

## EVENT Covid - HEALTH AND SAFETY RISK ASSESSMENT AND COMPLIANCE FORM MEPPERSHALL VILLAGE HALL

Event Holder (Name & Telephone number)	Compliance assessment reviewed and completed by (print name)
Telephone number	Number of attendees
Event Date	Event Time (start & finish)
Location - <i>delete as applicable</i>  Main Hall/ Social and Bar/Café Area Kitchen Outside area	Nominated Event safety controller(s) who <i>must be present at all times</i>

### Mandatory COVID-19 event requirements

As the Event Organiser, you agree to implement the following COVID-19 event control measures for the safety of your event and the event attendees:

- 1. Follow UK Government Laws for England:** Be organised to comply with all Guidance and Rules applicable at the time of planning and delivery of the event.
- 2. Symptoms:** In advance of the event, attendees must be instructed not to attend if they are showing symptoms or should be self-isolating.
- 3. Site safety:** In advance of the event, attendees must receive up-to-date guidance on COVID-secure safety measures. This should include following signage directions, social distancing, use of face coverings and hygiene. Guest should also be instructed to self-isolate away from other attendees if they show symptoms, and contact the emergency services for further guidance.
- 4. Mandatory items:**
  - a. Social distancing:** In advance of the event, the organiser must ensure plans for social distancing rules are arranged. Attendees should maintain a 1 metre or 2-metre gap as is applicable throughout the event duration and comply with a seating plan layout.
  - b. Face coverings:** In advance of the event, the organiser must ensure face covering rules are communicated to attendees and adhered to throughout the event duration.

## EVENT Covid - HEALTH AND SAFETY RISK ASSESSMENT AND COMPLIANCE FORM MEPPERSHALL VILLAGE HALL

- c. **Hygiene:** Strict hygiene procedures should be observed for all events. Attendees should be encouraged to wash hands frequently and use the hand sanitiser available. Attendees should come prepared with clean tissues for sneezes and coughs; these should be disposed of responsibly, and hands washed immediately.
- d. **Eating & drinking:** In advance of the event, all attendees must be informed that eating and drinking indoors is only allowed at tables at which service is to be provided by the MVH bar or cafe, all food brought in or prepared in our kitchen must be eaten outside in your designated event area.
- e. **Aerosol & droplet transmission:** To minimise the potential for increased risk of transmission, particularly from aerosol and droplet transmission, all event organisers should ensure that steps are taken to avoid people needing to sing or unduly raise voices. The event organiser will remain responsible for managing this on the day of the event. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting and/or singing, including if played at a volume that makes normal conversation difficult.
- f. **Attendees:** A maximum of 30 guests are allowed and must be adhered to at all times.
- g. **Bar or Café Service:** If you require the bar or cafe this will be table service only, guests must be made aware of this and not to approach the bar or café serving areas direct.
- h. **Kitchen Hire:** Access from outside events is via the external doors that lead into the Kitchen and guests must not congregate in this area. A maximum of 4 guests are allowed in the kitchen at any one time to minimise contact and adhere to Social Distancing and mask wearing requirements.
- i. **Reporting:** Any medical or other issues which arise during the course of the event must be notified to the MVH Bookings Manager as soon as possible.

### 5. NHS Test and Trace:

Attendees should scan the venue bar code provided at the MVH. The event organiser will remain responsible for recording and securely storing event attendee contact data for up to 21 days, for NHS Test and Trace purposes. The event organiser will be the nominated contact for NHS Test and Trace and therefore remains responsible for arranging data collation for their event.

### 6. Booking Conditions

These Covid requirements are in addition to the normal MVH booking conditions which continue to apply.

<b>I agree to the above safety and compliance procedures and will ensure enforcement.</b>  <b>Signed by:</b>	<b>Name (print)</b>
<b>Date</b>	