

Risk assessment specific to Covid 19 in the workplace – At Events.

Company name: Party Ingredients Catering Services Ltd Assessment carried out by: Vicky O’Hare

Date of next review: In response to Government Information / Legislation Updates whilst in pandemic outbreak

Date assessment was carried out: 25/03/21

NB this Risk Assessment should be used in tandem with a venue specific Method Statement, reviewed for each event.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Viral Infection at work	All workers and guests coming within 2m of each other or picking up infection from contaminated surfaces.	Risk assessment, new policies and procedures, training, signage and constant communication. Strict policy of social distancing (2m), enhanced cleaning and attention to personal hygiene (handwashing). Hand sanitiser stations at all entry and exit points.	Continued review, reaction, update and communication. Consideration of full static teams working in satellite halls to reduce worker contact and provide further infection contingency. Visual aids and work instructions rotating to ensure consistent and continued engagement with safety messaging.	Management and all workers and guests	Immediately, with weekly review	



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		<p>PPE considered for each task, and generally for use in all mobile circumstances, to include face covering, gloves etc. Daily "induction" briefing to remind all staff of routine safe conduct.</p> <p>Introduction of team working to minimise the number of people in contact with each other in the workplace.</p> <p>Introduced varied shift patterns to ease access and egress traffic.</p> <p>Maximised home working to reduce workers numbers in the building and</p>	<p>Continued consultation with workers.</p> <p>Trace and track app at all event venues, temperature taking daily.</p> <p>Continued monitoring and auctioning Government updates and recommendations in line with scientific research.</p>			



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		facilitate social distancing. Twice weekly lateral flow testing for all workers. Record maintained of all guests to the premises.				
Planning and Preparation.	Communication, site visits, shared physical paperwork present potential risks of infection and must be managed carefully.	Minimise face to face meetings. If a site visit is required, it must be conducted observing physical distancing of 2m. The site visit is a good opportunity to occupy the proposed spaces for guest and staff occupation and assess their practicality. Physical paperwork must be managed carefully, kept to a	Consider personal tablets for wide use by chefs and event managers to remove the need for physical documents.	All workers and guests	Immediate	



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		minimum and have restricted access. Cancellation policies reflect emergency situations and proposal contain pandemic clauses.				
Contaminated Clothing / Belongings	All workers coming into contact with personal belongings may pick up infection.	Own clothing must be worn to work and uniform worn at work. Work wear must not be worn to work, nor own clothes worn at work. All clothing should be washed at the highest possible temperature to kill the virus. Personal belongings must be kept to a minimum.	Monitor as information develops on the life of the virus on fabrics etc emerges.	All staff	Immediate	
Keypad / Door Handle Use	All workers picking up	All workers to identify door	All workers to ensure they have sanitiser and use it	All workers and venue staff	Immediate	



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	infection from contaminated surfaces.	handles as high risk areas. Wipe in / Wipe Out protocol.	prior to EVERY contact with door handles. Review and remind policy for all staff. Additional cleaning provided by the venue.			
Increased Contact in Changing Rooms	All workers coming within 2m of each other or picking up infection from contaminated surfaces or belongings.	One worker only in the changing room at a time. All belongings and waste to be removed at the end of each shift. Personal belongings to be kept to a minimum.	Review and remind policy for all staff. Additional space provided by the venue where possible.	All workers	Immediate	
Increased Contact in Toilets	All workers coming within 2m of each other or picking up infection from contaminated surfaces.	One worker only in the toilet area at a time. Wash down taps and sink used as part of hand washing procedure.	Review and remind policy for all staff. .	All workers and guests	Immediate	



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Poor use of Corridors, Doorways and Stairways	All workers or guests coming within 2m of another worker or guest.	Observing 2m social distancing at all times. Observe any one way flow within venue. Adopt one way flow for service where possible. Where one way flow is not possible, one person at a time can access stairwells, narrow corridors and doorways. Wipe In / Wipe Out protocol on handrails (wipe as you go, bin at the end).	Review and remind policy for all staff. (Coverage in briefing). All staff and guests to be vigilant and responsive. Give way to oncoming workers and stand well clear (2m) to let them pass before proceeding into confined spaces. Reinforced with signage by venue.	All staff and guests	Immediate	
Poor movement around the building	All workers and guests coming within 2m of each other as they move around the building.	Observing 2m social distancing at all times. Be alert to signage dictating one way flow in the venue. Following guidance on restricted access	Review and remind policy for all staff. (Coverage in briefing). All staff and guests to be vigilant and responsive. Give way to oncoming workers and stand well clear (2m) to let them pass	All staff and guests	Immediate	



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		rooms or areas in the building to reduce potential infection.	before proceeding into areas that are not governed by one way flow. Additional signage by venue.			
Areas of High Traffic and Shared Equipment	All workers accessing areas that are in constant use by multiple workers (eg fridges, ovens, door handles, racks) are at increased risk of infection by contaminated surfaces. Shared physical documents are also a risk and must be managed carefully.	Observing 2m social distancing at all times. Following guidance on restricted access rooms or areas in the building to reduce potential infection. Shared equipment kept to a minimum, but identified by signage / in briefings as shared and subject to wipe in / wipe out protocol. Event managers (lead kitchen, lead boh) are responsible for	Review and remind policy for all staff. (Coverage in briefing). All staff and guests to be vigilant and responsive. Venue to assist in developing restricted access areas for their own team and for each contractor where possible.	All staff and guests	Immediate	



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		additional sanitising in key areas to prearranged schedule. Paper documents are low risk, but handling them should be restricted to a key staff member, using their own pens.				
Insufficient Building Cleanliness	All workers and guests contracting infection from surfaces, handles, handrails, utensils, tools, belongings or workstations.	Staff are responsible for tidying and cleaning after themselves and in handwashing facilities. High traffic areas (door handles, handrails, changing rooms, toilets etc) are cleaned with increased frequency by the venue to a schedule.	Continued review, reaction, update and communication. Feedback to venue.	All staff, cleaning team.	Immediate	



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Catering Equipment	All workers contracting infection from crockery, cutlery, glassware and equipment.	All equipment to be washed through dishwashers, not by hand (unless it is worker specific and done by the worker). All dishwashers to be tested and recorded daily to ensure they are reaching a minimum temperature of 81 degrees. Layup completed wearing PPE. Guests provided with a personal wipe as part of the layup.	Continuous review.	All staff, cleaning team.	Immediate	
Loading	Warehouse staff must work carefully to maintain 2m distance.	Briefing, signage and review and remind policy to reinforce 2m distance at work. See below for the	Remind and review policy. Reinforce in daily briefings. Plan loading / unloading carefully to maximise safety. Either one man, one van or	All staff	Immediate	

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		involvement of more than one worker in a task.	“pods” working repetitively and exclusively together, completing tasks within 15 minutes with PPE.			
Necessary Involvement of 2 or More Staff in a Task Where 2m Distancing Cannot Be Observed	Certain tasks (heavy lifting / deliveries etc) may require 2 or more staff to be less than 2m from each to complete the task. There is a risk of infection here.	PPE (face mask and gloves) should be worn by all parties involved in the activity. This PPE will be provided by PI. PPE must be disposed of immediately and all parties should attend to their personal hygiene (handwash, change apron etc). The activity should be completed as quickly (safely) as possible. If the activity is regular, it should be completed by the	Senior management involvement in any activity that necessitates breaking the 2m social distancing rule. Remind and review policy for all staff, including coverage in daily / shift briefings. Signage advising management consent and PPE is required for breaking of 2m distancing rule.	All staff	Immediate	



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		same people each time.				
Driving	Drivers at risk of infection if more than 1 person occupies the van at a time.	Driver only in van whilst 2m distancing in place. Wipe in / wipe out protocol for all vehicles.	Senior management approval required for any variation to the one vehicle, one team member rule. It is possible to allow 2 people in the van for short periods (less than 15 minutes), with full ventilation and PPE.	All staff	Immediate	
Arriving at the Venue	Access / egress of more than one contractor at a time is a significant risk to infection.	Venue to approve RAMS prior to event and stagger contractor access. PI to STRICTLY follow our own RAMS and those of the venue to ensure safe access / egress. RAMS to be signed off by ALL staff prior to event.	Constant review and feedback, building on experience to improve all processes, and RAMS.	All staff	Immediate	



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Staff Arrival	All staff at risk of infection from co-workers, contractors or contaminated surfaces if protocols are not followed.	Staff pre-briefed with RAMS and Staff infographic prior to arrival. Thermal temperature taken and staff allowed access if they read below 37.8 degrees and sign health declaration. Staff changing is on one in / one out (or more, dependant on space allocated) basis, with staff using and laundering their own uniform for each event, using the highest temperature setting they can. Staff to use PPE, leave mobile phones in their bags throughout the shift	Arrange available staff space with the venue prior to each event. Staff to minimise personal belongings. Review and remind policy with venue feedback from each event to share best practice.	All staff	Immediate	



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		to reduce potential contamination.				
Load in / load out	All staff and (guests) by infection from shared contact with event equipment.	Using a pre established drop zone at the venue, the van will be unloaded and equipment will be dropped in the 2m marked zone. All staff members involved in load in / out will wear PPE masks and gloves and only one staff member can enter the drop zone at a time. Workers handling equipment must remove and dispose of PPE and hand wash as soon as possible after load in is completed. New PPE for	Remind and review policy for all staff. (Coverage in briefing). Extensive communication with venue and other suppliers prior to arrival to co-ordinate plan and movement around the venue. Vigilance from staff to maintain new protocol. Monitor scientific data on surface contamination.	All staff, venue team, other contractors	Immediate	



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		renewed contact between other tasks.				
Set Up	All staff at risk of occupying small spaces, corridors, stairwells with short lead set ups.	MS sets out order of set up in each area, and individual roles will be allocated in advance of the event. Additional briefing immediately after arrival to remind all staff of their task / working station. Set up to be area specific – ie one team of 2/3 FOH allocated to fully setting 3 tables, maintaining physical distance, wearing PPE and minimising contact with guest facing equipment (cutlery, glassware etc). BOH setups	Remind and review policy for all staff with coverage in briefings. Extensive communication with venue and other suppliers prior to arrival to co-ordinate areas required, time frames etc and feedback afterwards. Personal food safe wipes provided in each place setting for guests who want to disinfect their own “cover” prior to use.	All staff, venue team, other contractors	Immediate	



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		managed in the same way – one staff member, one area with prep jobs allocated to specific areas in advance.				
Managing Incoming Guests	All guests by infection from personal contact or contaminated surfaces or equipment.	Clients should sign an agreement to venue policies on health and welfare of delegates e.g.: temperature checking and health statements on arrival. All guests entering the building must be given an induction briefing on how to comply with our routine safety protocols – client to pre-circulate the PI Client Safety infographic to all guests before the event. Guests to be	Extensive communication to expected guests prior to their arrival on venue routine safety protocols. Remind and review policy for all staff and inclusion in daily briefing. Feedback and discussion with the venue to share best practice. Consider the use of freestanding bollards to indicate the 2m physical distance where queues are likely.	All staff, venue team, client and guests.	Immediate	



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		<p>staggered on arrival and departure with sign in / track and trace app (so we can trace them in the event of an infection outbreak). Guests to wear face coverings until they are seated. (They may need to sign a liability disclaimer to access the event, dependent on insurance provision). Sanitiser, marshalling staff, additional cloak and reception staff, guest signage, one way flows all employed where appropriate to maintain physical distance (as per venue RAMS)</p>				



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Marshalling Guests within the Venue	Physical distancing may be compromised and risk of infection raised by guests moving freely around the venue spaces.	Venue staff to have designated marshalling roles to minimise unwanted guest movement. Restricted access areas, one way flows, additional signage and per-event venue plans in place.	Remind and review policy – include in staff briefing, with any allocation of marshalling duties. All staff to understand procedure if guests need to leave the table. Feedback to the venue to share best practice.	All staff, venue team, guests	Immediate	
Receptions	Free movement of guests and staff increases the risk of infection and compromises physical distancing.	Receptions are not currently undertaken under Government guidelines. Seated events only are permitted.	Monitor Government guidance and update as required.	Top Management and Venue Management	Immediate and ongoing	
Seating Guests	The movement of guests to their seats compromises physical distancing and increases the risk	Pre circulate seating plans, maximise access / egress routes using one way flow and free standing bollards / signage to	Venue to establish protocol for guests wishing to leave their seats during the event – one way routes etc, that the catering team can support.	All staff, venue team, guests	Immediate	



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	of infection. Mingling is not permitted.	indicate 2m physical distance where queues are likely. Re-iterate the need for guests to proceed directly to their seats and avoid mingling.				
Service at Table	The risk of infection posed to staff and guests with close contact service.	Physically distanced seating to service access at 1m+, up to 2m. Staff wearing PPE, and minimal service contact with “drop and step back” protocol observed. Reverse format for clearing. Beverage service in personal carafes / half bottles wherever possible. Some trayed service of drinks to table.	Review and remind. Communication with guests prior to event so they are able to engage with the service safely. Consider small introduction of each course immediately prior to the service of it, so guests are well informed, without having to interact directly with their server.	All staff, guests	Immediate	



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Guests Leaving the Table	The movement of guests from their seats, into the pathway of the service / other guests compromises physical distancing and increases the risk of infection.	Guests to understand (via pre-event communication / infographic), that free movement around the venue will not be possible. Protocol in place to allow safe individual movement.	Venue to establish protocol for guests wishing to leave their seats during the event – one way routes etc, that the catering team can support.	Venue team, all staff, guests	Immediate	
Facilities Management	Insufficient building cleanliness (with particular reference to high traffic areas /surfaces), insufficient marshalling of guests in toilets / cloakrooms could raise the risk of infection.	Heightened cleaning regimes in place at the venue, identifying high risk areas and disinfecting these touchpoints every 30 minutes throughout the event. Additional staff marshalling in toilets and at cloakrooms. Guests alerted to NOT bring	Venue to consider de-fogging – de contamination lasting 30 days in addition to thorough disinfection of all spaces used between events. Team to feedback to venue to share best practice.	Venue team, staff	Immediate	



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		belongings and reduce the need to occupy cloakroom space.				
Guest Departure	All guests by infection from personal contact or contaminated surfaces or equipment.	All available staff deployed to stagger guest departure and manage egress routes, and venue facilities. Guests informed of departure process prior to event.	Any catering staff involvement communicated at briefing.	Venue team, staff. guests	Immediate	
Outmess	Ad hoc food service to venue team, other contractors may compromise the 2m physical distance and increase the chance of infection.	Pre plan outmess service, identify a designated area that can be restricted and a service time, to ensure that the safe service of the outmess can be the focus of the service team at that time, without distraction.	Communication with venue. Feedback, Staff briefing to allocate responsible team for set up and service.	Staff, venue team.	Immediate	



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Food Service and BOH Management	Potential risk of infection due to tight working space / volumes of personnel at the point of food service.	A slow down of the service, agreed with the client prior to the event to allow for the safe movement of individuals in and out of servery spaces and into / out of dining spaces maintaining physical distance. Staff to maintain distance from guests throughout service, working to lay plates as quickly and elegantly as possible and withdrawing. PPE (gloves and facemask) to be worn by all. Aim to limit the service of each course to 12	Pre arrange the maximum amount of plating space for the chef team to allow for distinct 2m service points, with waiting / passing space for staff to move in and out of the space.	Staff, venue team	Immediate	



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		minutes (15 minutes maximum).				
Beverage Service and BOH Management	Potential risk of infection due to tight working space / volumes of personnel at the point of beverage service.	Pre laying of personal beverage where possible – water bottles / carafes; wine half bottles / carafes / pre poured champagne glass, then trayed dessert wine, port / brandy. BOH area to be configured to allow 2m service points, with waiting / passing space for staff to move in and out of the space	Discuss beverage service with the client prior to the event, minimising service contact where possible. Pre arrange the maximum amount of plating space for the chef team to allow for distinct 2m service points, with waiting / passing space for staff to move in and out of the space.	All staff, venue team, client	Immediate	
Clearing and BOH Management	Potential risk of infection due to tight working space / volumes of personnel at	A slow down of the service, agreed with the client prior to the event to allow for the safe movement of	Pre arrange the maximum amount of clearing space for the boh team to allow for distinct 2m drop points, with waiting / passing	All staff, venue team, guests	Immediate	



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	the point of food service.	individuals into / out of dining spaces and in and out of clearing areas maintaining physical distance. Staff to maintain distance from guests throughout service, working to clear plates that have been pushed by the guest away from themselves as quickly and elegantly as possible and withdrawing. PPE (gloves and facemask) to be worn by all.	space for staff to move in and out of the space. Allow for easy access to the drop zone to allow for loading with minimal crossing of service traffic.			
Waste Management	All staff by infection from contaminated waste / waste covering.	Waste will be double bagged and left in the pre-identified "drop zone" for loading*	Remind and review policy for all staff. (Coverage in briefing).	All staff	Immediate	



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		by one individual wearing PPE. (The event loader / driver). *Or collection by waste management service.				
Use of PPE, Including Incorrect Use of PPE	Although we have adopted a strict policy of social distancing and enhanced personal hygiene, we feel that PPE is necessary in a service environment. This is to bolster client and staff confidence, rather than actively control the risk of infection and it MUST be used correctly. All workers (and	Venue signage / staff briefing showing correct use of PPE to help prevent viral infection. PPE cannot be used instead of our preferred policy of social distancing and enhanced personal hygiene. PI will provide PPE (face mask, gloves) for all staff. Specific PPE will be provided if 2m distancing needs to	Remind and review policy with all staff, including briefing.	All staff	Immediate	



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	guests wearing PPE) must comply with correct use guidelines or pose a greater risk to themselves and the people they are sharing space with.	be breached and this will be under management supervision. See previous section covering this.				
Vehicle Management	Staff using vehicles are at increased risk of infection if they are shared.	Frequent drivers are assigned specific vehicles to minimise the risk of infection. All vehicles are subject to wipe in / wipe out protocol and must be emptied completely of all produce, personal belongings and waste before sanitising and locking at the end of each shift. Designated loader at each event to	Remind and review policy and coverage of worker responsibilities in shift briefing. Signage and clear marking of vehicle to worker assignment.	All staff	Immediate	



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		minimise cross infection risk. PPE (gloves) MUST be worn.				
Management of an Emergency	Staff responding in an emergency may need to break the 2m distancing rule – this is allowed if NOT to do so would be unsafe. Risk of infection.	First Aiders trained and briefed on accident response. After responding, all parties must attend to personal hygiene (handwashing etc) and ensure appropriate disposal of any materials used. First Aider responsible for sanitising or replacing any equipment used. PPE is provided for First Aid attendance.	Review and remind policy with all staff. Pre-plan emergency responders on an event by event basis. Understand where PPE is available and venue RAMS in emergency situation. Include in staff briefing. Regular communication to ensure protocols are followed safely in the event of an emergency.	Management, First Aiders, All Staff, venue team and subcontractors	Immediate	
Breaktime Management	Areas of high traffic are high risk – all staff at risk of	2m distancing protocol in place inside and outside	Remind and review policy with coverage in staff briefing.	All staff	Immediate	



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	infection in communal spaces.	the workspaces – this may mean 1 or 2 eating at a time on scheduled short breaks. Workers to wipe in / wipe out before and after eating to leave the area for the next worker. If possible, breaks to be enjoyed outside, observing 2m distancing.	Understanding from venue where staff breaks can be taken.			
Workplace Infection Incident FOR INFORMATION, NOT EVENT SPECIFIC.	All staff and guests are at risk of infection if it occurs within their working team. Infection from contaminated surfaces is a risk for all workers and guests.	Staff are segregated into teams. In the event of an infection or suspected infection, the worker must inform PI immediately and self isolate at home following government guidelines. In the	Communication and understanding of the procedure in the event of an infection. Understanding that non workers teams are constantly on standby in the event of a positive test for infection in the other team.	Management and all staff	Immediate	



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		<p>event of a positive test, all workers in the same team as the infected worker will have to self isolate for 14 days. Workplace is deep cleaned.</p> <p>Workers from the non infected team will step in and work consistently whilst the infected team isolate.</p> <p>A Covid specific return to work form must be completed digitally or by phone PRIOR to a return to work after Covid related absence.</p>				
Symptoms at an event	All staff, venue team and guests at risk of creating / contracting infection.	If a worker / guest develops symptoms of Covid 19 (high temperature, persistent cough)	Communication and understanding of the procedure in the event of an infection.	Management and all staff	Immediate	



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		<p>whilst at an event, they must be isolated outside or in a well ventilated room immediately. They must be sent home (in a well ventilated cab wearing PPE, with clean hands and minimal contact to surfaces inside the cab) and follow government guidelines on isolation. Equipment, surfaces used by the worker / guest must be deep sanitised. Anyone displaying symptoms on arrival must be refused entry to the venue.</p>	<p>Monitor government guidelines on managing symptoms in the workplace.</p>			



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Symptoms reported after an event	All staff, venue team and guests at risk of creating / contracting infection.	Ensure that all guests and staff understand their obligation to inform the venue if they are tested positive for Covid 19 within 14 days of attending an event. If a worker / guest tests positive for Covid 19 within 14 days after an event, this must be reported to NHS Track and Trace to assess co-worker / guest risk and instruct on isolation requirements.. Equipment, surfaces used by the worker / guest must be deep sanitised.	Communication and understanding of the procedure in the event of an infection. Monitor government guidelines on managing localised outbreaks.	Management	Immediate	



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Change in UK coronavirus alert level	Potential change to operating systems in line with increase or decrease of alert levels.	Daily monitoring of the Coronavirus alert level in the UK. Aligned action to each alert level ranging from precautionary monitoring and cleaning procedures to full closure of the workplace and suspension of business activity in line with Government advice.	Review and revise action plans in line with Government advice. Communication to staff, clients and guests in the event of a change to the alert level.	Management	Immediate	
Tier level escalation in local area with potential lockdown	Risk of infection to staff and guests. Risk of damage to business with late notice cancellation.	Monitor situation carefully and make decisions on imminent events in conjunction with client about whether they should be cancelled.	Communication and understanding of the procedure in the event of a localised lockdown. Monitor government guidelines on managing symptoms in the workplace.	Management and Client	Immediate	

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<p>National spike in infection with lockdown introduced</p>	<p>Risk of infection to staff and guests. Risk of damage to business with late notice cancellation.</p>	<p>Close down the venue, communicate with all imminent clients on the feasibility of their events. Monitor situation carefully and make decisions on upcoming events in conjunction with client about whether they should be cancelled.</p>	<p>Communication and understanding of the procedure in the event of a national lockdown. Monitor government guidelines on managing symptoms in the workplace.</p>	<p>Management and Client</p>	<p>Immediate</p>	
<p>Interaction with Government track and trace protocols</p>	<p>A system of tracing all guests and staff must be in place in line with Government recommendations.</p>	<p>To enable infection tracing, clients must agree to send delegate lists containing names and addresses of each person. They should confirm where delegates are arriving from if not home prior to arrival, including</p>	<p>Monitor Government guidelines.</p>	<p>Venue manager, event co-ordinator, event client.</p>	<p>For every event, prior to the event.</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		any details on quarantine time, if applicable. All guest details are held by the event organiser and must be available to the venue for the duration of the event and for the subsequent 21 days, after which, the information will be managed in line with GDPR policy.				

Coronavirus alert levels in UK

