

COVID-19 Risk Assessment

Wedding Receptions

Company Name:	Trevenna Ltd
Date of Assessment:	17 th August 2020
Assessment carried out by:	Jonathan Rowe

Before re-starting Wedding Receptions at Trevenna, we have ensured the safety of the workplace by carrying out a risk assessment in line with the Government and HSE guidance.

This COVID-19 Risk Assessment is available on our website and will be sent to the Couple, attending Guests and third-party suppliers in advance of the Wedding Celebrations.

WHAT ARE THE HAZARDS?

Spread of COVID-19 Coronavirus.

WHO IS AT RISK?

- Trevenna Team members
- Wedding Couple
- Wedding Guests
- Third Party Suppliers (e.g. Wedding Photographer)
- Anyone else who physically comes in contact with people at Trevenna during Wedding Celebrations

RESTRICTIONS ON CAPACITY

From the 15th August, wedding receptions and other celebrations for weddings and civil partnerships are permitted to take place at Trevenna for a maximum of 30 people. The current exception to social gatherings is for wedding ceremonies & receptions only. Larger wedding receptions are not currently permitted to take place.

*Government guidance on the number of attendees can be found in the **Guidance for Wedding and Civil Partnership Receptions and Celebrations** which states that up to 30 people can attend a wedding reception or celebration. This maximum number includes the wedding Couple, Guests and third-party suppliers who are not employed by Trevenna (e.g. Wedding photographers). It does not include staff employed by Trevenna.*

PREVENTION MEASURES & CONTROLS

1. Social Distancing

Objective: To reduce social contact on site and maintain social distancing.

Wedding Guests Only

- The Wedding Couple are requested to submit a list of all Wedding Day & Wedding Evening Guests attending their Wedding by at least 2 weeks before their wedding date.
- This means Trevenna has a register of all those who are expected to visit Trevenna during the Wedding.
- A maximum of 30 people will be permitted to attend a Wedding Reception/Celebration (including the Wedding Couple, Wedding Guests and any third-party Suppliers e.g. Wedding Photographer)

Reduced Social Contact

- We will plan for the minimum number of Trevenna Team members needed on site to operate safely and effectively.
- All Guests are advised to always keep 2 metres apart from other people where possible. Where a 2 metre gap is not possible, we advise people to keep a social distance of 'one metre plus', meaning they should remain one metre apart, while taking mitigations to reduce the risk of transmission.
- We will introduce one-way flow through buildings wherever possible.
- From 8 August, face coverings are required by law to be worn in a greater number of public indoor settings. Face coverings are not currently required by law in Wedding Venues. Guests will be strongly encouraged to wear a face covering in any enclosed space where there are people they do not normally meet. However, it is a personal choice and responsibility and is not a legal requirement.

Table Plans

Seating arrangements should follow social distancing guidance, meaning that at most two households (including any support bubbles) are seated together and social distancing is maintained between these groups.

- Tables will be set up to permit at most two households on each table.
- Seats will be set up to allow at least one metre between Guests.

Confetti

- Activities that involve objects being thrown (such as confetti or bouquet toss) or passed from person to person should be avoided to reduce the likelihood of transmission.

Guest Books & Gifts

- Objects that will be touched by several people (such as guest books) should be minimised and hand sanitisation encouraged both before and after contact.
- The exchange of cards and gifts during receptions and celebrations should be minimised wherever possible.

Speeches

- Speeches can be undertaken outside where possible, or in the Garden Venue where Guests will be requested to remain seated to maintain social distancing between the speaker and Guests.
- Wireless microphones will be provided for Speeches to ensure speakers do not raise their voices. The microphones will be thoroughly disinfected before and after use.

Cake Cutting

- Any other activities, including those that are watched by Guests (e.g. cake cutting) will take place with social distancing being maintained at all times.

2. Guest Hand Washing Facilities

Objective: To help Guests keep good hygiene and to reduce the risk of transmission.

- All Guests will be encouraged to use hand sanitiser and/or handwashing facilities as they enter the premises.
- Hand washing facilities with soap & water and disposable paper towels will be available to use in all social areas including the Farm House, Threshing Barn and Garden Venue.
- Hand sanitiser will be available where hand washing facilities are not available.

3. Frequent Cleaning

Objective: To keep Trevenna clean and prevent transmission by touching contaminated surfaces.

- Frequent cleaning will be carried out throughout the day with great care and diligence, including disinfecting hard surfaces particularly in areas of high use using appropriate cleaning products and methods.
- Doors will be wedged open, where appropriate, to reduce touchpoints such as door handles.
- Windows will be opened, where possible, to increase air flow and ensure rooms are well-ventilated.
- Regular cleaning of shared Guest toilet facilities. Visible cleaning schedules will be displayed in shared toilets and kept up to date.
- Deep cleaning will be carried out at the end of each day.
- Trevenna will provide additional waste facilities for single-use face coverings, PPE and tissues and more frequent rubbish collection.

4. Clear Guidance

Objective: To make sure people understand what they need to do to maintain safety.

- We will provide clear guidance on the social distancing measures we have implemented to Guests in pre-arrival emails.
- We will provide clear guidance by displaying signage on social distancing, regular handwashing and good hygiene around the site.

5. Bar Areas

Objective: To maintain social distancing at Trevenna Bar areas and the safe handling of payments.

- A one-way system will be implemented at the Farm House Bar and Threshing Bar. Guests will place their order at one end of the bar and will be asked to collect from the opposite end of the bar after ordering.
- Table service for ordering drinks will be available to reduce the number of Guests queueing at the Bars. A single staff member will be assigned for service per table.
- Contactless card payments will be encouraged where possible. Card machines will be disinfected between use. The Trevenna Team will wear disposable gloves when handling coins and safely dispose of gloves after use.

- Secure Card boxes for tab cards will be disinfected before & after use. The Trevenna Team will wear disposable gloves when handling Guest debit/credit cards and safely dispose of gloves after use.
- Staff will collect and return empty glasses to the bar to prevent customers from congregating at the Bars.
- Guests are permitted to stand outside of the Bars if distanced appropriately.
- In the Bars where a 2 metre social distance is not always possible, the Bar Team will wear a protective face mask to mitigate the risk of COVID-19 transmission.
- Side to side working between the Bar Team to be encouraged. One Bar Team member will take orders while another Bar Team member prepares drinks for collection.

6. Food Preparation & Handling

Objective: To maintain social distancing and reduce contact where possible in kitchens and other food preparation areas.

- The Trevenna Team will wash their hands with soap and water for at least 20 seconds on arrival at work, prior to handling food, after handling raw food products, after receiving and unpacking a goods delivery, prior to putting on disposable gloves and after removing them, after visiting the toilet, after touching hand touch points, and at regular intervals throughout the day.
- In the kitchen where a 2 metre social distance is not always possible, the Kitchen Team will wear a protective face mask to mitigate the risk of COVID-19 transmission.
- Clean protective clothing will be worn by the Kitchen Team.
- Face to face working between the kitchen Team to be avoided where possible; side to side or back to back working to be set-up and encouraged.
- A 'one way' traffic flow in the Kitchen to minimise contact.
- Only one person to access the walk-in pantries, fridges and freezers at any time.
- Kitchen access will be limited to as few staff members as possible.
- Staff breaks will be staggered to minimise interaction between kitchen staff and other workers.
- Plates, cutlery, glassware, crockery, pots, pans and other food related equipment are cleaned using a commercial detergent and air dried in a commercial dishwasher.

7. Wedding Food Service

Objective: To ensure safe food service during the Wedding.

Wherever possible staff should serve all food and drinks to minimise customer self-service, in line with the guidance for restaurants, pubs, bars and takeaway services and attendees should remain seated.

Celebration Reception

- A Celebration Drink and individual Canapés board will be available for each Guest to collect in the Threshing Barn (or from an outside table weather permitting).

Wedding Feast

- Indoor seating and tables will be reconfigured to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable) between customers of different households or support bubbles.
- Dining tables & chairs will be cleaned with sanitiser before and after use.

- Clean cutlery, glasses and crockery will be provided for each Guest at their place setting.
- Disposable condiments will be provided upon request. Non-disposable condiment containers will be cleaned after each use.
- Guests will be kindly asked to remain at their table where possible, to reduce the number of surfaces touched by both staff and Guests.
- Guest food choices are pre-selected in advance of the Wedding. No ordering of food at the bar. Table service only.
- Trevenna will minimise customer self-service of food & drink to reduce risk of transmission. Table Wine will be served by the Trevenna Team. Shared courses will not be available, these will instead be served on individual boards for each Guest.
- A single staff member will be assigned for service per table, to reduce the number of people each person has contact with.
- PPE including disposable gloves & face masks will be worn by the Trevenna Team during service.
- The Trevenna Team will wash their hands before & after handling Guest's crockery, glasses, and cutlery.

Evening Munchies

- Evening Munchies will be available for each Guest to collect in the Garden Venue. This will not be self-service. Individual cheese boards will be available and individual Cornish Pasties will be available in bags.

8. Music & Evening Entertainment

Objective: To maintain social distancing when providing entertainment within or outside Trevenna.

- Downloaded music playlists will be permitted to be played through the Trevenna sound system at low levels, to discourage shouting. This is because of the potential for increased risk of transmission, particularly from aerosol transmission.
- Trevenna will prevent other close contact activities, such as dancing due to the increased risk of transmission.
- If a Couple choose to have live music, amplification systems will be used to create volume rather than natural voices and Guests will be discouraged from 'joining in'. A solo or small number of performers is preferable, and all should be socially distanced. Please note, any performers will be included as third party suppliers in the 30 Guests maximum capacity.

9. Team Working Patterns

Objective: To maintain social distancing between Trevenna team members when they are at their working areas.

- Trevenna Staff will be split into fixed teams or shift groups, so that where contact is unavoidable, this happens between the same people (so each person works with only a few others).
- Team shifts will be staggered to avoid congestion caused by people flow.
- Staff breaks will be staggered to minimise the risk of transmission.
- All staff shifts will be recorded on our 'Rotacloud' system to keep an accurate record of staff shift patterns to assist NHS Test and Trace with requests for the data if needed.
- Staff will be assigned to specific areas to reduce job and location rotation.
- The Trevenna Team will have their temperature taken at the start of their shift.

- All Team members will use hand sanitiser and/or handwashing facilities as they enter the premises.

10. Test & Trace

Objective: To assist the NHS Test and Trace service, we will collect contact details of all attending visitors using a Virtual Check In system.

- We will be using a Virtual Check In system to keep a secure register of all those who visit Trevenna for wedding celebrations.
- Trevenna will generate a unique link for the attending Couple, Guests and third-party suppliers to complete before the wedding celebrations.
- Those attending click the link, add their contact details and complete a short Covid-19 declaration to agree that they are free of Covid-19 symptoms, should not be self-isolating and agree to immediately contact Trevenna if symptoms develop within 14 days of the wedding celebrations.
- If anyone develops symptoms after Wedding Celebrations at Trevenna, it enables Trevenna to quickly notify all visitors, to reduce the risk of inadvertently spreading infection.
- The system is GDPR compliant. Visitors contact details are hidden at all times. The data is stored on a secure server, using full industry security. All personal data is permanently deleted after 21 days of the visiting appointment.

Stay At Home

You must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus (COVID-19) are recent onset of any of the following;

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

In the event a Visitor/Trevenna Team member becomes unwell with symptoms of COVID-19, however mild, before the Wedding Celebrations;

- We will ask the Visitor/Team member to stay home and follow the stay at home Government guidance.

In the event a Visitor/Trevenna Team member becomes unwell with symptoms of COVID-19, however mild, during the Wedding Celebrations;

- We will ask the Visitor/Team member to immediately return home and follow the stay at home Government guidance.
- We will ask the Visitor/Team member to advise us if they have developed COVID-19 within 14 days of their visit.
- If advised that a Visitor/Team member has developed COVID-19, the Trevenna Management Team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

Anyone who lives alone and has symptoms of coronavirus, however mild, should stay at home for **7 days** from when their symptoms started.

Anyone who lives with others and either they or another member of the household has symptoms, must, along with other members of their household, stay at home for **14**

days. This 14-day period starts from the day when the first person in the household became ill.