

Title : Covid -19 includes weddings/events	Date of Assessment : 21/10/2020	Risk Assessor : Sonny Cracknell
Risk Assessment Reference : R31	People Involved in making this assessment : Trudy Halley	
Task/ Process : Management to reduce the risk of spread of infection.	People at Risk : Employees, Members of the Public	

Hazard : Employed staff Staff who are not fully aware or compliant with the procedures and arrangements could compromise our arrangements and jeopardise the health of others.

Control Measures:

1. Face coverings must be worn when entering the building & whilst in the presence of customers. Wash hands on arrival at work& regularly throughout the shift, after using the toilet, blowing their nose, sneezing, coughing, prior to touching food, either cooked or raw.
2. Where possible, social distancing in the workplace should be practiced according to government guidelines.
3. Employees can raise concerns via the Manager.
4. Health & Safety communications available to all employees.
5. Employees have access to the 24/7 confidential EAP (Employee Assistance Programme)
6. Communication warning posters displayed where relevant.
7. Every member of staff fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.

Hazard : Communal facilities Entrance, toilets, corridors etc.- Risk of cross contamination from equipment, surfaces etc. which may have been touched or otherwise contaminated by coronavirus and create a risk to health

Control Measures:

1. Cleaning services have been increased. Toilets and communal areas, along with workspaces are cleaned more frequently and the cleaning routine is to a higher specification.
2. Supplies of soap and sanitising agents are provided and regularly topped-up. Public Health and hand washing advice posters displayed where useful.
3. Employees instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. Employees made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces, toilets, sinks, door handles, soap dispensers, etc. Objects which are visibly contaminated with body fluids must be reported to the manager, who will inform the cleaner.
5. Employees instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.

Hazard : Waste ill health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise)

Control Measures:

1. Waste bins are provided throughout the building and emptied safely & wearing gloves.
2. Employees instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, or pocketed and taken home.
3. All waste is removed from the building and disposed of in the collection bins as soon as possible.

Hazard : Designated Smoking areas Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.

Control Measures:

1. Employees are advised to avoid inhaling second hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure.
2. Employees and visitors must wash their hands after smoking or vaping.

Hazard : Meeting areas for clients Potential risk of transfer of virus on account of close contact with other persons.

Control Measures:

1. Meetings in enclosed spaces such as meeting rooms should only be undertaken when absolutely essential for business needs and need to be kept as short as possible.
2. Employees using meeting rooms instructed to follow the latest Govt advice and maintain the specified social distance requirements
3. Employees told to avoid physical contact with visitors, such as handshakes, hugs, etc. and to give a polite explanation of this policy should it be required. Face coverings must be worn at all times.
4. Social distancing is part of the current government advice, although the distance required may change at any point. As and when this occurs, the new social distancing must be adhered to.

Hazard : Workstations, IT and telephone equipment Direct contact with potentially cross contaminated workstations, IT or telephone equipment may cause adverse coronavirus health effects.

Control Measures:

1. Employees advised not to share phones, headsets and personal mobile phones with others to prevent accidental cross contamination.
2. Telephone equipment is cleaned at the end of each working day by the staff who have used them.
3. Employees are advised to ensure that their workstations, IT and telephone equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners must be used which do not damage equipment.

Hazard : Close contact Employees working on the premises may be at risk of exposure to other employees or visitors who are carrying coronavirus, knowingly or unknowingly

Control Measures:

1. Employees instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the current social distancing rules. Face coverings must be worn at all times.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. are to be avoided.

3. Employees are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.
4. Contractors to sites will be managed and controlled by management for only essential maintenance.
5. Visitors to sites are to be limited and if possible video conferencing software to be utilised to reduce face to face contact.

Hazard: Vulnerable employees Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse affect on their health and wellbeing.

Control Measures:

1. In accordance with government guidelines, employees who are in the vulnerable and high risk categories are advised to stay at home until it is safe to return to work.
2. Employees with family members in high risk categories have been instructed to inform the manager.
3. Those employees who fall within the extremely vulnerable category (shielded) in accordance with government are to continue to stay at home. .
4. Where employees are high risk vulnerable (not extremely clinically vulnerable), then the manager will investigate the option of the safest available on-site role, enabling them to stay a suitable distance away from others in line with the current government requirements

Hazard: Cleaning and hygiene Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.

Control Measures:

1. Cleaning regimes have significantly increased throughout the club, also the frequency of cleaning of hard surfaces (floors, handrails, door handles, gaming machines, switches, etc).
2. Suitable disinfectant cleaning products are available.
3. Employees are aware they must prevent cross contamination of surfaces.
4. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the club.
5. Employees are required to report anything contaminated or spilt that requires cleaning.

Hazard: Personal hygiene Poor personal hygiene standards pose a risk of passing or contracting the infection.

Control Measures:

1. The importance of good personal hygiene has been explained to all employees. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth. Face coverings must be worn at all times when on shift dealing with customers.
2. Employees instructed to clean their hands frequently with soap and water for at least 20 seconds. Soap and hand gels are provided.
3. Employees instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
4. Employees instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.
5. Hand sanitiser spillages will be cleaned up immediately with water and area dried off.

Hazard : Colds and Infections There is a risk that any cold and or infection could be consistent with COVID-19 symptoms and there is a risk that accidental cross infection could be transmitted to other persons.

Control Measures:

1. Where symptoms of a cold/infection starts at work employees are required to notify the Manager immediately. Decisions to refrain from working will be made accordingly where there is a potential risk.
2. Employees who are currently self-isolating due to having tested positive for COVID-19, experiencing symptoms or have a family member who has tested positive or show symptoms, have been told to inform the Manager and not to return to work until it is confirmed that they are safe to do so.
3. Employees are advised to isolate in accordance with government guidelines.

Hazard : Emergency evacuations Inhalation of smoke or exposure to fire leading to injury or fatality

Control Measures:

1. A trained fire warden is in place.
2. Employees are to follow the emergency evacuation procedures.
3. In an emergency, for example an accident or fire, employees do not have to adhere to social distancing requirement if it would be unsafe to do so.

Hazard : First aid Lack of first aid provision leading to injury, further injury or prolonged pain.

Control Measures:

1. Trained emergency first aiders are on duty.
2. All first aiders provided with face guards to reduce risk of cross contamination.
3. Additional first aid equipment provided in first aid boxes to reduce risk to first aiders. disposable masks provided, disposable aprons.

Hazard : Show arrounds with clients Close proximity to staff and client increases the risk of infection.

Control Measures:

1. All clients will be emailed a safety guide before attending a show-round.
2. Only 2 persons from the same family/household will be allowed on a show-round at the same time.
3. On arrival & departure the clients will be offered the opportunity to clean their hands and reminded to wear face coverings whilst in the building.
4. All staff will distance themselves from visitors in accordance with the latest government requirements.
5. All face to face client meetings will, wherever possible, be held in an outside area, weather permitting.
6. The manager will identify suitable and sufficient control measures based on HSE/UK government guidelines to provide a safe place of work.
7. All areas and any surfaces used at a show-round will be kept clean. Rigours will include: - The wiping down of all door handles/light switches/toilet flushing handles - Propping open doors as much as possible to reduce contact with surfaces - The safe disposal of any non-reusable P.P.E
8. Disposable gloves and face covering will be available should visitors request them. Sanitising hand gel will also be available to for clients to use.

9. The show-round employee will open all doors within the venue for the clients.
10. Toilet facilities with water, soap and hand gel will be available.

Hazard : Wedding Planning, Management & Supervision An absence of planning, management & supervision will increase the risk of infection

Control Measures:

1. The manager will assess the risk of COVID-19 infection and the practicalities of achieving acceptable and reasonable social distancing for every wedding. Current guidelines will be adhered to at all times i.e. numbers attending the wedding.
2. The manager will identify suitable and sufficient control measures based on HSE/UK government guidelines to provide a safe place of work.
3. The manager will consult with the client to ensure all parties (guests & 3rd party suppliers) are aware and can adhere to the required control measures.
4. The installation and removal of equipment will be planned so as to reduce the risk of a breach in social distancing.
5. The requirement for social distancing and the personal hygiene requirements will be included in all pre-wedding staff briefings.
6. The implementation of the identified control measures will be supervised by all those employed during an event.
7. Suppliers will be provided with the venue's 'COVID-19 Secure' requirements prior to their arrival at the venue.
8. The Client will be provided with a 'COVID-19 Controls' requirements' for the safe delivery of the event.
9. The Client will be advised to pass the above requirements on to the guests in advance.
10. The guest numbers will be based on the configuration required to accommodate acceptable social distancing

Hazard : Wedding, spacing of occupants Close proximity to other people increases the risk of infection.

Control Measures:

1. The wedding space will be planned in a configuration that facilitates current social distancing requirements
2. Catering stations will be designed and positioned to facilitate current social distancing requirements.
3. Wedding photographs, wherever possible, will be taken outdoors.
4. A sensible approach will be taken when identifying acceptable guest numbers and will adhere to government guidelines.
5. Catering style to be considered for the safest delivery of service; for example, table service.
6. Weddings can take place outdoors, where possible, weather permitting.
7. The guest numbers seated at each table may be reduced in line with government guidelines produced for events.
8. Designated smoking areas need to take into account current social distancing requirements.
9. The client will create a seating plan for guests to refer to prior to taking their seats which takes into consideration current social distancing requirements.

Hazard : Event food service The close proximity required for food service can increase the risk of infection.

Control Measures:

1. Food and beverages will be served at the table at all times. Staff will wear face coverings.
2. All wine/beer/water bottles will be wiped down with an anti-virus solution/wipes prior to service. Once the guests have moved on to another area of the venue, then catering staff will clear away any remaining tableware wearing disposable gloves.
3. Regular and thorough washing of hands is better than wearing gloves. However, when clearing bottles and glasses etc from tables gloves are to be worn, they need to be disposed of in a bin after use.
4. Cutlery, will be cleaned in a dishwasher at 60Deg+ Celsius to sanitise it. Napkins and tablecloths will be washed at 60Deg+ Celsius. Cutlery sets will be wrapped in a single napkin and stored in a closed container prior to placing them on the table by a nominated member of staff.
5. Crockery and glasses, will be cleaned in a dishwasher at 60Deg+ Celsius to sanitise them.

Hazard : Event drinks service The close proximity in front of the bar can increase the risk of infection.

Control Measures:

1. Table service will be in place for all customers.
2. Sales will be contactless where possible.

Hazard : Event communication The close proximity required for communication can increase the risk of infection.

Control Measures:

1. Face to Face meetings during the wedding period will be kept to a minimum & will follow current government guidelines.
2. All staff should attend and be reminded of social distancing, hand washing procedures & the wearing of face coverings at the normal briefing before each event.

Hazard : Event toilet management There are several touch points and aerosolising functions within toilets that can increase the risk of infection.

Control Measures:

1. All toilet areas will be thoroughly cleaned prior to a wedding/event.
2. A designated staff member will regularly sanitise all multi-touch points in the toilets throughout their use during an event. This is monitored by a time & signature sheet on the outside of the door to the facilities, these must be completed after each check.

Hazard : Children at events Children are not generally spatially aware

Control Measures:

1. In the event of a child witnessed not being properly supervised by the parent/guardian the Manager will advise the Client.

Hazard : Intoxicated guests Intoxication can lead to a disregard for social distancing.

Control Measures:

1. Any guest witnessed not complying with the social distancing requirements will be respectfully asked to comply with the requirements.
2. If intoxication is identified as a potential risk then the Manager will consult with the client to identify an acceptable solution

Hazard : **Cleaning during events** A poor cleaning regime can increase the risk of infection

Control Measures:

1. Throughout the event staff will undertake the following cleaning tasks: The wiping down of all surfaces. The wiping down of all door handles/light switches/toilet flushing handles. The wiping down of handrails in disabled toilet. The wiping down of all hand sanitizer units throughout the club.

Hazard : **General hazards for guests** The absence of COVID-19 control measures increases the risk of infection.

Control Measures:

1. Full and evident implementation of all measures will be visible throughout the event.
2. Hand cleaning stations in the venue with soap, water & hand sanitizer gels are available for guests to wash their hands.
3. All guests must wear a face covering entering the building, they will be permitted to remove it once seated by staff. Should they need to leave their seat for any reason the face covering must be worn.

Hazard : **General hazards for employees** The absence of COVID-19 control measures increases the risk of infection.

Control Measures:

1. Staff are required to wear face coverings when entering the building & throughout their shift when dealing with customers. Wash hands on arrival at work & regularly throughout the shift, after using the toilet, blowing their nose, sneezing, coughing, prior to touching food, either cooked or raw.
2. The manager will provide soap & water in all toilets and other hand washing areas within the club. Hand sanitizers are available for use in addition to thorough hand washing.
3. Any staff who are experiencing any symptoms that are consistent with COVID-19 symptoms (new dry cough, fever, loss of taste & smell) will be advised not to come to work and use the NHS 111 online COVID-19 service to check if they need medical help.
4. Any staff whilst at work demonstrating any symptoms that are consistent with COVID-19 symptoms (new dry cough, fever, loss of taste & smell) will be sent home immediately.
5. The Manager will display reminder notices.
6. All remaining staff will be advised on return home to shower immediately
7. Staff will be advised to avoid touching their face whilst wearing gloves.
8. When pens are required staff advised to ensure they use them from the pot labelled 'Sanitized' & after use place them in the 'to be cleaned pot'
9. Any staff who have members of their household demonstrating symptoms of COVID-19 must not come to work.

Hazard : **General hazards for suppliers** The absence of COVID-19 control measures increases the risk of infection

Control Measures:

1. Should a delivery driver be required to assist with unloading or for the use of welfare facilities, it is essential that they adhere to the control measures identified in this assessment.
2. Suppliers will be required to provide confirmation that they have their own sufficient COVID-19 Risk assessments and must wear a face covering when entering and moving within the building.
3. Suppliers will be advised to provide, use, but not share their own equipment; these need to be cleaned before and after use with anti-virus sanitisers.
4. Suppliers will be required to wash their hands with soap and water regularly, particularly at the following times: - On arrival at the site, following any time that they have had to use any shared equipment or facilities.

Hazard : Kitchen - workstations and preparation areas Risk of cross contamination and pathogens spreading between persons in kitchens/other work areas

- Control Measures:**
1. Where practicable workstations are spaced apart according to government requirements.
 2. The kitchen staff must avoid working close to others, the 2 meter rule must be used to minimise contact whenever possible.
 3. Only one person can access walk in fridges and freezers at any time.

Hazard : Kitchen cleaning and hygiene Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus. Contaminated items/objects could then be passed onto guests.

- Control Measures:**
1. Government guidance on cleaning food preparation and food service areas is being followed.
 2. Additional cleaning and disinfectant measures have been implemented.
 3. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided within the kitchen.
 4. Staff are required to report anything contaminated or split that requires cleaning.
 5. Enhanced handling procedures of laundry to prevent potential contamination of surrounding surfaces, to prevent raising dust or dispersing the virus. Gloves must be worn when handling laundry items. All chefs whites/aprons to be laundered after use.
 6. Collection bins are available for used tea towels, dish clothes and staff aprons.
 7. Suitable disinfectant cleaning products are used.
 8. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, door handles, kitchen equipment buttons, switches, etc). Cleaning has been increased in line with the current risks present.

Hazard : Risk of infection NOTE: Points 1 to 3 are government information points regarding face masks and NOT control measures.

- Control Measures:**
1. In managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.



- 2. Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19
 - 3. It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including Minimising time spent in contact.
 - 4. Wear face coverings whilst in the building, increase hand and surface washing. These other measures remain the best ways of managing risk in the workplace, and government would therefore not expect to see employers relying on face coverings alone as risk management.
 - 5. Wear face covering at all times. Wash hands on arrival at work & regularly throughout the shift, after using the toilet, blowing their nose, sneezing, coughing, prior to touching food, either cooked or raw.
 - 6. Staff should wash their hands for a minimum of 20 seconds using soap and water, and dry hands thoroughly with disposable towels after washing.
 - 7. Hand sanitiser is available. The use of hand sanitiser should be in addition to hand washing.
 - 8. Where disposable gloves are worn, these should be disposed of after use and handwashing procedures followed after the removal of disposable gloves.
- Hazard : Dancing and entertainment Spread of infection**
- Control Measures:**
- 1. The current guidelines are that dancing is prohibited. Music should be at a volume that guests are able to talk to each other and not shout.

Documents Associated with this Risk Assessment:	
Review Date : 09/11/2020	Reviewer : Sonny Cracknell

