

## 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: 18/07/21**

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
<b>Viral Infection at work</b>	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 or 1m+), enhanced cleaning and attention to personal hygiene (handwashing).	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>Hand sanitiser stations at all entry and exit points.</p> <p>PPE considered for each task, and generally for use in all mobile circumstances, to include face covering, gloves etc.</p> <p>All workers at events to wear face covering on entry to the venue and visors throughout their shift. (Face masks may be preferred by back of house staff).</p> <p>Regular "induction" briefing to remind all</p>	<p>Continued consultation with workers.</p> <p>Encourage the continued use of Track and Trace app at all event venues, temperature taking daily.</p> <p>Continued monitoring and actioning Government updates (including UK Infection Level Rating) and recommendations in line with scientific research.</p>			



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		<p>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 facilitate social distancing.</p> <p>Twice weekly lateral flow testing for all workers.</p>				



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<b>Planning and Preparation.</b>	Communication, site visits, shared physical paperwork present potential risks of infection and must be managed carefully.	Daily temperature recording of all workers on arrival at work. Record maintained of all guests to the premises. 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	Minimise the use of shared physical documents. Using Google Drive to share digitally.	All workers and guests	Immediate	



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<b>Contaminated Clothing / Belongings</b>	All workers coming into contact with personal belongings may pick up infection.	carefully, kept to a minimum and have restricted access.  Cancellation policies reflect emergency situations and proposal contain pandemic clauses.	Monitor as information develops on the life of the virus on fabrics etc emerges.	All staff	Immediate	



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<b>Keypad / Door Handle Use</b>	All workers picking up infection from contaminated surfaces.	All staff uniform provided by PI is washed after every use (aprons, waistcoats, ties, service gloves). All workers to identify door handles as high risk areas. Wipe in / Wipe Out protocol.	All workers to ensure they have sanitiser and use it prior to EVERY contact with door handles. Review and remind policy for all staff. Prop doors open where safe and practical to reduce contact. Additional cleaning provided by the venue.	All workers and venue staff	Immediate	
<b>Increased Contact in Changing Rooms</b>	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. Use cubicles where possible. All belongings and waste to be removed at the end	Review and remind policy for all staff. Additional space provided by the venue where possible.	All workers	Immediate	

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		<p>of each shift. Personal belongings to be kept to a minimum.</p>				
<p><b>Increased Contact in Toilets</b></p>	<p>All workers coming within 2m of each other or picking up infection from contaminated surfaces.</p>	<p>One worker only in the toilet area at a time. Wash down taps and sink used as part of hand washing procedure.</p>	<p>Review and remind policy for all staff.</p>	<p>All workers and guests</p>	<p>Immediate</p>	
<p><b>Poor use of Corridors, Doorways and Stairways</b></p>	<p>All workers or guests coming within 2m of another worker or guest.</p>	<p>Observing 2m / 1m+ 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</p>	<p>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.</p>	<p>All staff and guests</p>	<p>Immediate</p>	



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		<p>doorways. Wipe In / Wipe Out protocol on handrails (wipe as you go, bin at the end).</p>				
<p><b>Poor movement around the building</b></p>	<p>All workers and guests coming within 2m of each other as they move around the building.</p>	<p>Observing 2m social distancing at all times. Be alert to signage dictating one way flow in the venue. Following guidance on restricted access rooms or areas in the building to reduce potential infection.</p>	<p>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 areas that are not governed by one way flow. Additional signage by venue.</p>	<p>All staff and guests</p>	<p>Immediate</p>	
<p><b>Areas of High Traffic and Shared Equipment</b></p>	<p>All workers accessing areas that are in constant use by multiple workers (eg fridges, ovens, door handles,</p>	<p>Observing 2m social distancing at all times. Following guidance on restricted access rooms or areas in the building to</p>	<p>Review and remind policy for all staff. (Coverage in briefing). All staff and guests to be vigilant and responsive.</p>	<p>All staff and guests</p>	<p>Immediate</p>	





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	racks) are at increased risk of infection by contaminated surfaces. Shared physical documents are also a risk and must be managed carefully.	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 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.	Venue to assist in developing restricted access areas for their own team and for each contractor where possible.			

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<p><b>Insufficient Building Cleanliness</b></p>	<p>All workers and guests contracting infection from surfaces, handles, handrails, utensils, tools, belongings or workstations.</p>	<p>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.</p>	<p>Continued review, reaction, update and communication.  Feedback to venue.</p>	<p>All staff, cleaning team.</p>	<p>Immediate</p>	
<p><b>Catering Equipment</b></p>	<p>All workers contracting infection from crockery, cutlery, glassware and equipment.</p>	<p>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</p>	<p>Continuous review.</p>	<p>All staff, cleaning team.</p>	<p>Immediate</p>	



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		temperature of 81 degrees. Layup completed wearing PPE.				
<b>Loading</b>	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 involvement of more than one worker in a task.	Remind and review policy. Reinforce in daily briefings. Plan loading / unloading carefully to maximise safety. Either one man, one van or "pods" working repetitively and exclusively together, completing tasks within 15 minutes with PPE.	All staff	Immediate	
<b>Necessary Involvement of 2 or More Staff in a Task Where 2m Distancing Cannot Be Observed</b>	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	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.	All staff	Immediate	



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<b>Driving</b>	Drivers at risk of infection if more than 1 person occupies the van at a time.	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 same people each time.	Signage advising management consent and PPE is required for breaking of 2m distancing rule.	All staff	Immediate	
<b>Arriving at the Venue</b>	Access / egress of more than one contractor at a time is a	Event specific MS to be used in conjunction with this RA. Circulated prior to the event. Venue	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 with full ventilation and PPE at all times.	All staff	Immediate	



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<b>Staff Arrival</b>	All staff at risk of infection from co-workers, contractors or contaminated surfaces if protocols are not followed.	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.	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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<b>Load in / load out</b>	All staff and (guests) by infection from shared contact with event equipment.	uniform for each event, using the highest temperature setting they can. Staff to use PPE, leave mobile phones in their bags throughout the shift to reduce potential contamination. Staff to scan in to venues using NHS Track and Trace. Staff encourage to use NHS Track and Trace App.	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.	All staff, venue team, other contractors	Immediate	

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<b>Set Up</b>	All staff at risk of occupying small spaces, corridors, stairwells with short lead set ups.	<p>out will wear PPE masks and gloves and only one staff member can enter the drop zone at a time.</p> <p>Workers handling equipment must remove and dispose of PPE and hand wash as soon as possible after load in is completed.</p> <p>New PPE for renewed contact between other tasks.</p>	<p>Vigilance from staff to maintain new protocol.</p> <p>Monitor scientific data on surface contamination.</p>	All staff, venue team, other contractors	Immediate	

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<b>Managing Incoming Guests</b>	All guests by infection from personal contact or contaminated surfaces or equipment.	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 managed in the same way – one staff member, one area with prep jobs allocated to specific areas in advance.	Discuss minimising shared touch points with the venue / client on a case by case basis. Eg condiments, cruets, self service.	All staff, venue team, client and guests.	Immediate	





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		<p>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. Liaise with venue on continued use of sign in / track and trace app (so we can trace them in the event of an infection outbreak). Sanitiser, marshalling staff, additional cloak and reception staff, guest signage, one way flows all</p>	<p>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.</p>			



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<b>Marshalling Guests within the Venue</b>	Physical distancing may be compromised and risk of infection raised by guests moving freely around the venue spaces.	<p>employed where appropriate to maintain physical distance (as per venue RAMS)</p> <p>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 may be in place.</p>	<p>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.</p>	All staff, venue team, guests	Immediate	
<b>Receptions</b>	Free movement of guests and staff increases the risk of infection and compromises physical distancing.	Encourage clients to choose outdoor settings for receptions and ensure that dips, shared utensils etc are minimised in food and beverage offer.	Monitor Government guidance and update as required.	Top Management and Venue Management	Immediate and ongoing	

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<b>Seating Guests</b>	The movement of guests to their seats compromises physical distancing and increases the risk of infection.	Pre circulate seating plans, maximise access / egress routes using one way flow and free standing bollards / signage where queues are likely.	Venue may want 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	
<b>Service at Table</b>	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 protocol observed.	Review and remind. Communication with guests prior to event so they are able to engage with the service safely.	All staff, guests	Immediate	
<b>Guests Leaving the Table</b>	The movement of guests from their seats, into the pathway of the service / other guests compromises physical	Protocols in place on event by event basis to allow safe individual movement.	Venue may wish 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	

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	distancing and increases the risk of infection.					
<b>Facilities Management</b>	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 regularly throughout the event.	Team to feedback to venue to share best practice.	Venue team, staff	Immediate	
<b>Guest Departure</b>	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	

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<b>Outmess</b>	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 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	
<b>Food Service and BOH Management</b>	Potential risk of infection due to tight working space / volumes of personnel at the point of food service.	Staff to maintain distance from guests throughout service, working to lay plates as quickly and elegantly as possible and withdrawing. PPE (visor and gloves for hot courses) to be worn by all.	Pre arrange the maximum amount of plating space for the chef team to allow for distinct 1m+ service points, with waiting / passing space for staff to move in and out of the space.	Staff, venue team	Immediate	
<b>Beverage Service and BOH Management</b>	Potential risk of infection due to tight working space / volumes	BOH area to be configured to allow 1m+ service points, with waiting /	Discuss service with the client prior to the event, minimising service contact where possible.	All staff, venue team, client	Immediate	



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	of personnel at the point of beverage service.	passing space for staff to move in and out of the space	Pre arrange the maximum amount of plating space for the chef team to allow for distinct 1m+ service points, with waiting / passing space for staff to move in and out of the space.			
<b>Clearing and BOH Management</b>	Potential risk of infection due to tight working space / volumes of personnel at the point of food service.	Staff to maintain distance from guests throughout service, working to clear plates as quickly and elegantly as possible and withdrawing. PPE (gloves and facemask) to be worn by all.	Pre arrange the maximum amount of clearing space for the boh team to allow for distinct 1m+ drop points, with waiting / passing 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.	All staff, venue team, guests	Immediate	
<b>Waste Management</b>	All staff by infection from contaminated	Waste will be double bagged and left in the pre-	Remind and review policy for all staff. (Coverage in briefing).	All staff	Immediate	



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<p><b>Use of PPE, Including Incorrect Use of PPE</b></p>	<p>waste / waste covering.</p>	<p>identified “drop zone” for loading* *Or collection by waste management service.</p>				
<p>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 guests wearing PPE) must comply</p>	<p>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 guests wearing PPE) must comply</p>	<p>Venue signage / staff briefing showing correct use of PPE to help prevent viral infection.  PI will provide PPE (face mask, gloves) for all staff. Specific PPE will be provided if 1m+ distancing needs to be breached and this will be under management supervision. See previous section covering this.</p>	<p>Remind and review policy with all staff, including briefing.</p>	<p>All staff</p>	<p>Immediate</p>	

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<b>Vehicle Management</b>	<p>with correct use guidelines or pose a greater risk to themselves and the people they are sharing space with.</p> <p>Staff using vehicles are at increased risk of infection if they are shared.</p>	<p>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 minimise cross infection risk. PPE</p>	<p>Remind and review policy and coverage of worker responsibilities in shift briefing.</p> <p>Signage and clear marking of vehicle to worker assignment.</p>	All staff	Immediate	



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<b>Management of an Emergency</b>	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.	(gloves) MUST be worn. 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	
<b>Breaktime Management</b>	Areas of high traffic are high risk – all staff at risk of infection in	1m+ distancing protocol in place inside and outside the workspaces – this may mean 1 or	Remind and review policy with coverage in staff briefing.	All staff	Immediate	

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<p><b>Workplace Infection Incident FOR INFORMATION, NOT EVENT SPECIFIC.</b></p>	<p>communal spaces.</p> <p>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.</p>	<p>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.</p> <p>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 event of a positive test, all workers identified as close</p>	<p>Understanding from venue where staff breaks can be taken.</p> <p>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.</p>	<p>Management and all staff</p>	<p>Immediate</p>	

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<p><b>Symptoms at an event</b></p>	<p>All staff, venue team and guests at risk of creating / contracting infection.</p>	<p>contacts of the infected worker will have to self isolate for 10 days. Workplace is deep cleaned. Workers from the non infected team will step in and work consistently whilst the infected team isolate. 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>	<p>Communication and understanding of the procedure in the event of an infection. Monitor government guidelines on managing</p>	<p>Management and all staff</p>	<p>Immediate</p>	



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Symptoms reported after an event	All staff, venue team and guests at risk of creating /	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.	symptoms in the workplace.	Management	Immediate	



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	contracting infection.	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.	procedure in the event of an infection. Monitor government guidelines on managing localised outbreaks.			
<b>Change in UK coronavirus alert level</b>	Potential change to operating systems in line with increase or	Daily monitoring of the Coronavirus alert level in the UK. Aligned action to	Review and revise action plans in line with Government advice.	Management	Immediate	



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	decrease of alert levels.	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.	Communication to staff, clients and guests in the event of a change to the alert level.			
<b>Tier level escalation in local area with potential lockdown</b>	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	
<b>National spike in infection with lockdown introduced</b>	Risk of infection to staff and guests. Risk of damage to business with late notice cancellation.	Close down the venue, communicate with all imminent clients on the feasibility of their events.	Communication and understanding of the procedure in the event of a national lockdown.	Management and Client	Immediate	

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<p><b>Interaction with Government track and trace protocols</b></p>	<p>A system of tracing all guests and staff must be in place in line with Government recommendations.</p>	<p>Monitor situation carefully and make decisions on upcoming events in conjunction with client about whether they should be cancelled.</p>	<p>Monitor government guidelines on managing symptoms in the workplace.</p>			
		<p>To enable infection tracing, clients are encouraged to hold delegate lists containing names and addresses of each person. They should confirm where delegates are arriving from if not home prior to arrival, including any details on quarantine time, if applicable. All guest details are held by the event organiser and must</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
		<p>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. The venue should encourage registration to the premises via the NHS Test and Trace App and for those without smart phones, will collect the guests data for use in the event of an infection associated with the event.</p>				



## Coronavirus alert levels in UK

Stage of outbreak	Measures in place
<b>5</b> Risk of healthcare services being overwhelmed	Lockdown begins
<b>4</b> Transmission is high or rising exponentially	Social distancing continues
<b>3</b> Virus is in general circulation	Gradual relaxation of restrictions
<b>2</b> Number of cases and transmission is low	Minimal social distancing, enhanced tracing
<b>1</b> Covid-19 no longer present in UK	Routine international monitoring