

WILD WOOD EVENTS LTD: Working Safely with COVID 19

PROJECT: Spaced Out Weekend and Sunset Socials, Horseheath Racecourse

ASSESSOR: Vicky Fenton, My Little Festival

SITE ADDRESS: Horseheath Racecourse, Linton, Cambridge, CB21 4QP

ASSESSMENT DATE: 07.08.20

IS THIS AN ACCEPTABLE RISK? Yes

Covid-19

Covid-19 is a virus that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment looks at the different ways in which the risk of spreading the disease can be reduced. This document reflects the actions taken by Spaced Out across all working practice.

Responsibility to Staff

- Workplace safety, especially for those workers likely to come into contact with a large number of customers.
- The expected interactions between customers during the event (so closeness of contact) and on the basis of those considerations, ensuring sufficient controls are established to ensure social distancing is maintained (for example clear communication to staff and audience, demarcation of spaces, sufficient staffing etc.)
- We know many people are also keen to return to or contribute to volunteering. Organisations have a duty of care to volunteers to ensure as far as reasonably practicable they are not exposed to risks to their health and safety. This guidance around working safely during COVID-19 should ensure that volunteers are afforded the same level of protection to their health and safety as employees and the self-employed.

Social distancing at work

Objective: To maintain social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling.

- You must maintain social distancing in the workplace wherever possible.
- Further increasing the frequency of hand washing and surface cleaning.
- Ensuring good ventilation in any indoor work premises (e.g. opening windows where possible).
- Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms and similar settings. These are often the most challenging areas to maintain social distancing
- Providing handwashing facilities (or hand sanitiser where not possible) at entry and exit points, toilets and production offices..

Managing customers, visitors and contractors

Objective: To ensure social distancing is possible by limiting the number of people able to access the venue.

Steps that will usually be needed:

- Clearly marking out socially distanced 'bubbles' for customers to sit during each event.
- The number of people that can reasonably follow social distancing within the venue, considering total space, as well as likely constraints (for example, toilets and washrooms) and 'pinch points'.
- Which activities can be undertaken and which spaces can be used with specific measures to ensure social distancing and maintain cleanliness.
- Limiting the number of people in the venue, overall and in any particular congestion areas.
- Managing occupancy levels and changeover by reducing audience sizes and amending timetabling.

- Regulating use of high traffic areas including toilets and walkways to maintain social distancing.
- Introducing more one-way flow through spaces.
- Providing signage and using screens to remind customers to follow to social distancing wherever possible.
- Using signage to direct customers to food and drink collections points and toilets.
- Security and Steward teams to direct customers to relevant areas and to verbally remind them of social distancing
- Using direction flow, such as barriers or designated staff to direct customers
- Considering the expected interactions among participants occurring during the event (e.g. closeness of contact) and ensuring sufficient controls are put in place to ensure social distancing is maintained (e.g. clear communication to staff and audience, demarcation of spaces, sufficient marshals etc.).
- Communicating clearly to customers that they should be observing social distancing, including signage/screens to remind customers to follow to social distancing wherever possible.
- Ensuring sufficient staff are available to support customers and ensure social distancing is being observed.
- Being mindful of programming content which is likely to encourage audience behaviours increasing transmission risk (such as crowding, clustering or physical contact outside of households or support bubbles).
- Considering scheduling adjustments (for example, allowing extra time for arrivals and departures) and adequate site entry and exit points, taking into account the site layout, to avoid queuing and pinch points.
- Taking into account the differing nature of the audience at the event site and in particular whether it is likely to include people who are more clinically vulnerable to COVID-19 than others. Where this is the case, this should be reflected in the steps taken in response, not least around communication.

Serving food and drink

Objective: To ensure that customers are able to purchase food and drink safely.

Steps that will usually be needed:

- Preventing customer self-service of food, cutlery and condiments to minimise transmission.
- Reducing the number of surfaces touched by both staff and customers.
- Encouraging contactless payments and adjusting location of card readers to maintain social distancing wherever possible.
- Creating a physical barrier between front of house workers and customers at points of service where possible.
- Adjusting service approaches to minimise staff contact with customers. For example, using zones from which customers can collect packaged food items.
- Adjusting processes to prevent customers from congregating at points of service.

Providing and explaining available guidance

Objective: To minimise contact resulting from a visit.

Steps that will usually be needed:

- Ensuring sufficient staff are available to provide advice or assistance to customers whilst maintaining social distance.
- Providing clear guidance on social distancing and hygiene to people on arrival, for example, through signage and visual aids.
- Providing written or spoken communication of the latest guidelines to both workers and customers inside and outside the event.
- Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.

- Reviewing external messaging to visitors and customers to make sure it does not provide information that may present a security risk, such as the location of queues or the number of people permitted in a queue.

Cleaning

Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart. To keep the event clean and prevent transmission by touching contaminated areas.

Steps that will usually be needed:

- For indoor premises, checking whether you need to service or adjust ventilation systems where applicable, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.
- Frequent cleaning of work areas, common or shared areas and equipment between use, using your usual cleaning products.
- Frequent cleaning of objects and surfaces that are touched regularly, including ticket ATMs, cash registers, staff handheld devices etc, and making sure there are adequate disposal arrangements for cleaning products.
- Clearing workspaces and removing waste and belongings from the work area at the end of a shift.
- Using signs and posters to build awareness of good handwashing technique, the need to increase hand washing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- Providing regular reminders and signage to maintain hygiene standards.
- Providing hand sanitiser in multiple locations in addition to washrooms.
- Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible, recognising that the primary responsibility here lies with the individual customer.
- Enhancing cleaning for busy areas.
- Providing more waste facilities and more frequent rubbish collection.
- Encouraging customers to take their litter home with them.

Hand Washing

- Hand washing facilities with soap and water in place
- Stringent hand washing taking place for at least 20 seconds each time
- Drying of hands with disposable paper towels where possible
- Gel sanitisers in any area where washing facilities not readily available
- Crew are reminded on a regular basis to wash their hands
- Gloves may be used where appropriate if handwashing facilities are not available but must be changed regularly

Personal Protective Equipment and face coverings

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification.

Spaced Out will encourage their staff to use a face covering and informing workers:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.

- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

Workforce management

Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.

Steps that will usually be needed:

- As far as possible, where workers are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.
- Identifying areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones.

Inbound and outbound goods

Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations.

Steps that will usually be needed:

- Revising pick-up and drop-off collection points, procedures, signage and markings.
- Minimising unnecessary contact at security and similar. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
- Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.
- Where possible and safe, having single workers load or unload vehicles.
- Where possible, using the same pairs of people for loads where more than one is needed.
- Enabling drivers to access welfare facilities when required, consistent with other guidance.
- Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice.

Rigorous checks will be carried out by supervisors/managers to ensure that the necessary procedures are being followed