

EVENT
CONCEPT



Veevers
Carter

Event Concept Ltd

Risk Assessment for returning to work
within the offices and warehouses
during the Covid-19 pandemic

Event Concept Ltd,
Unit B2-B4,
Galleywall Trading Estate,
Galleywall Road,
London. SE16 3PB,

Version 2.0
Updated 13th July 2020

Contents

Document Tracking	Page 2
What is Covid-19	Page 3
Government Guidance	Page 4
Business Statement	Page 6
Galleywall Road Floor Plans	Page 7
Signage Guidance	Page 8
Discover of symptoms at work	Page 10
Support of staff	Page 10
Risk Assessment	
Task Identification	Page 11
Risk Rating	Page 11
Assessments	Pages 12 – 15
Disclaimer	Page 16

Document Tracking

Version	Description of change	Author	Approved by	Date
0.1	Document Created	Adam Wright		26/05/2020
1.0	Various updates	Adam Wright	Jo Higgs, COO	29/05/2020
2.0	Alert Level Lowered + Updates	Adam Wright	Jo Higgs, COO	13/07/2020

What is Covid-19

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments. WHO will continue to provide updated information as soon as clinical findings become available.

*Source World Health Organisation



Government Guidance

This document is to outline the process within which Event Concept Limited can safely bring staff back to work. This is based on the latest Government advice and should be reviewed on a regular basis as it will be updated to reflect the latest in government advice – which can be found here <https://www.gov.uk/coronavirus>

The Government has set an alert level system, at present the country is at Level 3. As the threat changes this alert level will be updated on both an overall status and potentially at a geographical level depending on individual outbreaks. Currently a number of areas are being reviewed with locations having additional measures added where localised outbreaks are detected.

Level	Description
5	As level 4 and there is a material risk of healthcare services being overwhelmed
4	A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially
3	A COVID-19 epidemic is in general circulation
2	COVID-19 is present in the UK, but the number of cases and transmission is low
1	COVID-19 is not known to be present in the UK

 **STAY ALERT › CONTROL THE VIRUS › SAVE LIVES**

The advice remains to limit travel and work from home where possible, limit contact with other people and maintain social distancing (2m where possible, 1m+ a form of mitigation where not).

We can help control the virus if we all STAY ALERT 

-  Stay at home as much as possible
-  Keep your distance if you go out (2m where possible)
-  Work from home if you can
-  Wash your hands regularly
-  Limit contact with other people
-  Do not leave home if you or anyone in your household has symptoms

STAY ALERT › CONTROL THE VIRUS › SAVE LIVES

Further guidance for travelling to and from work can be found here - <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Everyone has the responsibility to reduce the chances of spreading the virus:

What should I do to prevent catching and spreading the virus?



The following posters reflect the latest guidance and messaging from the Government and are positioned at key points throughout the business. This is re-enforced with the use of the digital signage displays in all areas:



Business Statement

Event Concept Limited has always put the safety of its staff at the forefront of the decisions that it makes. At the outbreak of this pandemic, the company provided personal hand sanitizer to all staff and encouraged the use of this, along with regular hand-washing through government messaging via our digital signage in our offices and warehouses. Since 17th March 2020 the office has been closed to all staff. Moving forwards staff will be encouraged to work from home wherever possible, only returning to the offices and warehouses if it is impossible to complete their work from home.

A full review has taken place of the working areas, working patterns and changes that can be made. This will be an ongoing process, with regular reviews and adapted in line with the current advice and alert levels.

We have identified the following processes and systems that could be updated:

- General Access and Egress
 - o Single entrance and exit points for the building
 - o Additional signage at entrances explaining the processes that have been introduced
 - o PPE and hand sanitizer available from access points onwards
 - o Toilets with multiple cubicles restricted to one person only
- Offices
 - o One-way systems introduced where possible
 - o Additional signage
 - o Desks spaced out and individual workspaces identified
 - o Screens introduced where practical
 - o No hot desking
- Warehouse spaces
 - o Markings on floors two metres around workstations/desks
 - o Sanitising stations on plinths, can be moved around – hand sanitiser, disinfectant spray, paper towels
 - o Distanced delivery drops when shutters open
 - o Increase ventilation where/when possible by opening shutters/doors
 - o One-way system introduced throughout the warehouse and indicated via floor markings
 - o Designate “L” shaped working area on benches, so two benches next to each other can have people working on opposing sides to maintain distance.
 - o Avoid sharing tools
 - o Signage increased – “observe social distancing, wash your hands, sanitise your workspace, do not share tools”
 - o Mezzanine areas restricted to teams that need to access and maximum 2 people at once
- Communal/Welfare Areas
 - o Staggered breaks to reduce numbers in the areas at one time
 - o New systems & rules introduced to reduce the opening of cupboards etc
 - o Staff encouraged to bring prepared food from home to limit contact with surfaces

The following risk assessments are designed to work alongside the existing health and safety documentation and all existing safe systems of work should be adhered to

Galleywall Road Floor Plans

The layout of the offices and warehouses are currently under review. Updated plans will be issued once final flow is confirmed. For now please follow signage guidance, markings and advice of senior staff

Signage Guidance

Throughout the Galleywall Road site we have added additional signage which is colour coded to give easy guidance on the risks involved

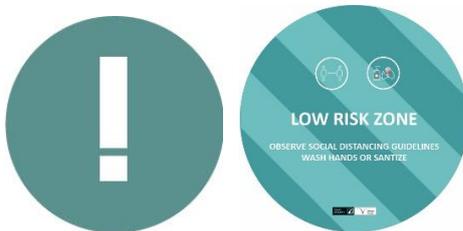
High Risk



Moderate Risk



Low Risk



Discovery of symptoms whilst at work

If an employee comes down with symptoms whilst at work they will be isolated and instructed to call 111 for further guidance

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

Guidance on how to isolate can be found here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do>

Once they have left site a full clean of areas they have come into contact with must take place – further guidance on this can be found here - <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Support of staff

The coronavirus (COVID-19) outbreak means life has changed for us all. It may cause you to feel anxious, stressed, worried, sad, bored, lonely or frustrated.

It's important to remember it is OK to feel this way and that everyone reacts differently – for most of us, these difficult feelings will pass.

There are some simple things you can do to help you take care of your mental health and wellbeing during times of uncertainty. Doing so will help you think clearly, and make sure you are able to look after yourself and those you care about.

Event Concept suggests the following to support the mental health and wellbeing of our staff.

- Regular check in from line managers to all staff, especially those that are working from home
- Regular team catch up's, via virtual platforms where face to face is not applicable
- Identified mental health first aiders throughout the business
- Regular companywide communications to remove any stigma around mental health

Mental Health First Aiders

Hannah Mills

Amy Walker (Maternity Leave at present)

Additional Support for staff

<https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-anxiety-tips/>

<https://www.samaritans.org/how-we-can-help/contact-samaritan/>

Risk Assessment

Task Identification

1. **Attendance to the office and warehouse**
 - 1.1. Staff requirements (office vs home working)
 - 1.2. Travelling to and from the office
 - 1.3. Transmission of germs within the workplace
 - 1.4. Visitors
2. **Working in the office space**
 - 2.1. Layout prevents ability to social distance
 - 2.2. Using communal areas
 - 2.3. Meetings
3. **Working within the warehouses**
 - 3.1. Layout prevents ability to social distance
 - 3.2. Incoming deliveries
 - 3.3. Tool usage
 - 3.4. Moving large materials
4. **Using communal & welfare areas**
 - 4.1. Kitchens & Rest areas
 - 4.2. Social distancing within multiple cubicle toilets
5. **Logistics**
 - 5.1. Using vehicles

Risk Rating

$$\begin{array}{r}
 \text{Likelihood } \textcircled{4} \\
 \times \\
 \text{Severity } \textcircled{5} \\
 = \\
 \text{Risk/residual risk } \textcircled{20}
 \end{array}$$

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

1 – Attendance to the office and warehouse

1.1 – Staff Requirements (office vs home working)

<i>Hazard</i>	<i>Risk</i>			<i>Control Measure(s)</i>	<i>RR</i>		
Staff numbers too high in the office, meaning that social distancing rules cannot be applied	3	3	9	Only essential staff who cannot work from home are required to attend the office. Working from home encouraged wherever possible Regular contact with those working remotely, line management to ensure they keep in touch and virtual social gatherings encouraged	1	3	3
Physical and mental wellbeing of staff working in isolation from home	3	4	12		2	4	8

1.2 – Travelling to and from the office/warehouse

<i>Hazard</i>	<i>Risk</i>			<i>Control Measure(s)</i>	<i>RR</i>		
Additional usage of public transport leading to staff contact with a carrier of Covid-19	4	4	16	Transport for London guidelines to be followed at all times. Shift patterns to be altered where possible to avoid staff travelling at traditional busy period. Advice to staff to wear face coverings at all times when on public transport, observe social distancing. Look at alternative travel methods (walking, cycling) – secure bike parking available.	3	4	12

1.3 – Transmission of germs within the workplace

<i>Hazard</i>	<i>Risk</i>			<i>Control Measure(s)</i>	<i>RR</i>		
Attendance to work of a worker with symptoms	3	4	12	Staff advised of isolation policy (7 days for any symptom, 14 days for any household member). Line managers to keep in touch with staff on a regular basis and any concerns to be raised and staff member sent home immediately Hand washing stations to be provided throughout the business, with additional stations at doorways or high frequency areas. Additional signage to be installed throughout, colour coded to highlight in red the high risk areas. Cleaning policy has been increased in frequency with enhanced cleaning to the high risk areas.	2	4	8
Transmission of germs from high frequency surfaces such as door handles	3	4	12		2	4	8

1.4 – Visitors

<i>Hazard</i>	<i>Risk</i>			<i>Control Measure(s)</i>	<i>RR</i>		
Visitors who are not used to site attending the premises	4	4	16	Visitors are encouraged to engage over video calls rather than attending meetings in person. Where a visitor is required to visit the premises, they must be arranged in advance and will be contacted to explain the relevant procedures and PPE that will be required for their visit	1	3	3

2 – Working in the office space

2.1 – Layout prevents ability to social distance

<i>Hazard</i>	<i>Risk</i>			<i>Control Measure(s)</i>	<i>RR</i>		
Desk layout and walkways mean that social distancing rules cannot be applied	5	3	15	Desk layout revised, reduced staff numbers allow attending staff to be spread out throughout the office spaces. Clear guidelines of walkways and walking routes indicated throughout the office using a mixture of floor markings and signage. Dividers to be used where desks can not be separated. Meeting rooms to be off limits unless clear distancing can be practiced. No hot desking or sharing of spaces. All staff to be provided with anti-bacterial wipes to clean their workspace at the start of the day (Focus on high use points such as phone, keyboard, mouse)	1	3	3

2.2 – Using communal areas

<i>Hazard</i>	<i>Risk</i>			<i>Control Measure(s)</i>	<i>RR</i>		
Use of communal areas such as kitchens to lead to spread of germs	4	4	16	Only essential communal areas to be left open. No sharing of cups etc. Cupboards to be off limits. Additional signage, sanitizer and identification of germ hotspots. Communal seating areas to be physically taped with hazard tape.	3	4	12

2.3 – Meetings

<i>Hazard</i>	<i>Risk</i>			<i>Control Measure(s)</i>	<i>RR</i>		
Multiple people in one space	4	4	16	Meetings to be moved to virtual wherever possible. If a meeting is essential to take place face to face this should happen in a space that can facilitate social distancing and be well ventilated (or moved to an outside space)	2	4	8
Transmission of germs from shared items	4	4	16	No items to be shared. This would include pens, brochures, display equipment (including remote clickers), water jugs etc. Hand sanitiser and spray disinfectant to be placed in all meeting rooms.	1	4	4

3 – Working within the warehouses

3.1 – Layout prevents ability to social distance

<i>Hazard</i>	<i>Risk</i>		<i>Control Measure(s)</i>	<i>RR</i>			
Warehouse layout mean that social distancing rules cannot be applied	3	3	9	Whilst the workspaces within the warehouses are reasonably well spaced this will be re-enforced with floor markings, guides on shared work tables and re-positioning of workbenches within the workshops	1	3	3
Walkway layout mean that social distancing rules cannot be applied	3	3	9	Clear one-way routes to be established and demarcated with floor markings. Staff with non-essential access discouraged from using the warehouse routes	1	3	3
Restricted space areas such as mezzanines mean that social distancing rules cannot be applied	4	3	12	Mezzanine areas restricted to only the staff that need to utilise them and restricted at all times to a maximum of 2 members of staff.	1	3	3

3.2 – Incoming Deliveries

<i>Hazard</i>	<i>Risk</i>		<i>Control Measure(s)</i>	<i>RR</i>			
Social distancing from deliveries	4	3	12	Designated delivery area to be created, goods in team to maintain social distancing and not sign paper delivery notes. Wall mounted hand sanitiser stations installed next to shutter controls	2	3	6

3.3 – Tool usage

<i>Hazard</i>	<i>Risk</i>		<i>Control Measure(s)</i>	<i>RR</i>			
Pass of infection via shared tools	4	4	16	Hand tools to not be shared – individual use only. Larger machines that have to be shared have their handles wiped down between usage	2	4	8

3.4 – Moving large materials

<i>Hazard</i>	<i>Risk</i>		<i>Control Measure(s)</i>	<i>RR</i>			
Large or heavy materials needing two or more people to move and break the social distancing rules	4	4	16	Mechanical methods utilised. If none are available then face coverings to be worn, ideally working side by side (rather than face to face) and duration kept to under 15 minutes. Ideally teams working in a fixed partnership should be used	3	3	9

3.5 – Enclosed space

<i>Hazard</i>	<i>Risk</i>		<i>Control Measure(s)</i>	<i>RR</i>			
Enclosed warehouse spaces with restricted airflow	4	4	16	Shutters to remain open wherever practicable	3	4	12

4 – Using communal and welfare areas

4.1 – Kitchens and rest areas

<i>Hazard</i>	<i>Risk</i>			<i>Control Measure(s)</i>	<i>RR</i>		
Social distancing not practiced	3	3	9	Staff to take split breaks to avoid overcrowding. Clear signage on all access points identifying maximum numbers Equipment to be placed on side to reduce cupboard use. Disposable napkins to be used on all handles and thrown away after use. No shared tea rounds. Clear signage and guidelines to staff on handwashing before and after use of the kitchen areas.	2	3	6
Germ hot zones on handles, shared items etc	5	4	20		2	4	12

4.2 – Social Distancing within multiple cubicle toilets

<i>Hazard</i>	<i>Risk</i>			<i>Control Measure(s)</i>	<i>RR</i>		
Toilet areas not allowing for social distancing	3	3	9	Toilets restricted to one person – additional signage added to knock on door of multi-occupancy toilets	1	3	12

5 - Logistics

5.1 – Using Vehicles

<i>Hazard</i>	<i>Risk</i>			<i>Control Measure(s)</i>	<i>RR</i>		
Limited workspace	5	4	20	Only one driver to be in cab at any time, where an additional passenger is required this should be assessed and additional measures put in place (to include ventilation, additional cleaning and face coverings where appropriate). A clear buddy system should be in place to avoid multiple mixtures of teams. Keys to be fully sanitized after every use, restrict the number of staff that have access to them	2	4	8
Shared keys to vehicles	5	4	20		5	2	10

Disclaimer

This risk assessment has been produced in line with the latest government advice on the outbreak of the global pandemic identified as Covid-19. With the regular changes in advice we strongly advise reading this alongside the current guidelines which can be found at - <https://www.gov.uk/coronavirus>

This document is hosted online and will be updated regularly. If you choose to download it we would suggest you check back to the online resource for updates. This can be found at - <https://eventconcept.co.uk/policies-and-accreditations/>

All existing risk assessments and safe systems of work remain in place alongside this risk assessment. If you have a concern that a task cannot be completed to the level of the existing risk assessment please consult your line manager.

If you have any questions or concerns relating to the content of this document please contact the office at info@eventconcept.co.uk

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: Event Concept Ltd Date: 28 / 05 / 2020

Who to contact: Jo Higgs or Adam Wright
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

I have read the document and will follow the guidance and risk assessments included:

Name:

Signed:

Date: