



COVID-19 RISK ASSESSMENT

Luminate Sandringham

2020

Sandringham Estate, Sandringham PE35 6EN

Document Control

THIS DOCUMENT IS LIVE AND IS SUBJECT TO REVISION.

PLEASE ENTER REFERENCES IN THE TABLES BELOW.

Author Control

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Daniel Maycock	1	18/09/2020	Garry Marsden / Sandringham Estate

Introduction

In keeping with its overall objectives and in accordance with the requirements of United Kingdom Health and Safety legislation, J9 events Ltd will take all reasonably practicable steps to ensure the health, safety and welfare of its employees and sub-contractors, with regards COVID 19.

A high standard of performance in this respect is one of J9 Events Ltd principal objectives and an integral part of its approach to service delivery. In order to further ensure the meeting of that objective J9 Events Ltd have employed Gallowglass Health and Safety to review this document and to suggest any necessary revisions/amendments/additions.

Risk Assessment

The Purpose of this Risk Assessment is to consider the Risks of Exposure to Infection from COVID-19 for all staff, contractors and visitors working for/at or attending at Luminare and to ensure the implementation of safe and effective social distancing and hygiene measures to limit the risk of exposure to the infection for all staff, visitors and contractors. Our paramount objective is to reduce risk to the lowest reasonably practicable level by taking preventative measures and to work with our Contractors, Venue partners and Employees so that everybody's health and safety is protected.

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Visitor Risks			
Potential Hazard Identified	Controls that will be introduced to mitigate risk	Remaining Level of Risk – Low/Medium/High (L/M/H)	Any relevant comments or additional actions required.
Enforcement of COVID-19 control measures.	<ul style="list-style-type: none"> • A review UK Gov website daily to ensure compliance with best practice during the COVID-19 pandemic. • A review their current H&S and Welfare procedures to ensure these are compliant with UK Gov best practice. • There is suitable enforcement in place to ensure that all control measures are fully implemented. • we shall ensure that all persons are given suitable and sufficient information about the control measures in place and the enforcement action that will be taken if these are breached. • Appropriate action will be taken if any of the control measures are 	L	

	<p>breached.</p> <ul style="list-style-type: none">• Ongoing monitoring to ensure control measures are being adhered to.• Feedback from Staff following risk assessment and answer questions where lack of understanding is evident, or questions are raised.		
Sharing information with staff (communication)	<ul style="list-style-type: none">• All updates will be shared with staff to ensure that all persons attending Workplaces are provided with suitable and sufficient (up to date) information specific to COVID-19 management in the workplace.• Information will be shared with suppliers, visitors, and contractors to ensure that all persons attending Workplaces are provided with suitable and sufficient (up to date) information specific to COVID-19 management in the workplace.	L	

	<ul style="list-style-type: none">• The use of electronic methods supported by hard copy (where required) to share appropriate site information in a timely manner. These communications will include the use of electronic messaging platforms including, but not limited to, Microsoft Teams and Outlook emails, WhatsApp and text messages.• A PowerPoint presentation for staff to inform staff of the UK Gov best practice guidelines.• Information signage for all staff to follow.		
Air born spread through travel to the venue	<ul style="list-style-type: none">• Contact visitors pre show and encourage them to travel by car, incentive of free parking in place.• Management shall explain to all staff prior to their commencing work/attending site	L	

	<p>that they must notify management if they (or anybody in their household/bubble) have any COVID-19 symptoms, need to self-isolate, have recently returned from a Country subject to UK quarantine restrictions. They will be advised that they must not make this contact in person and must do so remotely away from site (i.e over telephone or email).</p> <ul style="list-style-type: none">• Prior to attending the site, staff must inform management if they or any of their household/bubble has been infected by COVID-19.• If staff or family living in the same household have been infected, they must contact management prior to returning to work staff must contact management to discuss and agree how and when they will return to		
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	<p>work. Management will ensure that any return to work follows all Guidelines issued by UK Government / Public Health, current at the time that the absence/return to work occurs. Managers will be trained to seek senior management assistance in such circumstances, if needed.</p> <ul style="list-style-type: none">• Prior to coming on to site, staff must inform management if they have been in self isolation and provide full details as to the period and circumstances of their self-isolation. They must contact management prior to returning to work to discuss and agree how and when they will return to work. Management will ensure that any return to work follows all Guidelines issued by UK Government / Public Health, current at the time that the		
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	<p>absence/return to work occurs. Managers will be trained to seek senior management assistance in such circumstances, if needed.</p> <ul style="list-style-type: none"> • Management will ensure that all persons are provided with all the relevant rules for COVID-19. All persons must make sure they follow these rules. 		
<p>Exposure to risk of infection and air born spread of infection through close contact in busy areas (i.e entry point)</p>	<ul style="list-style-type: none"> • Wider entry/path where possible • One way system in place, stay to theleft. • Adequate signage and arrows to influence crowd behaviour. • Control numbers on site, through the use of pre-booked entry slots and fixed capacity during slots, to ensure adequate capacity throughout the trail, including at busy areas • Additional onsite arrangements for spotters to manage pitch points. • Use of Pedestrian 	L	

	<p>barriers where necessary to control visitor flow and manage any queue</p> <ul style="list-style-type: none"> • Additional stewards to manage entry points 		
<p>Exposure to Air born spread of infection in congregation and busy areas (i.e Marshmallow/Fire pits, entry, dwell areas)</p>	<ul style="list-style-type: none"> • Adequate signage and arrows to influence crowd behaviour. • Control numbers on site, through the use of pre-booked entry slots and fixed capacity during slots, to ensure adequate capacity throughout the trail, including at busy areas • Additional stewards to manage congregation areas • Install pedestrian barrier fencing if necessary to control flow and limit access of people to busier/dwell areas 	<p>L</p>	

<p>Exposure to Air born spread of infection in the queues entering the trail</p>	<ul style="list-style-type: none">• Visitor communication pre show to encourage visitors to arrive onsite max 30 mins before their allotted time slot.• Pre booked time slots, every 15 mins to spread out arrivals.• Social distancing in queues, clearly displayed using arrows and signage• Additional Stewards to manage this area• Install pedestrian barrier fencing if necessary to control queues and aid Social Distancing	<p>L</p>	
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<p>Exposure to risk of Infection through contact with other people: visitor to staff</p>	<ul style="list-style-type: none"> • Contactless entry tickets only. All tickets pre-booked • Contactless payments encouraged at all points of sale operated by Luminate • Advise staff of the need for good hygiene practices and in particular increased hand washing • Signage and advance notification reminding visitors to maintain a safe distance from staff • Remind staff to maintain social distance from visitors wherever possible • Multiple hand sanitiser units around the trail. • Face shields will be provided for all staff and all staff will be encouraged to wear them. Front of House 	<p>L</p>	
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	<p>staff will be required to wear them. Vulnerable staff will be strongly advised to wear them in all roles, however if they are unwilling/unable to do so, management will seek to locate them in positions where less frequent/shorter encounters are anticipated with the public</p> <ul style="list-style-type: none">• In the event that Face coverings become mandatory in outdoor settings, all public visitors will be reminded of the need to bring and wear a face covering (through pre-show communication and through signage on the night). In such circumstances, all staff members (except those with a medical condition exempting		
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	<p>them from so doing) would be required to wear a face covering and these would be provided for their use.</p>		
<p>Risk of exposure to infection contact and air borne: visitor to front of house staff</p>	<ul style="list-style-type: none"> • Contactless entry tickets only. All tickets pre-booked • Provide FOH staff with face shields and advise must use. • FOH staff reminded of need for good and regular hand hygiene and advised as to location of the hand sanitiser points/hand washing facilities. In particular to do so at start and end of shift 	<p>L</p>	

	<p>and regularly throughout</p> <ul style="list-style-type: none"> • Signage and advance notification reminding visitors of guidelines including maintaining a safe distance from staff 		
<p>Contact and air born risk of exposure to infection in catering areas</p>	<ul style="list-style-type: none"> • All catering provision is under review and will be operated by our Venue partners in accordance with UK Government regulations and subject to their detailed COVID 19 RA/procedures being in place. 	L	

<p>Confusion leading to visitors not complying with guidelines and increasing risk of the spread of infection</p>	<ul style="list-style-type: none">• Tannoy announcements and reminders throughout the show covering guidelines if necessary• Stewards trained as to how to help manage visitor compliance with guidelines.• Adequate signage reinforcing event guidelines throughout the show.• Include event guidelines in pre-booking/preshow communications with visitors.	L	
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<p>Confusion leading to staff not complying with guidelines and not monitoring the show properly and increasing risk of the spread of infection to themselves/visitors</p>	<ul style="list-style-type: none"> • Detailed communication with on-site staff and in-depth briefing will be given before Show commences. Discussion/communication/clarification invited as to all guidelines /policies • Training for key personnel in managing COVID risk • All staff will be requested to contact management urgently if they/anybody in their household has COVID-19 symptoms/need to self-isolate. They will be advised NOT to come to site and to seek a COVID-19 test and report the results asap • Advise staff as to who/how to raise any concerns pre-Show or 	<p>L</p>	
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	<p>during</p> <ul style="list-style-type: none"> • Strong communication with non site based staff before Show starts. 		
<p>Exposure to Risk of Infection for any Vulnerable Staff members/staff members with vulnerable people in their household</p>	<ul style="list-style-type: none"> • All staff will be advised to notify management if they/member of their household falls within a vulnerable group. • Face shields/masks will be available for their use and they will be advised to wear them • Wherever possible staff within this category will be stationed in positions 	<p>L</p>	

	where less contact with the public is anticipated/less busy areas of site		
Contractor/Staff Risks			
Potential Hazard Identified	Controls that will be introduced to mitigate risk	Remaining Level of Risk – Low/Medium/High (L/M/H)	Any relevant comments or additional actions required.
Air born spread during build- up/breakdown	<ul style="list-style-type: none"> Detailed communication with staff, Contractor Management and Venue partners pre-build/breakdown, including copying them in on this Risk Assessment and inviting discussion, clarification and comments on the 	L	

	<p>same.</p> <ul style="list-style-type: none"> • Increase build-up hours if necessary to reduce the amount of contractors onsite at one time • Increase the number of access points on to site available to use to avoid busy areas. • On-site signage to alert the public where necessary 		
<p>General risk of exposure to infection through contact on site: Staff and visitors</p>	<ul style="list-style-type: none"> • Provide staff with their own equipment to stop the spread through sharing of equipment. • All equipment to be cleaned between use • No handshake rule • Regular cleaning of all shared staff areas • Hand Sanitiser stations located throughout site • Hand wash facilities located at site • Reminder to staff to adhere to guidelines at all times including start and end of shift and 	L	

	<p>arrival/departure to/from site</p> <ul style="list-style-type: none">• Adequate signage reinforcing event guidelines throughout the show.• Tannoy announcements and reminders throughout the show covering guidelines if necessary• Stewards trained as to how to help manage visitor compliance with guidelines.		
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<p>Air born risk of infection spread to the office after an event</p>	<ul style="list-style-type: none"> • Permanent Staff who might otherwise be office based will work from home wherever possible during the period Luminare is operational and for 2 weeks after the Show. 	<p>L</p>	
<p>Confusion leading to Contractors/ Exhibitors not complying with guidelines</p>	<ul style="list-style-type: none"> • Contractor/ Staff/Exhibitor communication pre Show opening on guidelines. Sharing of this RA with Contractor management and Venue Partners inviting discussion/ clarification and request that they share with their teams. • Team on site to offer support where necessary 	<p>L</p>	

<p>Assisting with the control of the spread of infection once people have left the Show: Test and Trace</p>	<ul style="list-style-type: none">• Temporary record will be retained for 21 days for the lead contact of all party bookings. These can be used for Test and Trace if required.• Staff shift patterns will be retained for 21 days, to help assist with Test and Trace if required.	L	
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