numbers have been reduced to a maximum of 30 and work spaces have been reduced to ensure social distancing.	CG
		Maximum occupancy levels will be defined for each event space. As these are reached access to each area will be stopped until the crowd density eases to an acceptable level. If required a one-in/one-out system will be implemented	CG
		Management to supply clear 'Do Not Use' signage for workstations that are not to be used, based on the alternate day system described for desk space usage.	CG

Hazard(s)	Persons at risk	Control measures	Responsible
Overcrowding (lack of social distancing) in communal areas and entry/exit points	Staff	Communal areas to have a reduced capacity and staggered arrival and breaktimes	CG
		Staff encouraged to stagger leaving times to ensure that there is enough space	CG
		Staff required to use the door closest to their workstation to arrive through, use throughout the day and to exit from.	CG
Overcrowding (lack of social distancing) in restrooms	Staff	The venue has ample sanitary facilities for the number of people attending the event at any one time	CG
		Alcohol hand rub is available on entry and exit to each loo	CG
		Security will monitor capacity of loos	CG
		Signage will be displayed in loos reminding people to wash their hand for 20 seconds	CG
		Loos will be cleaned every 30 minutes and this will be recorded and displayed on a visible cleaning schedule	CG
Overcrowding (lack of social distancing) in kitchen and dining areas	Staff Public	See 'Kitchen and Dining'	

AREA OF ASSESSMENT: HYGIENE

Hazard(s)	Persons at risk	Control measures	Responsible
Poor standards of hygiene at the venue during handover from venue to the event organiser	Staff Public	Deep cleaning to take place prior to opening each day and prior to commencement of de-rig	Cleaners
		A deep clean includes disinfection of high touch points such as light switches/door handles, and work stations following completion of installations - with a product meeting BS EN 1276 or 13697	Cleaners
		Cleaners will be provided with PPE as required for their normal activities, along with a supply of face coverings	CG/Cleaners
Poor standards of hygiene at the premises	Staff Public	Deep cleaning to take place prior to opening every morning	Venue
Poor standards of cleaning during the working day including all areas (rooms, stands, loos, showers, dining areas, stairwells, vestibules etc)	Staff Public	<p>Cleaning will take place throughout all periods on-site and be recorded on a visible cleaning schedule for each area. All areas should be cleaned at least hourly and include:</p> <ul style="list-style-type: none"> • High touch points in each space/room • Toilets (door handles/locks, loos flush handles, taps etc) • Office spaces • Corridors and vestibules (handrails etc) <p>Showers to be cleaned with spray cleaner such as BS EN 1276 or 13697 before and after use, personal toiletries and towels not to be shared among staff and must be removed after every use.</p>	Cleaners
			CG

Hazard(s)	Persons at risk	Control measures	Responsible
Contamination of areas following occupation by a suspected infected person	Staff Public	Once symptomatic, all surfaces that the person has come into contact with must be cleaned including all surfaces and objects which are visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets, door handles, telephones	Cleaners
		Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected using BS EN 1276 or 13697 sanitisers	Cleaners
		If a person becomes ill in a shared space, these should be cleaned using disposable cloths and a disinfectant, according to current recommended workplace legislation and practice	Cleaners
Waste disposal	Staff Public Public (away from the event)	Specific waste bins will be provided for face masks and tissues	CG
		Bins will be cleaned each time they are emptied	Cleaners
		Any waste which is suspected to have come into contact with a Covid-19 infected person should be double bagged and stored for 72 hrs. During this time it should be marked as "DO NOT TOUCH" and prior to collection 72hrs later the waste contractor should be informed.	Cleaners
Poor standards of personal and respiratory hygiene among staff leading to aerosol/droplet transmission	Staff Public	Before opening management team will check all hand wash basins for hot and cold running water	CG
		According to the on-site briefings for staff and contractors the need for all persons to practice good levels of personal and respiratory hygiene will be effectively communicated	CG
		Face coverings are recommended for all people where close proximity is unavoidable, either working or passing by. Where more than 2m is achievable, face masks can be removed temporarily except for certain exemptions	CG
		Alcohol hand rub and disposable tissues will be provided free of charge from various stations throughout the event spaces. Cleaners will check that these are tidy and well stocked	CG
		Bins will be located throughout the work space and these will be emptied regularly ensuring there is always space for future generated waste.	CG
		Signage will be displayed prominently/conspicuously throughout all areas reminding people to socially distance, wash their hands, limit social interaction and sharing of equipment, wear face coverings and 'catch it, kill it bin it'.	CG
		Staff positioned in each area of the event will monitor people's behaviour and verbally remind people of the guidelines where it is apparent that standards may be slipping	CG

Hazard(s)	Persons at risk	Control measures	Responsible
		<p>During cleaning of loos, cleaners will replenish hand soaps and disposable towels</p> <p>Aerosol or droplet transmission will be mitigated at locations where staff are likely to come into contact with numerous people throughout their shift, through the use of protective screens. For example at welcome/payment desks, food service and art wrapping counters</p>	<p>Cleaners</p> <p>CG</p>
Poor standards of equipment cleanliness/hygiene leading to fomite transmission	Staff Public	<p>Registration will be contactless and there will be no badges or lanyards supplied to individuals</p> <p>Staff and contractors will be briefed to avoid handling shared items or equipment</p> <p>Where essential items should be disinfected on receipt and thorough handwashing should take place immediately afterwards.</p>	<p>CG</p> <p>CG</p> <p>CG</p>
Lack of ventilation leading to increased likelihood of aerosol/droplet transmission	Staff Public	<p>Windows will be opened to provide a fresh air supply</p> <p>Doors will be kept open to aid in air flow and fresh air supply</p>	<p>CG</p> <p>CG</p>

AREA OF ASSESSMENT: KITCHEN AND DINING

N.B. Control measures set out in the rest of the risk assessment apply, unless variations are specified below

Hazard(s)	Persons at risk	Control measures	Responsible
Poor standards of personal and respiratory hygiene among staff leading to aerosol/droplet transmission	Staff	<p>All areas will be well ventilated at all times – open doors and windows where possible</p> <p>Food handlers should wash their hands frequently with warm water and soap, for at least 20 seconds before and after handling food/drink, crockery, cutlery and glassware and after blowing nose, sneezing or coughing</p> <p>Staff will be advised not to touch their face without washing their hands before and afterwards</p> <p>Signage will be displayed prominently throughout all areas</p> <p>Handwashing posters will be displayed at wash basins along with access to warm running water, soap and disposable hand towels</p>	<p>CG</p> <p>CG</p> <p>CG</p>
Poor standards of equipment cleanliness/hygiene leading to fomite transmission	Staff Public	<p>Before and after use staff will be advised to carry out regular cleaning and disinfection using disposable towels and BS EN 1276 or 13697 sanitisers, adhering to the contact times. This should include high contact touch points or food/drink preparation areas, all tables and chairs between occupants</p>	CG
Contaminated furniture following handling by staff	Staff	<p>Furniture will be cleaned down with BS EN 1276 or 13697 sanitisers (adhering to contact times) between each booking</p> <p>Where possible furniture finishes will be smooth to allow effective cleaning (opposed to unfinished porous surfaces)</p>	<p>Cleaners</p> <p>CG</p>

Hazard(s)	Persons at risk	Control measures	Responsible
Lack of social distancing due to the work activity, available space and proximity to public placing orders	Staff Public	<p>Workstations will be spaced 2m apart wherever possible</p> <p>Staff may work within 1m of one another where 2m is not possible, albeit with risk mitigation in place</p> <p>Staff will be instructed to wear facemasks at all times whilst in close proximity (under 2m). Where more than 2m is achievable, face masks can be removed temporarily</p> <p>Staff will be instructed to work side-by-side or back-to-back where possible. Not face-to-face</p> <p>Floor markings are recommended to be provided to signal distances of 2m throughout the office</p>	<p>CG /staff</p> <p>CG</p> <p>CG</p> <p>CG /staff</p> <p>CG /staff</p> <p>CG /staff</p>
Waste disposal	Staff Public	<p>Waste should be frequently removed to waste collection points on-site</p> <p>Waste collections are scheduled so there is always room for future generated waste</p> <p>Any waste which is suspected to have come into contact with a Covid-19 infected person should be double bagged and stored for for 72 hrs. During this time it should be marked as "DO NOT TOUCH" and prior to collection 72hrs later the waste contractor should be informed.</p>	<p>CG</p> <p>CG</p> <p>CG /cleaners</p>
Contamination of crockery, cutlery and condiments	Staff Public	<p>Glassware, mugs and cutlery will be individual personal items brought from home</p> <p>Condiments (salt/sugar/sauces) will be single use sachets or individually brought from home not to be shared</p> <p>Communal crockery such as plates to be washed before and after use using hot soapy water and dried using disposable paper towels</p>	<p>Staff</p> <p>Staff</p>

Hazard(s)	Persons at risk	Control measures	Responsible
Contamination of food/drink	Staff Public	Hands must be washed prior to handling any food/drink, crockery, cutlery and glassware	CG
		Drinking vessels to be handled at the lower 1/3	CG
		Gloves may be worn but are not a substitute for frequent and thorough handwashing	CG
		Only pre-packed food/drink in closed containers will be served	CG
Fomite transmission during transactions	Staff Public	Only contactless payment will be accepted	CG

NUM8ER EVENTS

Number 8 Events Ltd

0203 743 7292

The Hayshed

Sparrows Lane

Matching Green

CM17 0RP

number8events.com



Appendix C: Signage (handwashing)

Coronavirus (COVID-19)

STAY 2 METRES APART AT ALL TIMES

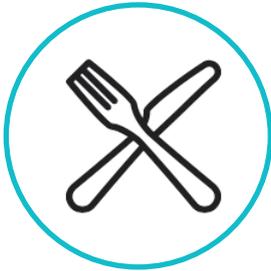


WASH YOUR HANDS

Regularly for 20 seconds with soap & warm water or alcohol gel;



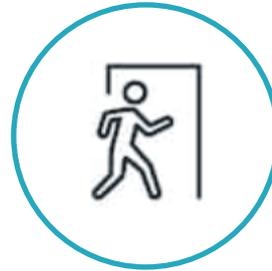
On arrival



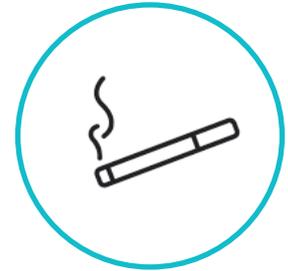
Before & after eating



After using the toilet



Before leaving



Before smoking

IF YOU NEED TO COUGH/SNEEZE



CATCH IT



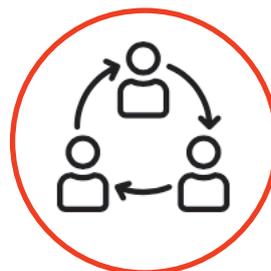
BIN IT



KILL IT



Try not to touch your eyes, nose and mouth with unwashed hands



Do not share items unless unavoidable and without disinfecting them

If you feel unwell, have a temperature, new or continuous cough or a loss of sense of taste or smell; please notify us and follow our instructions.



Appendix D: Staff Briefing

Coronavirus (COVID-19)

Handwashing techniques

Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin immediately and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell

Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean

Handwashing technique with soap and water



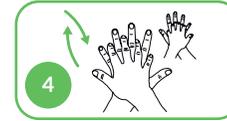
Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.

Alcohol handrub hand hygiene technique

(containing at least 60% alcohol) for visibly clean hands



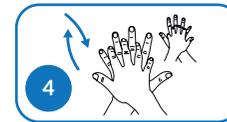
Apply a small amount of the product (about 3ml) into a cupped hand;



Apply enough to cover all hand surfaces;



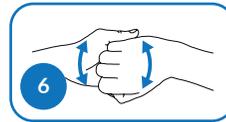
Rub hands palm to palm;



Rub back of each hand with the palm of the other hand with fingers interlaced;



Rub palm to palm with fingers interlaced;



Rub backs of fingers to opposing palms with fingers interlaced;



Rub each thumb clasped in opposite hand using rotational movement;



Rub tips of fingers in opposite palm in a circular motion;



When dry, your hands are now safe.

Government advice:

www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public

NHS advice:

www.nhs.uk/conditions/coronavirus-covid-19



Appendix F: Plans and Visuals



Covid-19 Report Form

PLEASE COMPLETE IN AS MUCH DETAIL AS POSSIBLE

Details of the person who had the accident/incident:
Name:
Address:
Contact details:
Position:
Date:
Premises Location:

Details of the person filling in the report (if not the person who had the accident)
Name:
Address:
Position:

Details:	
Where is the symptomatic person now?	
Have they been advised to self-isolate for at least 7 days? Anyone else in their household must self-isolate for 14 days from when they first started having symptoms.	
Have they been advised to request a test via at www.nhs.uk/coronavirus or by dialling 119?	
Have they been advised to pass on the premises manager's contact details so the contact details of others can be shared with NHS Test & Trace?	
Have test results been received – if so have they tested positive or negative?	
Have staff shift records been checked and made available to the NHS Test and Trace service?	
If positive, have other persons working <u>close contact</u> with the individual been advised to self-isolate for 14 days (even if they do not develop symptoms)	
If positive, have other persons in working groups been advised to request a test if they develop symptoms?	



Has a deep clean been undertaken at the premises?	
Has waste generated by the individual been held for 72 hours, or until a negative test result is returned?	
If positive has waste been double bagged and held for 72 hours before being disposed of?	
Has someone been appointed to check-in via telephone (daily) with employees who are self-isolating?	
Has Statutory Sick Pay been arranged for eligible employees?	

N.B. If any person develops symptoms, they should alert others with whom they have had close contact with over the last 48 hours. They should tell them that they might have coronavirus but are waiting for a test result.

At this stage (until the test result is known), those people do not need to self-isolate, but they should take extra care in practising social distancing and good hygiene, like washing their hands regularly. They should also watch out for their own symptoms.

SIGNED

PRINT NAME

DATE



Appendix H: Checklist (Pre-Opening)



Appendix I: Checklist (Planning Phase)



RE-OPENING CHECKLIST

Overview	
Business Name:	
Address:	
Date:	
Print name:	
Sign:	

Item:	Yes	No
Has the local authority been notified of the plans to reopen and any new business activities?		
Have neighbours been consulted to ensure there are no negative impacts of each other's new activities?		
Has the waste collection supplier confirmed it has the capacity to operate according to the new schedule?		
Have all food preparation areas and equipment been cleaned and disinfected using BS EN 1276 or BS EN 13697 sanitisers (adhering to contact times). This includes work surfaces, equipment, utensils, fridges, freezers, cookers, ovens, hot cupboards etc		
Have suitable and sufficient stocks of cleaning materials, solutions, hand soaps and alcohol hand rub been procured, and resupply confirmed, as required?		
Have cleaning solutions made-up prior to lockdown been safely disposed of? (Efficacy reduces over time).		
Have staff been given refresher training on cleaning procedures and making up cleaning solutions? (Dilution rates etc)		
Has frequency and intensity of cleaning and disinfection been increased paying attention to shared equipment and high through-put and touch areas?		
Have additional hand washing stations and signage been provided such that they are easily accessible from all workstations?		
Has hot and cold water been checked at all sinks and hand wash basins?		
Has hot and cold water been run at each sink or handwash basin for a few minutes to flush through? (Staff should wear facemasks and stand back for a few minutes as there is a risk of legionella)		
Have all beverage machines and feed-lines been cleaned according to the manufacturer's guidelines?		
Have all drains and grease traps been checked for obstructions?		
Has flooring been cleaned and disinfected?		
Have all front of house areas been cleaned and disinfected?		
Has a pest control contractor been contacted and instructed to check the premises reset the pest-control schedule?		
Have you checked for the following and reported findings to the pest control contractors? <ul style="list-style-type: none"> • Signs of damage or smearing to walls and doors • Gnawed or stained packaging • Footprints in dust • Animal droppings or urine smell • Insect bodies, larvae, cocoons and egg/pupal casings 		



<ul style="list-style-type: none"> Feathers 		
Have fridges and freezers been checked to ensure they are working properly (holding temperature) and within their current thorough inspection/maintenance period?		
Has ice been removed from ice machines and equipment cleaned in line with the manufacturer's guidelines?		
Have dishwashers and glasswashers been operated on empty on a hot cycle before first use? Where available self-clean programmes may be used in line with the manufacturer's guidelines. Staff should wear facemasks and stand back for a few minutes as there is a risk of legionella.		
Is the fire risk assessment and logbook up to date?		
Are all electrical systems, installations and appliances within their current thorough inspection period?		
Has the allergen management system, allergen matrices and menu been updated to account for changes of suppliers and any new raw ingredients or products?		
Does furniture which is likely to be handled/contacted by staff have a smooth finish. (I.e. non-porous to enable easy and effective disinfection)		
Have first aiders been provided with a copy of the latest advice for first responders? https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov		
Is the first aid kit fully stocked?		
Has an isolation space been identified?		
Comments		

Action required:	Responsible	Date/Time Completed



Appendix J: Checklist (Operational Phase)



Checklists

The following checklists have been compiled to cover returning to a shared work space and are based on the legal requirements (at the time of publication) and additional control measures deemed necessary to achieve a reduction in risk so far as is reasonably practicable.



PLANNING PHASE

Overview	
Event/Project	Inkling Culture Agency
Venue:	Holden House, 57 Rathbone Place, London, W1T 1JU
Print name:	Will Parkinson

Planning Phase	Yes	No
Has an Infection Mitigation Coordinator been appointed and will they monitor announcements made by local health authorities, the media and government?		
Have the management team and any stakeholders been briefed on the contents of the infectious diseases plan?		
Have the management team communicated with staff to find out their concerns and insights in work regarding potential issues regarding the infectious diseases plan?		
Has virtual participation been considered and ruled out?		
Are you making use of virtual participation and live streaming wherever possible?		
Have all persons with underlying health conditions and pregnant women been advised not to attend the work space? This applies to staff, contractors, attendees, or any other person planning to visit the site/venue.		
Are there arrangements in place to communicate with all persons before, during and after? Also consider those with disabilities (blind, deaf etc)		
Have contact details been shared and held among staff and management?		
Have or will staff be provided with a briefing and guidance relating to travel to/from and work at the site? This should include advice covering travel as well as a site induction on arrival which among other health and safety considerations covers COVID-19.		
Has or is advice scheduled to be sent out to all persons detailing the current guidance regarding personal and respiratory hygiene, social distancing, PPE and any specific exclusions (age, underlying health conditions etc)?		
Have the staff been briefed on the accident and incident procedures and the positive meaning behind the reason for reporting explained?		
Have the details of the allocated shift dates collected and stored securely on file for 21 days.		
Are handwashing facilities accessible easily from all work spaces and is there a supply of anti-bacterial handwash, warm water and disposable towels?		
Has signage been prepared and will it be supplied in sufficient quantity such that it can be displayed prominently in all spaces?		
Have you arranged a plentiful supply of hand sanitiser, tissues and waste bins throughout all work spaces?		
Have you arranged for hand sanitiser to be located and for it to be compulsory for all persons to use at venue entry points?		
Have you arranged a plentiful supply of PPE to be held on-site? PPE should be distributed with instructions.		
Have you arranged for someone to instruct staff how to properly wear PPE and carry out spot checks on-site?		
Have cleaners been briefed to: <ol style="list-style-type: none"> Increase the frequency of cleaning Include the disinfection of contact points throughout the venue - handles, taps etc Include the disinfection of shared equipment and work spaces Carry out checks on staff to ensure that have not exhibited symptoms for a minimum of seven days leading up to coming to work 		



5. Ensure good access to sanitary facilities (with anti-bacterial hand soap, warm water and hand dryers or disposable towels)		
6. Ensure waste bins area readily available for use throughout the venue - and are emptied on a regular basis N.B. cleaning should take place first, disinfection second		
Have you planned the working day such that you can guarantee that the maximum occupancy imposed by the current restrictions will not be exceeded? 1. 1m ² with risk mitigation 2. 2m ² social distancing		
Have all staff been informed to complete a self-assessment before arriving on site?		
Have all staff been informed of the staff travel recommendations and requirements, such as mask wear and social distancing preferably not to travel at peak times		
Have you scheduled arrival times to avoid rush hour traffic?		
Have you scheduled the arrival period such that not all participants are required to arrive in a short window of time? Where possible try to spread the arrival of persons over the maximum time period to reduce the arrival rate and subsequent crowd densities.		
Have you scheduled departure times to allow the gradual egress of persons from the site?		
Have staff been scheduled to work in small fixed teams on specific days? Records must be kept for 21 days.		
Have you arranged to mark flooring to aid with social distancing (i.e. 2m spacing defined using tape) throughout the venue, especially where it is foreseeable that queues may form?		
Have you checked that occupancy will not exceed 1 person per 8m ² so the 1m rule can generally be maintained? Consider such as corridors, loos etc		
Have you designed the space to limit pinch points or bottlenecks?		
Have you designed the space to maximise the use of stairs (opposed to lifts)? Where lifts must be used have you established measures to ensure they're not overcrowded?		
Have you drawn a plan showing? <ul style="list-style-type: none"> • Crowd densities p/space • Queue areas and capacities • Loos • Sanitiser locations • Signage locations 		
Where possible are any processes (such as sharing work files) contactless? I.e. no passing of equipment or materials between persons, use of scanners where possible.		
Have you reduced the number of staff on site or changed the venue/layout to reduce overcrowding (including pinch points such as entry/exit, loos, corridors etc)?		
Are all persons aware that close contact, where necessary, should be limited to 15 mins max with PPE (masks and gloves worn)?		
Have you booked first aid cover?		
Are first aiders aware of the process for dealing with suspected COVID-19 infected persons? https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov		
Have you arranged a medical treatment area on-site?		



Have you arranged isolation room/s on-site. These should be closed rooms, ideally with good ventilation (open windows) and access to separate sanitary facilities?		
Comments		

Action required:	Responsible	Date/Time Completed





Appendix K: Checklist (Feedback Phase)



DAILY CHECKLIST (COMPLETE EACH DAY ON-SITE)

Overview	
Event/Project	Inkling Culture Agency
Venue:	Holden House, 57 Rathbone Place, London, W1T1JU
Print name:	Will Parkinson
Date:	

Daily Checks	Yes	No	n/a
Are there checks in place to exclude non-approved staff/contractors/visitors from entering the site?			
Are means of communication with all persons operational (tested) – text groups, email etc?			
Have all staff signed off their health self-assessment before setting off for work			
Is the site briefing/induction process in place and being used?			
Are staff practicing appropriate personal and respiratory hygiene?			
Are handwashing facilities accessible easily from all work spaces			
Is the bathrooms well stocked with anti-bacterial handwash, warm water and disposable towels?			
Have the desks been marked as 'Do Not Use' for that day?			
Set a capacity limit for the use of lifts to the 5 th floor, encourage staff to use the stairs where possible			
Has the supply of hand sanitiser been checked and restocked?			
Is sanitiser located at venue entry points and are staff aware that all persons must use it?			
Is there a well-stocked supply of paper towels in the kitchen and bathrooms?			
Are bins readily available? Are the bins well maintained (emptied and cleaned) regularly?			
Is there a plentiful supply of PPE face masks and do staff have access to it?			
Are cleaners evidently: 1. Increasing the frequency of cleaning – every 30 minutes? 2. Disinfecting contact points throughout the venue - handles, taps, tables and chairs etc? 3. Carrying out checks on staff to ensure that have not exhibited symptoms for a minimum of seven days leading up to the work day? 4. Ensuring good access to sanitary facilities (with anti-bacterial hand soap, warm water and hand dryers or disposable towels)? 5. Ensuring waste bins area readily available for use throughout the venue - and are emptied on a regular basis?			
Is all shared equipment regularly disinfected after each use?			
Has yesterday's checklist been passed on to senior management			
Comments			



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Action required:	Responsible	Date/Time Completed



Appendix L: Covid Secure Notice



FEEDBACK PHASE

Overview	
Event/Project	Inkling Culture Agency
Venue:	Holden House, 57 Rathbone Place, London, W1T 1JU
Print name:	Will Parkinson
Date:	

Feedback Phase	Yes	No	n/a
Have all checklists been reviewed daily?			
Have contact details collated for all persons on the premises been properly stored for future use as and when required for 21 days?			
Have all staff and contractors been consulted by line managers in respect of what worked well and what did not?			
Have staff/contractors' feedback been gathered for review?			
Has senior management reviewed the findings of the team and any investigations?			
Have suggestions/improvements been specified for the future			

Comments

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Action required:	Responsible	Date/Time Completed



Appendix M: Health Self-Assessment Declaration

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

NUM8ER EVENTS

Number 8 Events Ltd

0203 743 7292

The Hayshed

Sparrows Lane

Matching Green

CM17 0RP

number8events.com





Staff Declaration – COVID 19

The government has introduced measures to prevent the spread of Coronavirus and protect people in the UK, and these measures must be followed at all times.

You can travel for work purposes but only when you cannot work from home, providing you or any of your household are not showing 'symptoms'.

Anyone who develops 'symptoms' during travel to, from or at work must return home and self-isolate whilst practicing social distancing.

When travelling to and from work or when at work, social distancing must be maintained where possible.

Main identified 'symptoms' are:

- High temperature
- New continuous cough
- Loss or change of sense of taste or smell

Part A: Please read the below

Due to the COVID-19 Pandemic all staff are to adhere to the following requirements to ensure that the risks of contracting and spreading the virus are reduced to their lowest possible level during while on site.

- Follow specific site guidance and signage
- Sanitise your hands regularly with an alcohol hand rub
- Travel with a face covering and hand sanitiser
- Where possible, avoid peak travel times
- Wear a face covering at all times on-site
- All staff to practice social distancing of 2m during build/de-rig
- All staff to practice social distancing of 1m during the live event
- Routinely wash your hands for 20 seconds, using soap and warm water

Part B: Declaration

5.

I confirm that I understand the additional restrictions / requirements outlined above and will adhere to them.

I have no symptoms of Covid-19 and I have not been in close contact with any individual with such symptoms within the last 14 days.

Should symptoms present at any time, I will notify my supervisor, return home/stay at home, book a test and self-isolate according to government guidelines.

Part 3: Declaration

Name:

Signature:

Date:

Contact Number:

Address: