

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: December 2021

What are the hazards?	Who might be harmed?	Controls required / Covid Safe event procedures	Additional controls	Action by who?	Action by when?
<p>Spread of Coronavirus</p>	<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>Managing Weddings / Events</u></p>	<p>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>Make sure all guests, visitors, STH staff and contractors wear face coverings while at the venue.</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 be used e.g. Loop from the Courtyard to House Kitchen to Commercial Kitchen back to the Courtyard.</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>Duty Wedding & Covid Safe Coordinator</p>	<p>Ongoing</p>
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	<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>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>			