

Covid-19 Risk Assessment Details: The Wellbeing Farm



Assessment Date

18.06.21

Date of next review

19.07.21

Event Organiser Details

Name Celia Gaze
 Email Celia@thewellbeingfarm.co
 Safer Event Organiser Reference Number

Endorser Details

Name
 Email
 Signature

Event Details

Date Weddings and Events
 Location Wellbeing Farm
 Number of People (app up to 116)

How to use this Risk Assessment

Risk Rating

LOW	Continue with existing controls. However, monitor for changes. Implement any additional control measures required
MEDIUM	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control me
HIGH	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures require
VERY HIGH	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

Severity

5 - Super spreading event (> 25 - Almost Certain

4 - Major outbreak (> 10 transr 4 - Probable

3 - Outbreak (> 5 transmission 3 - 50/50

2 - Minor outbreak (> 1 transm 2 - Improbable

1 - Single, or no, transmission 1 - Almost impossible

Likelihood

Approval Process

1. This risk assessment must be approved by Hire Space Safer Events, or an IOSH qualified H&S practitioner, before being issued as a live document. You can send it for app

Risk Summary

Before control measures

LOW (0-4) 3

After control measures

LOW (0-4) 0

MEDIUM (5-9)	8
HIGH (10-15)	0
VERY HIGH (16+)	0

MEDIUM (5-9)	0
HIGH (10-15)	0
VERY HIGH (16+)	0

Requires attention to

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Risk Assessment

Identified Hazards	Risk Level before control measures				Existing measures	Additional measures	To be actioned by	Completi on date	Final Risk le		
	Severity	Likelihood	Risk	Risk Rate					S	L	R

<p>COVID-19 positive attendees entering the venue</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>MEDIUM</p>	<ul style="list-style-type: none"> - Hand sanitiser available on entry. - Event hosts to manage access and encourage guests to use sanitiser and complete track and trace information. EVERY customer or visitor (over the age of 16) to provide their name and contact details. - Attendees with symptoms encouraged to stay at home. - Vulnerable guests to be identified and provided with yellow wrist bands 	<ul style="list-style-type: none"> - Temperature screening for all attendees with contactless thermometer (temperature to be no higher than 37.8 degrees centigrade). - Separate safe space at registration for attendees who fail temperature check to wait to re-check, arrange transport home. - Staggered start times to prevent and all attendees to be pre-booked. - Event organiser to encourage attendees to either take a lateral flow test before event or all attendees to sign a declaration that they are free of Covid symptoms and or have had a double vaccination. All staff and suppliers to be encouraged to have lateral flow test result. Vulnerable guests identified and provided 	<p>Duty Manager</p>	<p>Ongoing</p>	<p>3</p>	<p>2</p>	<p>6</p>
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<p>COVID-19 positive workers or talent entering the venue</p>	3	1	3	LOW	<ul style="list-style-type: none"> - Test all staff temperature on arrival (no higher than 30.8 degrees centigrade) - Staff with symptoms encouraged not to come to work and to stay at home. All staff working on the premises need to sign in and out like a visitor would have to. - All staff must have a lateral flow test before coming to work 	<p>Hand sanitiser available on entry masks / face coverings to be worn by all staff.</p> <ul style="list-style-type: none"> - Safety guidelines to be communicated with all staff at least 24 hours before the event. - All staff have to sign a health declaration form and complete track and trace information. <p>All staff to complete lateral flow test prior to shift</p>	Duty Manager	Ongoing	2	2	4
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Risk of COVID-19 transmission for attendees, staff and suppliers when travelling to/from the venue	2	1	2	LOW	<ul style="list-style-type: none"> - Staff and attendees would normally arrive by car. - Attendees given arrival times which are staggered to prevent everyone arriving at once. 	Encouraging event organisers to ensure that all their guests and suppliers have undergone lateral flow testing prior to attending wedding or event	Duty Manager	Ongoing	2	1	2
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Risk of Covid to staff and suppliers working back of house	3	3	9	MEDIUM	<p>The venue is semi outdoors, has high ceilings and lots of space - we will ensure maximum ventilation at all times.</p> <ul style="list-style-type: none"> - Everyone to observe one square metre social distancing where possible. - All staff to wear face masks / face coverings and use appropriate PPE 	<p>Temperature screening for all staff on arrival and declaration of health</p> <p>Staff briefing prior to every event</p> <ul style="list-style-type: none"> - Disposable cups and crockery / cutlery to be used by corporate delegates - Leaflets describing what you CAN and CAN'T do have been produced for guests and suppliers. 	Duty Manager	Ongoing	2	2	4
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Transmission of COVID-19 between attendees and workers / talent	3	3	9	MEDIUM	All staff required to wear face coverings. Chairs and tables are positioned to ensure one metre social distancing. - Perspex barriers in situ at bars and reception / registration desks. - Floor markings in situ	Contactless card payments only - no cash - One way system markings to be used Staggered arrival times for groups / attendees - All doors to be propped open where appropriate. - Sanitiser to be placed on all tables and in toilets. - One way systems in place where there are narrow corridors.	New venue improvements undertaken to improve ventilation in main Barn.	Ongoing	2	2	4
Airborne transmission of COVID-19	3	3	9	MEDIUM	All doors and windows to be kept open where possible to ensure maximum ventilation and fresh air supply.	Where possible use outdoor Pavilion and outdoor seating. Strictly no dancing policy and dance floor will not be provided.	Duty Manager	Ongoing	2	2	4

Droplet transmission of COVID-19	3	3	3	MEDIUM	All staff and attendees to wear face masks / face coverings. - Perspex masks / face coverings in situ - Social distancing maintained	Livestreaming facility in place. - Pre-screening using lateral flow testing of attendees, suppliers and staff	Duty Manager	Ongoing	2	2	4
Transmission of Covid-19 via Llama trekking	3	2	6	MEDIUM	All staff and attendees to wear face masks / face coverings. - Perspex masks / face coverings in situ - Social distancing maintained	Sanitiser to be available near the llama building and everyone must sanitise their hands prior to entering the llama building and at the end of the trek	Llama Manager	Ongoing	2	2	4

Transmission of COVID-19 through shared surfaces	3	3	3	MEDIUM	<p>Sanitiser to be used at all entry points.</p> <ul style="list-style-type: none"> - Paper towels in toilets to reduce touch points - Doors to be propped open where necessary - Use of disposable cutlery, cups, crockery etc. 	<p>Staff to wear gloves when serving food</p> <ul style="list-style-type: none"> - Games to be removed, no sharing of blankets, sweet cart, Brew Station, umbrellas Disinfectant and fogging machine in use to be used after every group of guests. Toilets and any door handles and railings to be cleaned every two hours. Briefing was provided to all couples explaining what they can and can't do. Guest information will be provided for guests so they are aware of what they can / can't do. 	Duty Manager	Ongoing	2	2	4
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Transmission of COVID-19 related to food and beverage	3	2	6	MEDIUM	<p>Table service for all food</p> <ul style="list-style-type: none"> - All attendees to be sat in bubbles unless at a wedding where we will speak to couple in advance to understand their seating plan. - Each attendee will be given their own serving equipment for their personal use. - Couples encouraged to have a plated meal rather than family service. 	<p>All food and drink service counters and tills are behind Perspex barriers.</p> <ul style="list-style-type: none"> - Only members of staff can serve tea and coffee / refreshments. - Registration desk to be behind a physical barrier <p>Table service for all guests - no guests allowed to use the bar</p> <p>Brew Station is not allowed</p>	Duty Manager	Ongoing	2	2	4
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IT SHOULD BE ACKNOWLEDGED THAT THIS RISK ASSESSMENT WHEN COMPLETED IS LEGALLY BINDING AND THE INDIVIDUAL COMPLETING THE ASSESSMENT IS LIABLE

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[Redacted]

roval by emailing safer-risk@hirespace.com, and you will have a response within 24hrs. 2. This risk assessment needs to be discussed with all workers to ensure that they a

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MEDIUM

For every event, a member of staff will be asked to be 'Head of Customer Confidence' responsible for making sure guests observe social distancing and cleaning is undertaken (one member of staff responsible for social distancing per 100 guests and one per 50 guests if alcohol is served).

- Covid 19 training to be given to all staff.
- Lateral flow testing will be in place for all staff .
- The official NHS QR Code poster for Track and Trace must be displayed at all entrances so customers and visitors and staff can 'check in' using NHS Covid-19 app as an alternative to providing their contact details.
- If a customer refuses to provide their name and contact details or do not scan the QR code, then they must be refused entry. It is up to the hospitality venue to verify that an individual has checked in using the QR code by reviewing the individual's phone screen. You do not need to collect contact details if someone is delivering or collecting something or if the person is under the age of 16. Failure to ensure adequate Test and Trace information and collection is an instant £1000 fine. All records need to be held for 21 days.
- We have a dedicated room to isolate guests who experience symptoms in Wheatsheaf hallway. Event hosts to order taxi and ensure safe passage home. Follow up guest to check if they tested positive. If positive - inform rest of attendees.
- We are implementing the Guides For Brides Test and Trace system and have informed all couples that the duty is on them to ensure their guests and suppliers have undertaken a Lateral Flow Test.

LOW

For every event, a member of staff will be asked to be 'Head of Customer Confidence' responsible for making sure guests observe social distancing and cleaning is undertaken. Records of customers, visitors and staff must be kept for 21 days and data to be provided to NHS Test and Trace if requested.

LOW	<p>Staff to implement Covid testing where they test at home and a policy has been developed. A new Gmail account has been created: wellbeingcovidresults@gmail.com</p> <p>Ask all employees to test on Thursday evening if working weekends.</p> <p>Test Sunday evening if working the weekdays.</p> <p>Ask all employees to send us a screenshot of their result to the email created, on the same night as completing the test so staff can be adjusted accordingly.</p> <p>Allow limited access to this email account due to GDPR.</p> <p>Create a spreadsheet according to rota and record whether the test has been received + the result of test + Evidence of test.</p> <p>Store evidence in folders in google drive labelled with date and store spreadsheet within the folder.</p>
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LOW

- Staff to have staggered break and arrival times.
- Staff not to eat left over food from delegates tables
- Suitable disposal facilities available for PPE
- Staff reminded to keep washing their hands regularly.
- Hand sanitisation units have been provided back of house
- Guidance on what you can and can't do has been provided to suppliers.

LOW	<p>Duty Manager or Head of Customer Confidence will have The ultimate responsibility for ensuring safe social distancing and operations.</p> <p>If someone feels ill, reception area in Wheatsheaf Barn to be used to isolate the person.</p> <ul style="list-style-type: none">- Covid-19 risk assessment to be provided to event organiser if required. <p>Continuous monitoring of behaviour of delegates - if an attendee refuses to wear a mask, they need to be asked to leave the venue.</p> <ul style="list-style-type: none">- If delegates fail to comply with social distancing measures, event can be ended early and police and/or local authority informed.
LOW	<p>Venue has very high ceilings and access to plenty of outdoor space and is well ventilated.</p> <p>The best route forward is to ensure couples and their guests are fully aware of the restrictions and guidance, allowing them to make informed decisions and take responsibility for their own personal behaviour. So we have provided in advance good communication to couples / event organisers and their guests and to staff.</p>

LOW	<p>Door handles and toilets to be cleaned every two hours.</p> <ul style="list-style-type: none">- Reduce touch points in toilets by providing paper towels- Microphones preferably to not be shared but if essential, spray disinfectant to be used or hand-held UV light.- All deliveries and supplies sterilised using UV light
LOW	<p>Everyone to not share leads. Llama handler to carry sanitiser on every trek. All customers and staff need to sign in when attending for a llama trek.</p>

LOW	<p>Suitable disposal facilities for PPE</p> <ul style="list-style-type: none">- Ensure each guest speaker is provided with their own equipment or disinfected by event staff between presentations. Disinfectant wipes to be available at all times together with hand sanitiser for presentations.- Exhibitors to be informed pre event of "no handout / giveaways" policy. All suppliers guides to be sent out digitally to attended guests.- Dancing and discos - consider guiding couple towards alternative entertainment - signage to remind of social distancing. No live performances or loud music.- Run through of COVID-19 plan in advance of event with all suppliers etc. delivering part of event. Written confirmation from all suppliers that necessary COVID-19 action has been implemented.- For the Farmhouse- Duvet and pillow protectors will be used. Guests will be encouraged to strip their own beds prior to departure leaving soiled bedding and towels in sealed bags. An antibacterial wash will be used when washing all laundry.
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LOW	<p>External packaging not to be bought into food preparation areas.</p> <ul style="list-style-type: none">- We will work and adhere to appropriate Government and industry guidance on the serving of food and drink. Hand sanitisers will be placed on all tables.- We have installed sneeze screens and are piloting a drink ordering app. The Head Chef will adhere to guidelines for the serving of food avoiding any sharing platters, condiments etc. on tables. Bars will operate contact payment / credit cards only - no cash.- Where possible we will utilise disposable plates, cutlery and glassware. We will allocate areas where disposable ware can be collected and all staff will wear gloves. Guests will be encouraged to dispose of their own waste using bins provided. Where we do wash crockery and cutlery, industrial dishwashers and glass washers will be used.
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LOW	<p>Post event:</p> <ul style="list-style-type: none">- Review risk assessment- Seek feedback from the team on improvements- Consult attendees for further improvements <p>If Covid 19 outbreaks occurs post event - report suspected outbreak to local Public Health England Health Protection team if more than one case of Covid-19 is reported. Ensure you have the track and trace details to hand of everyone who attended the event.</p> <ul style="list-style-type: none">- Post every event - use disinfectant and fogging machine to thoroughly clean and disinfect the area and follow self-isolation procedures if necessary.
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Understand my duties as an employee to follow the control measures in this risk assessment.

TO ENSURE THIS IS CARRIED OUT.

are fully aware of all control measures 3. Workers are to sign the acknowledgement sheet below for their understanding of this risk assessment 4. The risk assessment is to be rev

iewed on an ongoing basis as per government guidance