

COVID-19 Risk Assessment for The Woolpack Inn, Islip for Receptions & Functions – this document is in addition to our main COVID-19 Risk Assessment.

What are the hazards	Who might be harmed	Controls required	Additional controls	Who is responsible
Infection & illness from COVID-19	Staff, visitors to The Woolpack Inn, external contractors working at The Woolpack Inn, vulnerable groups – elderly, pregnant workers, those with underlying health conditions	Any functions must be held in a separate room or where this is not possible, in a segregated area of the building where it is possible to minimise mixing between function guests and other customers	The number of persons attending the function – including guests and external companies – must not exceed 30 people	Kirsty Tilley
		Where possible, a single customer entrance has been identified with a separate exit door to ensure one-way flow of customers to and from the function room area	Signage will be in place to show the entrance and exit routes; alternative access routes will be in place for persons with impaired mobility	Kirsty Tilley
		Functions will be table service only with all guests seated	Vertical drinking is not permitted; All food items will be served to the table – no buffet service is permitted; where platters are served to the table, there will be an adequate supply of serving utensils to ensure that the guests do not have to share items	Kirsty Tilley

		Tables will be set up in advance ensuring that social distancing guidelines are met	Cutlery, single use condiments and glasses will be placed on the tables when guests are seated; table cloths will be removed for washing at the end of the function	Kirsty Tilley and Susan Pike
		Where any external parties are involved in setting up the room for a function, they must book a time to attend and wear a face covering whilst they are on site	Sanitising stations can be found throughout the site with adequate supplies of hand sanitiser	Kirsty Tilley and Susan Pike
		All Front of House Team Members will wear face coverings in line with COVID-19 policy	Adequate supplies of face coverings will be on site at all times	Kirsty Tilley, Shona Warnock and Daniel Guest
		Person giving speech to the gathering is permitted to stand whilst delivering the speech only	All other guests must remain seated	Kirsty Tilley
		No amplified sound or other music to be played at such volume that guests would be obliged to raise their voices to converse	Dancing and other close social contact activities must not take place	Kirsty Tilley
		Increased and regular cleaning of all touch points within the room		Susan Pike