

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?
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>	Duty Wedding & Covid Safe Coordinator	Ongoing

		<ul style="list-style-type: none">• Gel sanitisers in any area where washing facilities are not readily available <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as doorbells, door handles, light switches, banister rails, key boxes, arrival areas using appropriate cleaning products and methods.</p> <p>https://gov.wales/providing-safer-toilets-public-use-coronavirus-html</p> <p>Social Distancing</p> <p>Social distancing (2 metres) rules are in force.</p> <p>Reducing the number of people in any work area where possible.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Wearing of PPE</p> <p>It is a legal requirement for face coverings to be worn in hospitality venues. All staff will continue to wear face coverings.</p>	<p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display.</p> <p>For reference see STH Viewing Appointment cleaning and sanitising guide.</p> <p>Toilet areas should be regularly monitored and disinfected including frequent disinfection of high-frequency touch points in bathrooms and toilet areas.</p> <p>Continual awareness checks will be carried out by the STH team to ensure that the necessary procedures are being followed.</p> <p>STH team to practice social distancing at work.</p> <p>STH team will work from home wherever possible.</p> <p>Ongoing review of rotas to minimise contact with colleagues, contractors etc.</p>	<p>Executive Housekeeper</p> <p>Director of Operations</p>	<p>Ongoing</p> <p>Ongoing</p>
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		<p>Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p><u>Event Days at STH</u></p> <p><u>Test, Trace & Protect (TTP)</u></p> <p>https://gov.wales/keeping-records-staff-customers-and-visitors-test-trace-protect</p> <p><u>Covid Safe Wedding / Event Coordinator</u></p> <p>Each wedding/event will have someone appointed as a Covid Safe Wedding/Event Coordinator</p>	<p>Management WhatsApp group will be carried out to reassure and support employees in a changing situation.</p> <p>The Operations Director will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Communicate with companies delivering to STH to ensure hand sanitising facilities will be available to their drivers. Deliveries should be accepted outside wherever possible to minimise the risk of infection within the House, Courtyard or Lodge.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Staff, suppliers and other third parties who may attend on the day must be included in the TTP register for each wedding or event.</p> <p>Attendance at a wedding at STH should be by invite only and is subject to a maximum capacity of 78 people. Staff and third party suppliers (such as Registrars or professional musicians) are not included in this restriction.</p> <p>STH will appoint in advance of each wedding or event, a 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</p>	<p>Operations Director</p> <p>Operations Director</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>Ongoing</p>
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	<p>Registrars</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>			