

15<sup>th</sup> March, 2021.

### **Information pertaining to the running of events in a Covid-secure manner**

Following the recent and on-going Coronavirus pandemic, live and in-person events/gatherings have been either barred or strongly discouraged from March 2020 – however such restrictions and guidance are now due to be lifted on a gradual basis, as laid out in the [Spring 2021 roadmap](#).

Under the 4-step plan, it is the guidance issued in Step 3 which is immediately applicable to the permitted events and gatherings that may take place from a business perspective:

#### **Step 3 (due to be from 17<sup>th</sup> May 2021):**

- **Indoor events, meetings and conferences are permitted at 50% capacity, up to a maximum of 1,000 guests. i.e. to hold an indoor meeting for 75 guests, you will need a meeting room with a capacity of at least 150 guests in your desired seating arrangement, such as theatre or cabaret style layout.**
- **Outdoor events are permitted up to a maximum of 4,000 guests.**

#### **Step 4 (due to be from 21<sup>st</sup> June 2021):**

- **All restrictions are removed, however this is not especially relevant or a barrier to events, meetings or conferences taking place as outlined above.**

Please also note that this applies to events in England only, at time of publication guidance for Wales and Scotland is yet to be confirmed and hence may differ.

*It should be noted that the above capacities apply to events that are organised by businesses only for which Covid-secure guidance very much remains in place; further relaxation on capacities for social events and gatherings (defined as life events) do not occur until Step 4 of the Government issued guidance.*

#### **Our policies:**

Hence like many businesses we have undertaken to rethink our policies and safety protocols, to ensure that we are complying with all guidelines and keeping everybody safe.

To ensure confidence in our booking process, event procedures and commitment to delivering memorable events in a Covid-secure manner, we have introduced a number of new procedures which are detailed as follows:

**Booking & Cancellation Policy:**

Should you need to postpone or cancel your event for any reason (i.e. not just Covid-19), we shall treat this as a cancellation - however we shall allow any amounts due or paid to be held as credit on account towards a rebooked event, to take place within the next 12 calendar months from your original event date. Should any irretrievable costs be incurred by KDM Events, these will be detailed in a fair and transparent manner and deducted from the amount to be held as credit.

**Insurance:**

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

**Our staff:**

As of April 2021, we are planning to return to the office in a limited capacity, with multiple safety measures in place such as reduced occupancy, increased ventilation and Lateral Flow Testing on a weekly basis to name a few. Please see Page 4 for further detail of our procedures, that are also applicable to visitors to our premises.

**Events Crew:**

The large 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.

Each of our full-time and permanent Event Managers are committed to receiving the Covid-19 vaccine, once this is offered in due course.

We shall also be requesting all freelance staff that we may employ on events, to commit to receiving the Covid-19 vaccine once this is offered.

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.

**Live Event Guidelines:**

- 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 with drawn 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, subject to government guidelines.
- All members of the KDM event crew to instruct and supervise in a socially distanced manner where possible.
- 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.

- For indoor events, the wearing of guests own masks is encouraged, subject to Government guidelines. Although we will always have a supply of masks, this should not be relied upon and guests should expect to please provide and wear their own masks.
- We envisage our standard event times to increase by circa 15 minutes, to allow for increased cleaning of equipment.
- 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 and minimise areas for congregation.
- 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

**Risk Level:**

Whilst our events are generally categorised as low risk, we have Risk Assessments for each individual event that we run. We expect to adapt each of our events for as long as social distancing guidelines remain in place, using both the above general principles and also more specific changes depending on the event and equipment that are in use.

These Risk Assessments are available on request, and shall be continually adapted and updated as government guidance continues to evolve.

## Health and Safety Policy for KDM Premises – re Covid 19

### Objective

To maintain a safe workplace for all staff to minimize the risk of transmission of Covid-19.

### Risks

Transmission of Covid-19 in the office, workshop and warehouse of KDM Events.

**Risk Rating**                      Moderate

**At Risk**                              Staff and visitors to KDM Events

### Existing Controls

- **Hand Sanitizers/Hand Sanitizing Soap** – Everyone must sanitize their hands each time they enter the Office, Warehouse or Workshop. Hand sanitizers & Soap will be placed throughout to enable everyone to sanitize hands before using shared surfaces.
- **Signage** - Social Distance signage and markings throughout the premises to remind everyone to keep a minimum of 1½ metres apart.
- **Clear Perspex Desk Screens** – Placed between all desks to allow face to face seating and protection.
- **Cleaning Desks/Waste Bins** – Everyone must sanitize and clean their desk at the start and end of each day. Individual paper bins are to be emptied at the end of each day. NO FOOD or DRINK CARTONS are to be placed in your bin. Use the bins in the kitchen for disposal of such items.
- **Ventilation** – 50% of all windows will be slightly opened throughout the office to enable a fresh flow of air.  
Workshop doors to be left open when working in the warehouse.
- **Deliveries** – A box will be placed in the porch for KDM ONLY parcels. Please arrange for all your personal parcels to be delivered to your home address.
- **FEELING ILL** - If you are feeling unwell or someone in your household is self-isolating then you **MUST NOT** come into work.
- **PPE** – Please feel free to wear a face mask if you want to. It would be advisable to have a face mask on hand should a situation arise where you need to wear one.
- **Site/Client Visits** - Meetings can take place off site, subject to Government Guidance and strict adherence to the above measures.