



**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: 15 November 2022**

Who might be harmed?	Controls required / Covid Safe event procedures	Additional controls	Action by who?	Action by when?
<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Registrars* (see below)</b></li> <li>• <b>Visitors &amp; guests</b></li> <li>• <b>Cleaners</b></li> <li>• <b>Contractors</b></li> <li>• <b>Drivers</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant guests or visitors, workers, those with existing underlying health conditions</b></li> <li>• <b>Anyone else who physically comes in contact with us</b></li> </ul>	<p><b><u>Hand Washing</u></b></p> <p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place. See hand washing guidance.</p> <p>Drying of hands with disposable paper towels.</p> <p>Hand sanitisers &amp; posters in any area where washing facilities are not readily available.</p> <p><b><u>Cleaning</u></b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly.</p> <p><b><u>Wearing of PPE</u></b></p> <p>Face masks are no longer legally required to be worn by the team at St Tewdrics House or by visitors or guests attending a wedding. It is down to each individuals discretion as to whether they</p>	<p>Employees to be reminded to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</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 policy will be that it is down to each individual's choice as to whether they continue wearing a face covering while at work.</p> <p>All Housekeeping staff to be trained in correct and safe</p>	<p><b>All STH team</b></p>	<p><b>Ongoing</b></p>



	<p><b><u>Managing Weddings / Events</u></b></p> <p><b>Air Conditioning &amp; Ventilation in The Courtyard</b>  The Courtyard is heated and cooled by four independent air conditioning systems each with a fresh air supply to the rear of each unit.</p> <p>The Courtyard also has a fully automatic fresh air ventilation system installed supplying up to 278litres of fresh air per second into the room.</p> <p>Make sure all guests, visitors, STH staff and contractors have access to sanitiser at locations throughout the venue .</p> <p>To minimise risk to food and beverage service staff.</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 whenever possible.</p> <p>Frequent cleaning and extra attention to touch points, door handles and services will continue to take place.</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><b>Duty Wedding Coordinator / Bar Manager / External Caterers</b></p>	<p><b>Ongoing</b></p>
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