



FRONTAL LOBE
W A R E H O U S E

FRONTAL LOBE EVENTS LLP

OTIS LARKINS

Unit G, St Catherines Park, Pengam Road, CF24 2RZ

Tel: +44 (0) 2920 101551

Email: otis@flevents.co.uk



FRONTAL LOBE
W A R E H O U S E

**COVID-19
OPERATIONS
MANUAL**

LAST UPDATED: 17TH JUNE 2021

EVENTS

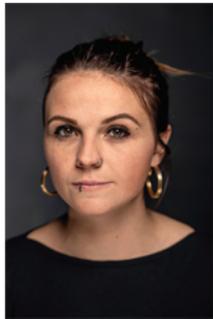
OPERATIONS TEAM

Frontal Lobe is an inclusive venue space, offering a totally unique experience for promoters, attendees and artists, both bands and DJ's.

We host a variety of spectacular events, whether it's a private function for 100 people, a full big band performance or a late night dance music event.



OTIS LARKINS
DIRECTOR OF EVENTS



JESS GREEN
BAR MANAGER



FRAZER MEEK
VENUE MANAGER



DANIEL FORD
PRODUCTION MANAGER

KEEPING YOU SAFE

WITHIN THE VENUE



Our main priority whilst running covid-safe events will be to uphold the strict guidelines and protocols imposed by the Welsh Government and local authorities to ensure a safe & viable return to music events in the Welsh capital.



In this document we will describe, in depth, the various precautionary steps we will use to mitigate the spread of Covid-19 and other health & safety concerns.



For any feedback relating to this document email otis@flwarehouse.co.uk or call 02920 108085 to arrange a site visit and discussion.

QUEUING AND ENTRY

Upon entry Licensed Door Staff will conduct normal ID checks and searches. Once approved entry, the public will then have their temperature checked and verbally asked if they have experienced any symptoms of CV-19, such as a high temperature or a cough or have been abroad in the last 14 days.

The Queue will make full use of the large outdoor area (300m x 25 approx in the rear of the estate). We will have ground markers to ensure people stick to social distancing guidelines and a steward patrolling the line, making sure everyone is happy and sticking to the rules.

Drinks are not permitted outside the venue, door staff will make sure drinks left near the exit will be discarded or finished before put down inside. This will limit the chances of infection / cross-contamination by touching other peoples drinks glasses.

SOCIAL DISTANCING UTILISING THE VENUE SIZE

Fortunately the natural design & size of our venue and site allows us to take full advantage of large distancing areas, airflow and a well ventilated building. With very high ceilings (13m high) internal space (7500 sq ft), front and rear windows, doors and shutters we can maintain good air flow while minimising risk of transmission.

We will use Propylene Glycol in smoke machines to give the entire building a light fog. Medical journal reports have shown that Triethylene Glycol and Propylene Glycol have rapid anti-microbial characteristics. Recent studies confirmed that viruses stronger than COVID can be reduced by 99% in one minute of exposure.

When a glycol fog is present, airborne viral particles can join with the glycol droplets, quickly inactivating them. These combined particles also become heavier, and therefore travel less and fall faster. Due to this, the presence of glycol-based fog and haze can help to prevent the transmission of airborne virus particles.

Utilising the natural walkways of the venue will be another way we can reduce risk of transmission. Having certain one way systems will hugely reduce

BAR & STAFF SAFETY

Our staff safety is paramount to the running of our business, not only will we have a personal license holder and qualified bar manager on duty for each event, we will have various training days for each member of staff in the run up to returning to events, and key personal development meetings with each staff member privately as the year goes on.

All staff will be briefed and debriefed before and after each event.

We conducted a detailed Covid awareness training day on the 12th December 2020, all staff members were present and trained on conscious working habits.

When initially reopening, bar staff will consist of a small team from 2 households, this is down to being an independent family run business.

We will assess the Gov guidelines in the month before reopening, if PPE is necessary or staff then we will implement that behind the bar and when serving beverages.

TOILETS

Inside the venue we have 2 indoor bathrooms alongside 2 additional outdoor portaloos/urinal area that we use for the guests during limited and full capacity events. Each bathroom features 1 toilet and sink, as well as a hand dryer and soap facility for hand washing.

These bathrooms are located in the main room, to the side of the stage area and access is behind security barriers. There is 1 additional staff only toilet for private use only.

Queues for toilets are managed outside with security overseeing and ensuring only one person is in each bathroom at any time. This is within the barriers and away from the crowd.

For larger capacity audience we bring in portaloos and urinals which go in our designated outdoor area – these are monitored by the Security and managed by our staff.

Additional Hygiene/Covid Safety Measures - Toilets are checked (restocked, cleaned) by staff every 30 minutes with PPE, as well as Security enforcing sensible and orderly queues and ensuring the bathroom areas are not being misused

CUSTOMER SAFETY

Like any business, customers are the most integral part of our operation, without them, we cease to exist. This is why our customer safety in line with Covid-19 guidelines will be our highest priority when running events.

Upon entry our security firm will be checking temperatures of each guest as they come in
Track and trace - This will be in place via a QR code for customers to sign on entry and on the tables, as well as additional information to the rules in place for their event.

Masks – To be worn during communal areas when not sat at their table , this is enforced by staff and security if need be.

Tables – Once seated , customers must remain seated (i.e no dancing, going to the bar) and we are running on table service. If customers leave to use bathroom, smoking area etc, there is hand sanitiser provided and they must wear a mask whilst transitioning through communal areas

INSTALLATIONS

Any external installations/set ups being brought into FLW, will be compliant with any Covid and safety guidelines in place . This includes features such as a stage, sound system, lighting rigs, art installations etc. This is managed through correct PPE , amount of people setting up installations, and social distancing being maintained to mitigate Covid risks.

Food Vendors will be checked for Covid policies prior to events to ensure proper food preparations are done in compliance with guidelines.

TRACK & TRACE

We have introduced this service to help return life more to normal, in a way that is safe and protects our NHS and social care. The service allows us to trace the spread of the virus and isolate new infections and play a vital role in giving us early warning if the virus is increasing again. locally or nationally.

CLEANING

Venue will be appropriately cleaned prior to the event to ensure it fits in with guidelines. This includes the spray down of all tables, chairs and the bar area with appropriate cleaning appliances and PPE before customers arrive. This is repeated when the event is done before the pack-down.

Hand sanitiser is provided on the tables as well as in communal areas (such as bathrooms) for patrons to use when they leave their table.

Customer Rules - Track and trace will be in place via a QR code for customers to sign on entry.

Masks – To be worn during communal areas when not sat at their table , this is enforced by staff and security if need be.

Tables – Once seated , customers must remain seated (i.e no dancing, going to the bar) and we are running on table service. If customers leave to use bathroom, smoking area etc, there is hand sanitiser provided and they must wear a mask whilst transitioning through

