

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: 19th December 2023

Who might be harmed?	Controls required / Covid Safe event procedures	Additional controls	Action by who?	Action by when?
<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><u>Hand Washing</u></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 & posters in any area where washing facilities are not readily available.</p> <p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly.</p> <p><u>Wearing of PPE</u></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 individual's 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>All STH team</p>	<p>Ongoing</p>

	<p><u>Managing Weddings / Events</u></p> <p>Air Conditioning & Ventilation in The Courtyard 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 minimize 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>Duty Wedding Coordinator / Bar Manager / External Caterers</p>	<p>Ongoing</p>
--	--	--	--	-----------------------