

## 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: 19<sup>th</sup> December 2023

Who might be harmed?		Controls required / Covid Safe event procedures	Additional controls	Action by who?	Action by when?
٠	Staff	Hand Washing			
•	Registrars*				
	(see below)	Hand washing facilities with soap and water in	Employees to be reminded to wash their hands for 20 seconds	All STH team	Ongoing
٠	Visitors & guests	place.	with water and soap and the importance of proper drying with		
٠	Cleaners		disposable towels.		
٠	Contractors	Stringent hand washing taking place. See hand			
٠	Drivers	washing guidance.	Staff to be reminded that wearing of gloves is not a substitute		
٠	Vulnerable groups -		for good hand washing.		
	Elderly, Pregnant	Drying of hands with disposable paper towels.			
	guests or visitors,	Hand sanitisers & posters in any area where	Toilet areas should be regularly monitored and disinfected		
	workers, those with	washing facilities are not readily available.	including frequent disinfection of high-frequency touch points		
	existing underlying	washing facilities are not readily available.	in bathrooms and toilet areas.		
	health conditions	Cleaning			
•	Anyone else who physically comes in	<u>orounny</u>	Continual awareness checks will be carried out by the STH		
	contact with us	Frequently cleaning and disinfecting objects and	team to ensure that the necessary procedures are being		
	contact with us	surfaces that are touched regularly.	followed.		
		Wearing of PPE			
		Face masks are no longer legally required to be	STH policy will be that it is down to each individual's choice		
		worn by the team at St Tewdrics House or by	as to whether they continue wearing a face covering while at		
			work.		
		visitors or guests attending a wedding. It is down			
		to each individual's discretion as to whether they			
			All Housekeeping staff to be trained in correct and safe		

 wish to wook a face mode while at 0t Tawdates	procedure of removal of aloves the scheme in the staff and the		Ongoing
wish to wear a face mask while at St Tewdrics	procedure of removal of gloves. Housekeeping staff are able		Ongoing
House and we will respect everyone's wishes.	to wear a face covering and / or visor in the course of their cleaning duties.		
Where Risk Assessment identifies wearing of	ocarning dutica.		
gloves as a requirement of the job, an adequate	All Bar staff are supplied with gloves for toilet checks and any	Executive	
supply of these will be provided.	cleaning duties required during this period.	Housekeeper	
We provide PPE for all our employees and leave it			
to personal discretion on whether they wish to			
utilise it.			
Diagnosis of Covid-19			
	Regular communication of mental health information and	All STH team	
All employees are reminded to catch coughs and	open-door policy for those who need additional support.		Ongoing
sneezes in tissues – Follow Catch it, Bin it, kill it	St Toudrigg amployage have access to 04/7 first advise		
and to avoid touching face, eyes, nose or mouth	St Tewdrics employees have access to 24/7 free advice helpline for any confidential matters including health		
with unclean hands. Tissues will be made		Executive	
available throughout the workplace.	concerns.	Housekeeper	Ongoing
As with any illness, we discourage any employee	Make sure all guests, visitors, STH staff and contractors have		
coming to work and would ensure that our	access to sanitiser at locations throughout the venue and that		
Sickness procedures are followed, as outlined in	staff use this between welcoming guests.		
our Employee Handbook. A negative test is still		Bar Manager	Ormation
required for all our employees before returning to	Potential pinch points for service have been identified and will	-	Ongoing
the workplace if diagnosed with Covid.	be avoided, if at all possible, on wedding days.		
In the same manner, we would encourage guests	Contactless payments should be used whenever possible.		
not to attend a wedding if they are Covid-19	contacticos paymento snoula de asea whenever possible.		
positive to ensure the well-being of their family,	Frequent cleaning and extra attention to touch points, door		
friends and our staff.	handles and services will continue to take place.		
		All STH team	
Hand Sanitiser will be made available in the	Our 2 dedicated Registrars car parking spaces remain		Ongoing
Drawing Room and on the registration table.	available, providing quick and easy access to the venue.		
	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.		
			Ongoing

Managing Weddings / Events	Duty Wedding Coordinator / Bar Manager / External	Ongoing
<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.	Caterers	
The Courtyard also has a fully automatic fresh air ventilation system installed supplying up to 278litres of fresh air per second into the room.		
Make sure all guests, visitors, STH staff and contractors have access to sanitiser at locations throughout the venue.		
To minimalize risk to food and beverage service staff.		
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.		
Contactless payments should be used whenever possible.		
Frequent cleaning and extra attention to touch points, door handles and services will continue to take place.		
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.		