

August 2020.

Method Statement & General Risk Assessment incorporating COVID-19

COVID-19:

In light of the Coronavirus outbreak of 2020, we are taking the following extra precautions on all indoors and outdoors team building events:

- All members of the KDM event crew will have their temperature checked prior to starting work, and in addition must be asked and verbally confirm to the Event Manager prior to starting work on each day, whether they have any symptoms of COVID-19.
- Should either check raise an issue, that worker shall be immediately withdrawn and we shall immediately communicate to all parties & discuss postponement of the event if necessary.
- All members of the KDM event crew must wear a mask or face covering of the mouth and nose, at all times during the event
- Encouraging ventilation in an indoor space, such as the opening of windows where possible

- Smaller team sizes on indoor events to enable increased social distancing – e.g. 4 guests per round table
- The wearing of masks by guests is encouraged, subject to Government guidelines
- Prior to the commencement of the event, all guests will be asked via our Indemnity Forms to confirm that they do not have a temperature and are not showing any symptoms of COVID-19.

- If the activity involves teams moving around stations, between each rotation there shall be a pause whilst all equipment is sprayed and wiped down by the KDM event crew
- Hand sanitiser shall be made available at each station by the KDM event crew
- Signage and one-way system in place, to enable increased social distancing

Insurance:

We have Public Liability, Products Liability & Employers Liability Insurance - each for coverage up to £10m.

Risk Level:

Whilst our events are generally categorised as low risk, we have individual Risk Assessments for each individual event that we run, which shall be provided in the months or week prior (as appropriate) to each event taking place.

Event Crew:

The vast majority of events provided by KDM are run “in-house”, using our own staff and equipment – with a minimum of one trained First Aider on every event.

For any events for which we use the services of a supplier, we shall notify you of this in advance & ensure that they have the appropriate insurance levels and risk assessments.

Access requirement.

Access is required for between 2 – 24 hours prior to equipment use, this time is dependent on size and complexity of installation and will be noted in our proposal. Complex installations should ideally be installed the afternoon prior to the event start date. The room will be required for up to 1 - 4 hours after event finishes, equipment removal will commence as soon as the event has closed. Shorter access times may require additional staff and availability of 24 hour access at the venue. Direct flat access from delivery vehicles into event venue is ideal enabling the use of wheeled cases and trolleys. Raised thresholds, stairs, small lifts etc.. all represent barriers to the safe unloading of equipment and therefore the health and safety of those carrying out this task.

Method of Delivery.

By road vehicle, from a Private / light goods to Luton bodied vans.

Method of Unloading.

By hand.

Storage of Materials on Site.

Materials, equipment and transport cases, stored on site will be by agreement with the venue and client. There are no materials used which can be described as hazardous, flammable, caustic or explosive.

Installation Method.

All equipment is installed temporarily, no permanent alterations to fabric of venue should be necessary.

Cable infrastructure at floor level to be held down with high quality cloth backed tape. Where out in the open cable will be completely covered, where against a wall cables will be 'spot' held to prevent movement. Where crossing access points hazard tape to be overlaid to highlight possible trip hazard. Cable runs should keep clear of escape routes but where unavoidable should be run at a higher level over door frames, the venues co-operation in cable management is required as a method of cable fixing maybe needed to secure cables at this level.

Tripod mounted equipment, tripod legs that extend into the room, and the edge of the area defined by the three feet of the tripod to be marked with hazard tape.

During installation and removal of equipment the venue will be a work site and access should be restricted to those who have a specific purpose in the preparation of the event.

Work Completion.

Equipment to be tested prior to event commencing and made secure. Equipment removal to be started immediately after event.