

COVID-19: OUTSIDE SPACES



Where outside space is either being bought back into use as part of re-opening your business, or being used for the first time, it's important to consider as part of your formal risk assessment process, all relevant measures to protect your employees, customers and visitors, as well as anyone else who may be affected by these outside areas.

In addition to COVID-19 Secure specific measures, for example,

- social distancing,
- managing capacity,
- staggering entry times,
- providing one-way travel routes,
- using booking, ordering and payment systems to reduce the need for queuing,
- cleaning/disinfection/sanitisation, hand washing and hygiene,

- use of barriers and screens at staff / customer contact points,
- use of face coverings (where required / appropriate),
- limiting noise to prevent the need for shouting,
- segregating equipment or areas that have been taken out of use,
- preventing unauthorised access to areas where customers / visitors are not permitted;

a range of other and in some cases

directly associated factors will need careful consideration.

These will in part depend on the nature of your business and activities, however, we've provided some examples which we hope you will find useful in maintaining a safe premises:

- Segregation of pedestrians and vehicles, and general traffic management (including loading and unloading);
- Fire safety, including waste management and storage, smoking controls, suitability / maintenance and inspection of electrical installations and equipment, means of raising an alarm, provision of fire extinguishing equipment and employees trained in its use, heating (electric, sealed type is the safest) and evacuation / emergency arrangements;
- Slips, trips and falls, including condition and nature of surfaces, monitoring / management and clearing of spillages and other debris, and action to be taken in the event of adverse weather;
- Cuts, for example, preventing glasses or bottles being used outside;



- Appropriate supervision of outside spaces, including rules and expectations specific to the supervision of children clearly communicated to visitors / customers;
- Provision of trained and accredited security to protect employees, visitors and customers, and ensure that COVID-19 controls are enforced; and
- Emergency and first aid arrangements.

Your communication and engagement with employees, customers and visitors is key to successful implementation of control measures, and so you should take sufficient time to inform, instruct, induct and train your employees, as part of the re-opening process. Where customers and visitors are involved, apps, social media channels and websites clearly have a role to play, provided they are supported by clear on-site communication. Establishing a trained welcome team or ambassadors may be a good way of ensuring your customers and visitors understand the measures you have put in place and the standard of behaviour expected.



MARQUEES AND SIMILAR STRUCTURES

If you are considering a **marquee or similar structure**, specific guidance is available via your local or regional authority. Reference to government / devolved institution regulations and guidance relevant to COVID-19 and associated planning consent, information and guidance produced by the **Health and Safety Executive**, and the **sector** itself is also essential.

Procurement and careful planning in advance of installation is key, with other important considerations including design and suitability, safe and competent

erection, dismantling, maintenance and inspection, use (including any cooking facilities), smoking controls (smoking within or under such structures should be prohibited), weather, emergency procedures (including means of raising an alarm in the event of fire and provision of firefighting equipment), heating (electric, sealed type is the safest), electrical installation (temporary or permanent) installed / maintained by a competent electrician and security arrangements. These considerations may of course be directly impacted by required COVID-19 controls (for example the need to ensure adequate ventilation and the potential implications for stability and security of the structure).

It's also essential to ensure that suitable and regularly reviewed risk assessments completed by a competent person(s) and covering all aspects (including fire safety, security, health & safety etc.) are in place, and that COVID-19 regulations and guidance relevant to social distancing, cleaning and disinfection, floor markings, face coverings and ventilation for example, are implemented and followed.

Please visit **Allianz Risk Management** for additional risk management topic guidance.