

**Unique Venues Limited**

Bredenbury Court Barn, Bredenbury, HR7 4TD

**Location: Location: Bredenbury Court Barns, Bredenbury, Hereford, HR7 4SR. All public and private areas of the premises including Oak Barn, Atrium, Orangery, Larch Barn, Kids Den, Kitchen and Bridal Ready Room, West Lawn, Glade, Lower Lawn, Carparks.**

<b>Title :</b> Wedding Risk Assessment - Events over 30 - new Govt Announcement - BC	<b>Date of Assessment :</b> 14/06/2021	<b>Risk Assessor :</b> Simon Steel
<b>Risk Assessment Reference :</b> Events over 30 - Risk Assessment - BCB	<b>People involved in making this assessment :</b> Simon Steel	
<b>Task/ Process :</b> Risk Assessment with regards to Small Events, which additional focus on COVID 19 (C19)	<b>People at Risk :</b> Employees, Contractors, Members of the Public, Children & Young Persons	

<b>Hazard : Employed staff</b> Staff who are not fully aware or compliant with the procedures and arrangements could compromise our arrangements and jeopardise the health of others.
<b>Control Measures:</b>
1. Employees can raise concerns via their line manager and/or via our whistleblower and near-miss reporting procedure.
2. Health & Safety communications available to all employees.
3. Employees have access to the 24/7 confidential EAP (Employee Assistance Programme).
4. Phased return into the office to allow for uninterrupted operations to the business, reduce pressure on office or building services and allow for social distancing.
5. Communication warning posters displayed where relevant.
6. 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.
7. 7. Further email communication via Unique Venues' system of keeping all Event Staff and Estate Staff via: a. NTT - Notes To Team ongoing email - which details key updates and revisions to the business' operation. . b. HANDOVER NOTES - key additional 'next day notes' passed on.

<b>Hazard : Office and Drink Preparation Areas</b> Potential risk or transfer of virus through cross-contamination.
<b>Control Measures:</b>
1. Employees encouraged to bring in their own prepared food and drink for lunch breaks.
2. Employees instructed to make their own hot or cold drinks during the working day.
3. Larger teams have implemented staggered lunch breaks.
4. Kitchen areas still require social distancing, employees have been instructed to apply the latest government guidance wherever possible.
5. Dishwashers are available and must be used to thoroughly clean crockery and cutlery.
6. Single use paper tissues rolls are provided within kitchen areas and to be disposed of correctly in waste bins provided.
7. Any company provided fruit will be washed before consumption.
8. Microwave ovens will be left in a clean condition and wiped out after use.
9. Hands will be washed thoroughly for 20 seconds before and after using these facilities.

10. Employees instructed to keep hands out of waste bins or receptacles as they may contain contaminated products, food or tissues.

11. Employees will use their own drinking mugs, cups and glasses to prevent cross contamination.

12. Employees to ensure that when spills of liquids occur that the work surfaces are left in a clean and sanitised condition.

13. Employees instructed to ensure that good hygiene standards are maintained when drinks are being prepared.

**Hazard : Communal facilities, entrance, toilets, stairs. 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. Contract cleaning services have been increased. Toilets and communal areas, along with workspaces need to be cleaned more frequently than before and the cleaning routine is to a higher specification.

2. Supplies of soap and sanitising agents are provided and regularly topped-up at all hand washing stations. NHS, 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, they must have an awareness of surfaces (toilets, sinks, door handles, soap, soap dispensers, etc). Visibly contaminated objects (with body fluids) must not be touched, but be cleaned immediately with appropriate cleaning products.

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.

6. Employees are required to ensure that coats, scarves and other outdoor items are stored separately (where applicable) within coat cupboards avoiding contact with other people's personal items.

**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 provided at employee desk areas and within kitchen areas.

2. Employees instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.

3. Employees are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, tins etc. to prevent cleaning staff being accidentally contaminated or injured.

4. Contracted cleaning staff advised that all waste bins and receptacles must be emptied carefully and safely, to prevent spillages.

5. Employees instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.

**Hazard : Smoking shelters** Employees instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.

**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.

**Hazard : Meeting Areas for Clients** Potential risk or transfer of virus on account of close contact with other persons.

**Control Measures:**

1. Employees instructed that 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 instructed that the specified social distance must be applied to any meetings with clients or visitors or alternatively arrange meetings to be held instead - and ideally - via video conferencing.
4. Employees told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc and to give a polite explanation of this policy should it be required.
5. Hand sanitiser is provided within the meeting for use by employees.
6. Employees to not to touch, use white boards or white board pens in meeting rooms to reduce risk of cross-contamination.
7. Social distancing is part of the current govt 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 telephony equipment** Direct contact with potentially cross-contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

**Control Measures:**

1. Employees are advised to ensure that their workstations, IT and telephony 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.
2. Employees instructed to thoroughly clean all IT and Telephony equipment prior to using at the start of the day, to prevent accidental cross-contamination. This includes all common contact points including keyboard, mouse, monitor and computer on/off switches, etc.
3. Telephone equipment is cleaned at the end of each working day by the staff who have used them.
4. Employees advised not to share headsets or personal mobile phones with others to prevent accidental cross-contamination. Central telephone use is unavoidable, however if more than Event Manager in office, phone to be sanitised after each use and/or loudspeaker used instead of handset.
5. Employees are to fully clean down their allocated workstation and desk location at the start and end of their day. IT and Telephony are to be cleaned at start and end of day, as is desk space, chair/chair arm rests, all light switches, window handles and other contact points.
6. Any ICT equipment that is unserviceable is reported to the appropriate manager. No other equipment is to be used from other locations in order to reduce risk of cross-contamination.

**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.

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 senior venue management for only essential maintenance.
5. Unnecessary visitors to sites are to be limited and if possible video conferencing software to be utilised to reduce face to face contact.
6. Staff to vouch that they are fit to work and how not knowing come into contact with anyone suspected of coronavirus or that has quarantined in the last 14 days, on their clocking in, by email each morning.
7. Staff are to wear facemasks in all indoor public areas.

**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 able, where possible, to continue to work from home.
2. Employees with family members in high risk categories have been instructed to inform their management team. Decisions on home working in accordance with government guidelines will be taken on a case by case basis.
3. Those employees who fall within the extremely vulnerable category (shielded) in accordance with government are to continue to work from home.
4. Where employees are high risk vulnerable (not extremely clinically vulnerable) and cannot work from home, then management 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 and the frequency of cleaning of hard surfaces (particularly handrails, door handles/push plates, building equipment buttons, switches, etc). Cleaning resources have been increased in line with the increased cleaning regimes.
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 site.
5. Line management and employees are required to report anything contaminated or spilt that requires cleaning.
6. Duty Event Managers are to ensure frequently personal hand cleaning and avoid hand contact with face.
7. Duty (on the day) Event Managers, Catering Mangers and Estate Staff are responsible for increased cleaning frequency of hard surfaces and common contact points (to include cleaning at start of day, at least twice through day and at close down, with increased frequency on higher contact points).
8. Non essential doors to be left open including outer male and female loo doors & the Larch Barn entrance door, Kids Den, far Orangery Door and Atrium Door onto the Terrace.
9. As guests arrive into the Atrium, the Atrium doors can be left open and as guests take their seats in the Oak Barn, the Oak BArn double doors can also be left open.

**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.
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 : Cold / 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 their management team 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 their line manager and not to return to work until it is confirmed they are safe to do so.
3. Employees are advised to isolate in accordance with government guidelines.
4. Staff to notify line management immediately if they feel coronavirus like symptoms (as detailed by PHE but typically a new, continuous cough, fever (above 37.8C) and tiredness, loss of taste or smell) and remain at home, seeking medical guidance and testing as they deem appropriate.
5. Staff to vouch that they are fit to work and how not knowing come into contact with anyone suspected of coronavirus or that has quarantined in the last 14 days, on their clocking in, by email each morning.
6. Staff are encouraged to conduct a lateral flow home kit test on a weekly basis and ideally 48hrs or less prior to attending their workplace. Any positive test should be reported at the earliest opportunity to management and staff should follow NHS guidelines and not return to the workplace.

**Hazard : Emergency Evacuations** Potential risk or transfer of virus on account of close contact with other persons.

**Control Measures:**

1. Trained fire wardens are in place to manage any evacuations. The duty Event Manager is the premises' main fire warden whether on a function or non-function day. On a function day, they are assisted by the duty Catering Manager, who designates staff to open specific exits.
2. Employees are trained on the emergency evacuation procedures for their relevant location.
3. In an emergency, for example, an accident or fire, employees do not have to socially distance as it would be unsafe to do so.
4. PEEP's (Personal Emergency Evacuation Plans) are in place for those employees who require assistance during an emergency evacuation from the premises.
5. All employees are to wash or sanitise their hands at the earliest opportunity.

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

**Control Measures:**

1. Trained emergency first aid at work and first aid at work employees.
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. CPR shields and disposable masks provided.

**Hazard : Viewings with Clients** Close proximity to staff and client increases the risk of infection.

**Control Measures:**

1. On arrangement of a viewing, all clients to be emailed a safety guide before attending a viewing and to confirm that they are not suffering any coronavirus symptoms nor have been in contact with anyone who has been diagnosed with C19 within the last 14 days.
2. Only 2 or so persons from the same family/household bubble will be allowed on a viewing with one Event Manager. If there are more than one show rounds set to occur, then the second viewing should be staggered by 15 minutes to prevent grouping of two households / viewings together.
3. On arrival & departure the clients are requested to clean their hands and are to wear facemasks when indoors. On arrival Event Manager to check we have full names and phone numbers both/all clients and encourage check in on NHS app.
4. All staff instructed to observe social distancing ensuring a suitable separation distance from themselves and the visitors in accordance with the latest government requirements. Due to the spacious natural and good ventilation of the venue, suitable distancing should be consistently achieved.
5. All face to face client meetings will be held at a 2m+ distance inside in the well ventilated Atrium or Oak Barn or wherever possible at an outside area, weather and temperature permitting.
6. All areas and any surfaces used at a viewing are kept clean. This includes: the wiping down of all door handles/light switches/toilet flushing handles, propping open doors (excluding fire doors) to reduce contact with surfaces. Coffee tables to also be wiped down between viewings.
7. Disposable gloves and face covering are available should visitors request them. Sanitising hand gel is also be available to for clients to use at the entrance inside of the venue at the sanitising station, with one additional sanitising station located at an obvious point further in the venue.
8. Designated toilet facilities, with hot water, soap and towels are available.

**Hazard : Event Planning, Management & Supervision**

**Control Measures:**

1. We will assess the risk of COVID-19 infection and the practicalities of achieving acceptable and reasonable social distancing for every event.
2. We have consulted with the client to ensure all parties (guests & 3rd party suppliers) are aware of the venues requirements including social distancing requirements at the event, list of attendees/contact numbers, table & seating layouts in banqueting and ceremony spaces.
3. The installation and removal of equipment has been planned so as to reduce the risk of a breach in social distancing.
4. Our control measures and personal hygiene requirements are briefed to all temporary event staff prior to their arrival on-site and again prior to the event during event briefings. This is typically via Event Manager and Catering Manager meetings and Catering Manager meetings with staff thereafter.
5. Our control measures are supervised by all those employed during an event. Employees have been briefed to advise event management of any concerns.
6. Suppliers are provided with the venue's 'COVID-19 Secure' requirements prior to their arrival at the venue.

7. The Client has been provided with details of our 'COVID-19 Controls' for the safe delivery of the event. The client has been requested to advise all guests of these in advance of the event.
8. The guest numbers are based on the configuration required to accommodate acceptable social distancing. This has been revised since 14 June 21 Govt announcement: Daytime venue capacity is around 108 guests on 18 tables of 6 guests. Evening up to 150 guests (with additional seating / tables).
9. Venue capacity can exceed day and evening planned venue capacities, as clients/guests may have more to a table, at their own risk. Any wedding event guest number that may exceed our stated 60%/75% 102D/150E capacity, may do so in consultation with management and layout consideration first.
10. Guest numbers per table may exceed our CVD19 secure planning assumption of 6, for example the top table (particularly if straight) however by exception only and with knowledge of the risk.
11. Event Managers and Catering Managers must be prepared to implement a contingency seating plan if guests are not happy with their social distancing in the seating plan and be prepared to add small two and four person tables by arrangement (in Oak Barn).

**Hazard : Spacing of occupants during the event** Close proximity to other people increases the risk of infection.

**Control Measures:**

1. Guest numbers are based on the configuration required to accommodate acceptable social distancing.
2. Catering service and catering stations are designed and positioned to facilitate current social distancing requirements. The caterers will serve all food to table, including evening buffet platters to each table, rather than centrally, to minimise chance of CVD19 spread.
3. Event group photographs, wherever possible, will be taken outdoors.
4. Guest numbers seated at each table are recommended as no more than 6 guests per table in line with Govt Guidelines, however since 14.6.21, more than 6 guests may be seated at a table, as long as the guests are fully aware of the risks.
5. There is sufficient guest space is available at the venue to enable acceptable social distances and social distancing requirements. Daytime planning assumptions have been reduced 40%, with an advised 108 daytime guests on 18 tables of 6 guests ideally.
6. Where possible couples should design table plans with guests allocated seating in family groups/persons from the same household, with a space between each group. The venue, event managers and clients are to work together to achieve this.

**Hazard : Event Food Service** Potential risk or transfer of virus through cross-contamination.

**Control Measures:**

1. Food and beverage will be served to tables by the catering staff for the main banquet/wedding breakfast/day time meal and for the evening buffet there will individual table served mini buffet platters served to each table, with guests being served by catering staff.
2. Catering staff are in attendance to manage any potential convergence of guests and are operating a roving bar service, rather than a centralised bar, to help maintain social distancing.
3. All wine/beer/water bottles are wiped down with an anti-virus solution/wipes prior to service by the catering staff.
4. Once the guests have moved on to another area of the venue, then catering staff will clear away any remaining tableware.
5. Cutlery, is cleaned in a dishwasher at 60+ degrees Celsius to sanitise it. Napkins and tablecloths are washed at 60+ degrees Celsius. Cutlery sets are wrapped in a single napkin and stored in a closed container prior to placing them on the table by a nominated member of staff.



**Hazard : Event Drinks Service** A centralised bar and the close proximity in front of the bar can increase the risk of infection.

**Control Measures:**

1. The Bar area is currently closed for direct service to the public/guests, with a roaming bar service being implemented, where guests will have drinks orders taken at their tables and drinks served to guests seated round a table only, to enable maximum social distancing.
2. All bar sales to be made by contactless payment. No cash transactions are now occurring.
3. Once drinks have been poured, staff will take the drinks order down to where the guests who ordered the drinks are seated.
4. Table service is solely available for the service of drinks. Drinks may be placed / ordered with roaming bar staff.
5. All drinks for drinks reception and onward wedding breakfast and evening celebration, are to be served to table.

**Hazard : Event Communication** The close proximity required for communication can increase the risk of cross-contamination.

**Control Measures:**

1. Face to Face meetings during the wedding period are kept to a minimum.
2. Video calls are to be performed for meetings to allow for social distancing, where possible. However this is a highly personalised business and therefore face to face socially distanced meetings are still likely to occur.

**Hazard : Event Toilet Management** Potential risk or transfer of virus through cross-contamination.

**Control Measures:**

1. A designated staff member (typically the Event Manager and on occasion Estate Team member) will regularly sanitise all multi-touch points in the toilets throughout the event.
2. Signage displayed reminding all users of good hygiene and hand washing techniques.
3. Some cubicals have been closed off to allow for social distancing.
4. Maximised ventilation in place in all loos.

**Hazard : Children at Events** Potential risk or transfer of virus through cross-contamination.

**Control Measures:**

1. In the event of a child witnessed not being properly supervised by the parent/guardian the Event or Bar Manager will advise the Client.
2. Couples have been advised to encourage their children to wash their hands frequently throughout the course of the wedding day and for at least 20s.

**Hazard : Intoxication of Guests at Events** 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 Event Manager or Catering Manager will consult with the client to identify an acceptable solution.

**Hazard : Cleaning During Events** Potential risk or transfer of virus through cross-contamination.

**Control Measures:**

1. Event Management Staff and Cleaning staff will perform regular cleaning of all touch points, ensuring all high contact touch points are cleaned frequently.

**Hazard : On-Site Accommodation** Potential risk or transfer of virus through cross-contamination.

**Control Measures:**

1. Employees are not to enter bedrooms whilst guest is present.

2. Any maintenance issues to be resolved after the housekeeper has completed clean of the room.

3. We have provided training to all housekeeping teams to ensure knowledge and standards of room cleaning requirements and monitor the cleaning standards.

4. Dirty linen to be placed into linen bags immediately NOT placed on the floor in the bedroom or corridor.

5. Additional linen bags provided and we have some dissolvable red bags for infected linen.

6. All dirty and clean linen is kept separate.

7. Housekeeping staff to wear gloves whilst handling and dispose of before proceeding to next room.

8. After check-out leave the bedroom empty for as long as possible 72 hours ideally.

9. In the event of a COVID+ guest, we will arrange for a specialist cleaning company to professionally fog the bedroom after the guest has left.

10. Staggered check in/out times, to minimise guest numbers in the reception at any one time.

11. All guests are checked-in using express check-in. Guests check-in paperwork and key/key card in an envelope ready for the guest (set up as per a conference check-in).

12. Individually wrapped coffee, sachets, tea bags sugar sachets and milk jiggers available in the room. Any unused will be disposed of when the guest vacate the room. Kettles handles will be washed and sanitised.

13. All mugs and glasses are replaced NOT washed in the room (all mugs/ cups, saucers and glasses need to be ran through a dishwasher).

**Hazard : Breakfast - On-site Sleeping Accommodation** Potential risk or transfer of virus through cross-contamination.

**Control Measures:**

1. Continental breakfasts will be served out by the Breakfast team.

2. The Breakfast Team will closely manage the guests breakfast, serving to table wherever possible and steering away from centralised condiments/jams/sauces and instead providing these at table level.

3. Guests are given clear timings for arrival of their food in the East Lodge breakfast area.

4. There is excellent ventilation in the East Lodge breakfast area and the breakfast team are to ensure all windows are open and if it is too cold that the heating be turned up and/or aga switched on.

**Hazard : General Hazards for Employees** Potential risk or transfer of virus through cross-contamination.

**Control Measures:**

1. Staff are required to wash their hands in water and soap regularly, particularly after any breaks or following the use any shared equipment.
2. We provide soap, water, and sufficient disposable hand towels in all toilets.
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. Any staff who have members of their household demonstrating symptoms of COVID-19 will not be allowed to come into work.

**Hazard : Food Preparation Areas** Potential risk or transfer of virus through cross-contamination.

**Control Measures:**

1. Only authorised employees are allowed within food preparation areas.
2. Kitchen staff minimising interaction with other workers, including when on breaks.
3. Kitchen staff are allocated into teams to restrict the number of workers interacting with each other.
4. Spacing workstations apart as much as possible, recognising the difficulty of moving equipment such as sinks, hobs and ovens.
5. Floor markings in place to highlight social distancing.
6. One way' traffic flows are in place to minimise contact.
7. Access to walk-in pantries, fridges and freezers, minimised to only one person being able to access these areas at one point in time.
8. Contact minimised at 'handover' points with other staff, such as when presenting food to serving staff. No direct contact between employees.

**Hazard : Dancing** Close proximity on a dance floor can increase the risk of cross-contamination.

**Control Measures:**

1. Dancing on the Dance floor or open space is illegal and not permitted at the venue indoors or outside. By exception only the Wedding Couple may have a first dance, thereafter the dancefloor space is to be occupied with additional tables and seating.
2. Guests are reminded of social distancing requirements regularly during the event.
3. Arrangements have been communicated to all guests prior to the event.
4. Event Managers should intervene and inform any guests congregating to dance, is not recommended due to the higher risk of contamination and that they should desist and be mindful of the risk they are placing themselves and other guests in.
5. Should individual guests dance at their tables, this is discouraged but not illegal and aside from trying to encourage them to desist, the Event Manager should not place themselves in close proximity with any guests seeking to repeatedly dance.
6. Bands/DJs are to be briefed by Event Managers on actions on guests congregating to dance. Lower volume, instruct guests to not congregate and dance.

7. Sound output levels are to remain at a level that people can still comfortably talk. Should people have to raise voices and/or lean in to hear each other, then the music is too loud and must be reduced.

**Hazard : Infection**

**Control Measures:**

1. All infection control measures are as per Small Events 30, with some revisions and superceded points, in this Risk Assessment. This risk assessment is to replace small events 30 in line with the Govt Guidelines on 14 June 2021.

**Documents Associated with this Risk Assessment:**

**Review Date :**

**Reviewer :**