

Risk Assessment for Covid Safe Event Days

Covid-19 is a viral illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Updated: October 2021

What are the hazards?	Who might be harmed?	Controls required / Covid Safe event procedures	Additional controls	Action by who?	Action by when?
Spread of Coronavirus	<ul style="list-style-type: none"> Staff Registrars* (see below) Visitors & guests Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant guests or visitors, workers, those with existing underlying health conditions Anyone else who physically comes in contact with us 	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Staff are encouraged to protect their skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme to avoid occupational dermatitis.</p> <p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health risks.</p>	<p>Duty Wedding & Covid Safe Coordinator</p>	<p>Ongoing</p>

		<p><u>Wearing of PPE</u></p> <p>Face coverings are no longer legally required in hospitality venues so it will be down to each member of the team to choose whether they would like to continue wearing a face covering.</p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>For further info click link below: <u>protective equipment</u></p> <p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough, a high temperature or a loss of taste and smell whilst on duty at STH they will be sent home and advised to follow the stay at home self-isolation guidance.</p> <p>The Operations Director will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>	<p>All Housekeeping staff to be trained in correct and safe procedure of removal of gloves. Housekeeping staff should also wear a mask and visor in the course of their cleaning duties of Guest Rooms, Internal Public Areas, The Courtyard and all toilet areas.</p> <p>All Bar Staff when on duty are required to wear gloves, facemasks or visors are optional.</p> <p>Politely but firmly decline entry if any guest or visitor appears to be displaying symptoms or should they make any comment suggesting they are experiencing Covid-19 symptoms.</p> <p>Any team member experiencing symptoms must go home immediately and register with the 'Test Trace Protect' scheme to book a test. If a positive test is returned, then they should not return to STH for 7 days.</p> <p>If any member of your household contracts Coronavirus, then you would be required to self-isolate for 10 days.</p>	<p>Executive Housekeeper</p> <p>Bar Manager</p> <p>Duty Wedding & Covid Safe Co-ordinator</p> <p>All STH team</p> <p>All STH team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
--	--	---	---	--	---

		<p>Each wedding/event will have someone appointed as a Covid Safe Wedding/Event Coordinator</p> <p><u>Managing Weddings / Events</u></p>	<p>responsible person both for the conduct of the risk assessment and development of protocols and for ensuring implementation and adherence to the Covid-19 safe practises you have developed on the day of each wedding. Whilst this may not be the same person every time, it is essential that there is effective communication between the individuals carrying out this role.</p> <p>On the day the responsible Covid Safe Wedding/Event Coordinator should address any matters which undermine the mitigating actions and procedures which have been developed. This might be communicated through members of the wedding party, but it should be remembered that the duty to provide a Covid secure event is now an additional expectation on your business.</p> <p>The TTP requirements are set out above and a register of attendees must be made by the venue. This can take the form of an online pre-registration of guest attendance to support the tracing process. This must be supported by registration of actual attendance as below.</p> <p>Communicating, though signage and/or other means, additional hygiene measures in place to protect guests and staff.</p> <p>Make clear in visible posters and other communications the extra measures that are being taken, to offer reassurance.</p> <p>Make sure all guests, visitors, STH staff and contractors have access to sanitiser at locations throughout the venue and that staff use this between welcoming guests.</p> <p>No handshakes or physical greetings by STH staff will be allowed in the course of their duties.</p> <p>One way systems will also be used where appropriate e.g. Loop from the Courtyard to House Kitchen to Commercial Kitchen back to the Courtyard.</p>	<p>Duty Wedding & Covid Safe Coordinator</p> <p>Duty Wedding & Covid Safe Coordinator</p>	<p>Ongoing</p>
--	--	---	---	---	-----------------------

		<p><u>Food & Beverage Service</u></p> <p>To minimise risk to food and beverage service staff.</p> <p>For food production and service see separate caterers risk assessment.</p>	<p>Seating plans for each individual event will be drawn up and displayed to ensure guests remain within their allocated seating arrangements.</p> <p>Wedding photographs, wherever possible, will be taken outdoors.</p> <p>Speeches are allowed as normal.</p> <p>Outdoor activities are generally safer than indoors and protocols and plans should consider what activities can be moved outdoors. Where this is not possible good ventilation should be used wherever possible.</p> <p>Ensure there is a designated area for eating and drinking to allow customers to be seated to eat and drink.</p> <p>Potential pinch points for service have been identified and will be monitored as part of the overall risk assessment in the STH operational plan.</p> <p>Customer contact with collateral such as bar menus, wine lists, trays, napkins etc. should be limited to what is necessary or designed in such a way that cleaning or replacement is carried out after each use.</p> <p>Contactless payments should be used on the bar whenever possible.</p> <p>Signage will be placed on the bar to discourage guests from mingling at the bar.</p> <p>Cake tables and the distribution of the wedding cake should be managed with the same disciplines that would apply to the general catering approach</p>	<p>Bar Manager / External Caterers</p>	<p>Ongoing</p>
--	--	--	---	---	-----------------------

		<p><u>Goods In</u></p> <p><u>Registrars</u></p> <p>Car Parking</p> <p>Car Parking 2 spaces must be available.</p> <p>Safe Access</p> <p>Easy Access Routes into the House and Courtyard are available.</p>	<p>Staff providing drinks service are expected, as a minimum, to sanitise their hands every 30 minutes by using hand sanitiser or washing their hands thoroughly with antiseptic soap whilst on event duty.</p> <p>Sanitise all touchpoint surfaces (such as micros screen/micros card, PDQ machines, service trays/tray stands, bottles of spirits, wine buckets, bar fridges, ice machine door, bar worktop and service area) using Oxivir Excel Wipes or D10/Oxivir Plus Spray with a clean cloth, hourly depending on frequency of use.</p> <p>'Goods in', can only access the building via the Commercial Kitchen entrance (aka 'Side Door') and the Bar door leading to the exterior (beer barrel storage area) if using the same entrances as guests, to be received before or after guests, preferably a back of house delivery and similar care taken to cross contamination and social distancing.</p> <p>Frequent cleaning and disinfecting, extra attention to touch points, door handles and services must be applied after each delivery.</p> <p>All goods delivery equipment e.g. trolleys should be disinfected immediately after use.</p> <p>Our 2 dedicated Registrars car parking spaces remain available, providing quick and easy access to the House & Courtyard.</p> <p>The property is easy to navigate externally and access can easily be gained by various access points which will reduce the necessity of moving around the venue internally.</p>	<p>Duty Wedding & Covid Safe Coordinator</p> <p>Duty Wedding & Covid Safe Coordinator</p> <p>Duty Wedding & Covid Safe Coordinator</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
--	--	--	--	---	---

		<p>Private Area For Interviews</p> <p>The Drawing Room will be made available for this purpose.</p> <p>Hand Sanitising</p> <p>Hand Sanitiser will be readily available.</p>	<p>There is easy access to the Drawing Room from outside as the entrance to the room is located close to the front door of the House.</p> <p>Hand Sanitiser will be made available in the Drawing Room and on the registration table.</p>	<p>Duty Wedding & Covid Safe Coordinator</p> <p>Duty Wedding & Covid Safe Coordinator</p>	<p>Ongoing</p> <p>Ongoing</p>
--	--	---	---	---	---