



# Alcott

## Wedding & Events Venue

### **Business name and address:**

Alcott Weddings & Events  
Alcott Farm  
Icknield Street  
Weatheroak  
Alvechurch  
B48 7EH

Person carrying out risk assessment:

**Lucy Poole**

Signed ..... Date .....

### ***What arrangements for sending people home if an employee or customer is displaying symptoms of COVID-19?***

If an employee or customer is displaying symptoms of COVID-19 they will be advised not to come to the venue, if they are already at the venue they will be asked to leave.

### ***Any further cleaning or other actions that you will take to if this happens?***

Employees will be given certain areas to look after, if they are to become ill that area will be thoroughly cleaned and disinfected.

### ***What will you do if an employee informs you that members of his/her household are displaying symptoms of COVID-19?***

If we are informed of this the employee will be asked not to come in to work until they have self isolated for 2 weeks.

### ***What consultation with workers or trade unions will you do?***

We will advise all workers not to come on to the premises if they have symptoms of COVID-19 or have been in contact with someone who has the virus. We will provide workers with Face masks and their own hand gel. Workers will be advised to remind guests of the social distance policy, to use hand gel, follow the one-way system around the tipis and wear facemasks.

### ***Will you share the results with workforce or publish the risk assessment on your website?***

A note will be added to the website with each event as the policy and guidelines change.

### ***What cleaning, handwashing and hygiene procedures will you develop?***

All employees will have their own personal antibacterial gel. Staff using toilets will be asked to clean after use. Washrooms will be cleaned and inspected after every visit. There will be signs in the toilets reminding guests to wash their hands thoroughly for 20 seconds and paper hand towels will be provided. Any surfaces touched by guests and staff during the event will be wiped down as the guests move throughout the tipis.

***This business will maintain 2 metre distances between people by;***

During this event there will be 3 couples per hour and they will have pre booked appointments and will rotate every 20 minutes. Once a couple leaves the tipi any tables / chairs / surfaces they have touched will be wiped down. We will have signs around the venue reminding customers to use antibacterial gel and to maintain the 2m social distance and where possible we will have markers in place.

***This business will manage transmission risk where people cannot be 2 metres apart by the following 1 metre plus or other measures;***

If staff and guests are not able to maintain the 2m face masks will be worn

***The relevant workplace guides for this business are;***

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation>

***The workplace guides have been examined and measures applied in the table below.***

Steps that are needed from workplace guidance.	How implemented, any consultation?	Documentation (e.g. written instructions, notices for customers)	Management walk-around are the measures working, being complied with by staff and customers?	Further measures following management check.
Example - hazard tape on floor marking 2m distance from checkouts for queuing customers	Discuss with employees and put down tape.	This risk assessment and verbal instructions.	No, some customers still too close.	Staff told to remind customers to socially distance. Laminated signs telling customers to stay behind the line. Discussion as to whether need to move to 1m plus measures.

***After the risk assessment has been completed, what further regular monitoring will be carried out?***

This will be reviewed before, during and after each event

***How will any further needed changes be put in place?***

If any changes are required they will be implemented immediately.