



**London's Defining
Landmark**

Safe and enjoyable events

Seasoned Events will support you to navigate beyond Covid-19 and help you to deliver safe and enjoyable events at Tower Bridge.





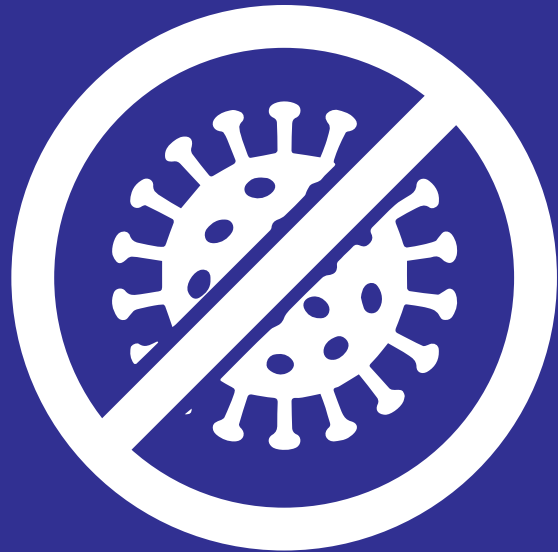
Seasoned Events' mission is to reimagine, recreate and innovate your event experience and catering to strike a new balance in this unfamiliar post-lockdown world between public health, sustainable growth and how we manage our partnerships, relationships, emotions and wellbeing.

We have been working hard in preparation for the safe return to business and it is our priority to ensure safe working environments for our team, our clients and our partners.

Hygiene and safety standards

Not surprisingly, everyone's perception of hygiene and safety standards have recently changed and it is our responsibility to give staff and clients confidence that things can get back to the next normal in a safe manner.

We have teamed up with the experts at Safer Food Scores who are environmental health experts with more than 40 years' experience in the field of infection control and legal compliance.

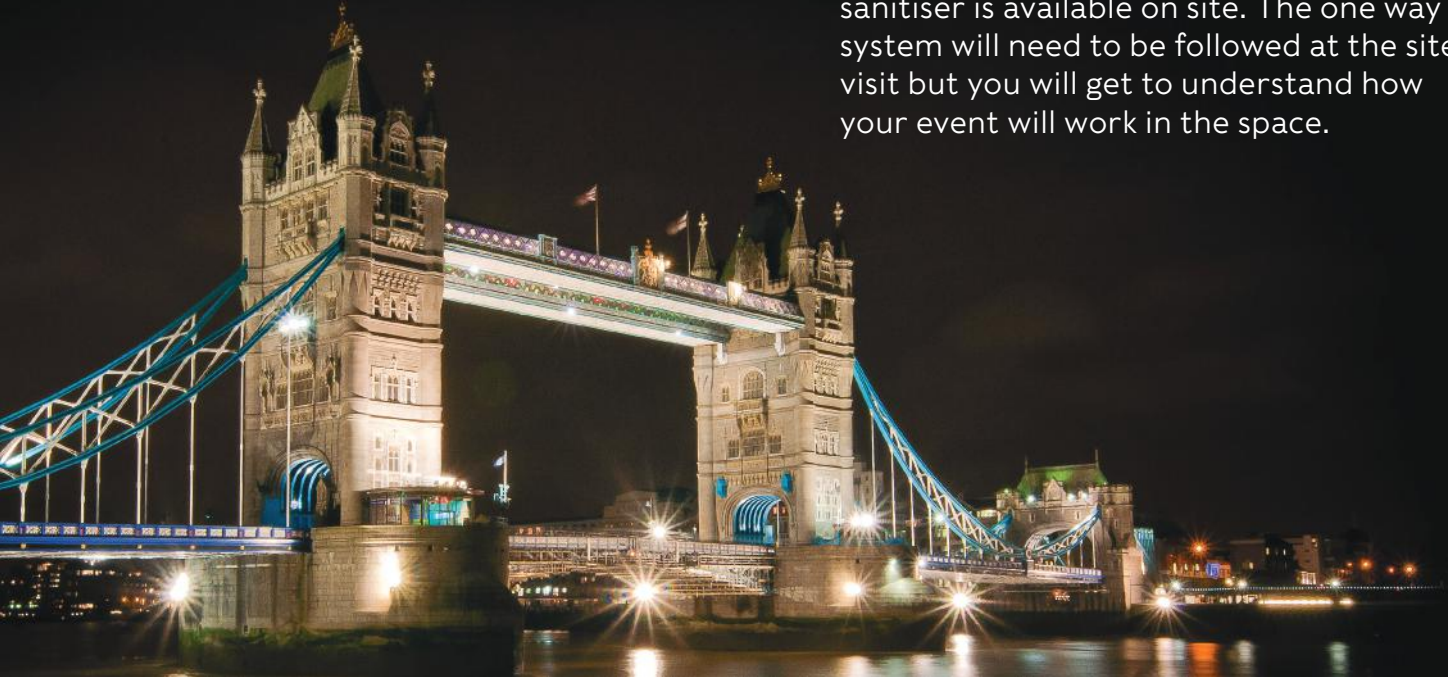


Planning your event

We will keep you up to date with any changes in event set ups being made to comply with government restrictions and rules. We can provide floor plans that are COVID-19 compliant.

Site visits

These need to always be pre-booked a minimum of 24 hours in advance. We will ask you to fill out a form with details of all attending. Social distancing and mask wearing is compulsory at site visits. Hand sanitiser is available on site. The one way system will need to be followed at the site visit but you will get to understand how your event will work in the space.





Our team

Everyone on site has been trained to keep you safe, if you aren't sure about anything when at Tower Bridge just ask any of our team.

At your actual event

- ✓ We will ask for a list of all attendees which we require for security purposes anyway. The NHS track and trace QR code will be available at all entrances for guests to check in.
- ✓ We will retain client information for 21 days before destroying it.
- ✓ All of our suppliers will have submitted approved risk assessments and method statements with specific sections on keeping COVID safe.
- ✓ If you are hosting a hybrid event than do talk to our production companies about the great solutions that they can provide for you.

Actions

These are the actions that we at Seasoned Events are implementing to keep our staff, clients and venue partners safe as the lockdown restrictions are relaxed and events can start to return.



Back of house staff

All staff at the commencement of their shift will have their temperature checked via digital thermometer. Any staff whose temperature is elevated will be asked to wait 15 minutes and then this will be rechecked as this may be due to travel exertions.

We have implemented a policy with our staffing agency partners that any staff who have travelled have been screened before they are allowed to work for Seasoned Events. If they have travelled abroad then they cannot work for us for a minimum of 14 days after their return to the UK.

Staffing policy

- All staff will have to complete a food handler's declaration, stating that they are fit and healthy for work and have had no systems or temperatures for at least 14 days.
- All staff will wear gloves and only be allocated to single specific task – eg. serving food, clearing, pouring or serving coffee/drinks.
- Every time a member of staff returns to the back of house area they will be required to wash their hands.
- Staff will be rotated every hour so they can return to the back of house area to wash their hands.
- Seasoned Events will provide additional mobile wash hand stations, where required for the back of house areas to ensure compliance.
- Staff will be allocated to open the doors for staff to enter and leave the back of house areas, this person will also manage staff to ensure hands are washed and gloves are changed.
- Operationally a one way system will be implemented back of house to ensure social distancing is observed where possible, and where possible and if the venue allows, separate entrances and exits to be used for serving and clearing staff to enter the event space.
- During set up masks and gloves will be worn.

At the event

The measures listed here and on the following page will be suggested to clients, some will have cost and time ramifications which we will be able to discuss with them when they enquire. They will also be advised that when planning their event schedules, each refreshment and catering break will be required to be longer to allow for the revised processes.



Measures

- Crowd management for refreshment breaks – this will be undertaken by measuring out 2m and if possible at the venue, sticking low tack vinyl's to the floor. These will be as big or a little as the client likes and will be suggested as a branding opportunity for the client. Vinyl's are arranged by Seasoned Events.
- The alternative at venues where the above is not permitted, we will use branded stanchions to highlight the required distance to leave and keep people apart.
- Hygiene stations for guests and staff will be provided, both on arrival and at sporadic points around the event.
- All buffet stations will have sneeze guards to protect the food, guests and staff.

Measures continued

- All food will be served by waiting staff including sandwich lunches, buffets and canapés, to minimise guest interaction with the food.
- A staff member will manage the queues for food and drink and will ask the next guest to come up when appropriate.
- We will use pre-package, compostable cutlery which will be given out by a member of the waiting staff to each guest.
- All menus will be available in an individual, pre-packaged version if the client would like this for their guests. Again these will be given out to the guests by a member of the waiting staff. There will be options on how this individual portion is served from recyclable paper bags to re-usable bento boxes.
- Coffee and tea breaks, the equipment will not be left out on a buffet point but will be handed to each guest to minimise the potential contamination.
- Cakes/biscuits/water/sugars will all be in recyclable, pre-packaged and distributed by a member of staff.





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