

# RISK MANAGEMENT COVID 19

Company: J R Centrepieces Ltd  
 Prepared by: Rachel Barron  
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ENVIRONMENT & HOUSEKEEPING	ACTIONS
<p><b>Cleanliness</b></p> <p>What procedures does the venue have in place to ensure cleanliness in line with industry standards?                      What is the venues policy to clean areas before and after use? Ensure you are aware of what is expected of you</p> <p><b>Company equipment – JRC responsibility</b></p> <p>Commit to all centrepieces being cleaned before and after each event to prevent transmission via touching of equipment</p>	<p>Anti-bacterial wipes will be provided by JRC to ensure surfaces can be cleaned. Gloves will also be provided to be worn if needed on a crowded collection.</p>
<p><b>Sanitising</b></p> <p>Does the venue provide sanitising products? If not, the Company will commit to providing these for their use</p>	<p>Hand sanitising products will be provided in each company vehicle.</p>
<p><b>Social distancing (if applicable)</b></p> <p>Does the venue implement social distancing measures? Are there clear notices? Ensure you adhere to any policies in place</p>	<p>To adhere to any venue policy that is in place for social distancing.</p>
<p><b>Suspected symptoms</b></p> <p>What are the venues procedures should staff or guests have suspected COVID symptoms?</p>	<p>JRC will contact the Event organiser or venue of any suspected symptoms within JRC workers before or after an event.</p>
<p><b>Vaccination policy</b></p> <p>What is the venues policy on guests and workers being vaccinated? Recommend all visitors are vaccinated or supply evidence of a negative lateral flow or PCR test prior to visiting</p>	<p>supply vaccination passport or evidence of negative test</p>

<p><b>Wearing masks</b></p> <p>What is the venues policy on mask wearing? Recommend masks are worn (voluntarily if the venue doesn't insist) if guests exceed "x" number. Ensure you are aware of their policy and commit to adhering to</p>	<p>Masks will be provided in each company vehicle. To ensure that we are able to adhere to any venues policy</p>
<p><b>Cash handling</b></p>	<p>Suggest no cash handling where possible</p>
<p><b>ON GOING REVIEW &amp; IMPLEMENTATIONS</b></p>	<p><b>ACTIONS</b></p>
<p>Requirement to re-evaluate &amp; implement updated government guidelines</p>	<p>JRC responsibility to ensure we are actively updating ourselves and workers with new guidelines via the government website</p>