



Ufton Court Educational Trust Ltd

Activities for Weddings and Events: Policy Arrangements

Adopted and Delivered on behalf of Ufton Court Educational Trust Ltd by

Signature:

Date: 23rd February 2022

Position:

Trustee with overview of Health and Safety

Signature:

Date: 23rd February 2022

Position:

Managing Director responsible for implementation

Signature:

Date: 23rd February 2022

Position:

Senior Leadership Team

Signature:

Date: 23rd February 2022

Position:

Senior Leadership Team

Company Address:

Ufton Court Trust, Green Lane, Ufton Nervet, Berkshire RG7 4HD

General enquiries:

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Reviewed annually unless changes to law, regulations or site

Issue Number: 6

Last review: Jan Feb 22

Next Review: Feb 23

Health and Safety Arrangements

The Activities for Weddings and Events Policy Arrangements document is one of 9 sub policies which support the overarching Occupational Health and Safety Policy.

Standards and Guidance

Mandatory common standards and guidance are issued periodically as health and safety instructions and procedures and are held by the Company. These are issued to relevant managers, or employees. Where internal guidance does not cover a specific issue, the Company will adopt the practices or standards recommended in Health and Safety Executive (HSE), Health and Safety Authority (HAS) publications or relevant British or European Standards.

Accidents and Incidents

Please see the Working On Site Policy for more information and details

COVID-19 Secure Arrangements

Information is contained within the overarching Occupational Health and Safety Policy.

Consultation and Cooperation

Information is contained within the overarching Occupational Health and Safety Policy.

Contractor Control

Where contractors are engaged for weddings or events, they will be required to work in accordance with Ufton's requirements for work by contractors and no such work will be planned or undertaken without approval by the Facilities/HR Manager.

For any works which come under the definition of 'construction' in the Construction (Design and Management) Regulations 2015 undertaken on Ufton premises (including for events), advice should be sought from Ufton Court's retained health and safety consultants. This includes, but is not limited to, contract work involving hazardous materials

All contractors working at Ufton Court Educational Trust Ltd are required to:

- Observe best working practice, comply with relevant health and safety legislation and take all reasonably practicable steps to safeguard their employees and those who may be affected by what they do.
- Comply with our contractor management requirements including CDM 2015 Regulations if applicable
- Ensure they have submitted details of their Public/Product Liability Insurance, Employers Liability Insurance, Professional Indemnity Insurance [where applicable], and competency training assurances for the staff or persons they seek to use before the project or activity commences.
- Ensure any sub-contractor they employ is able to demonstrate the requirements detailed in the paragraph above before they start work.
- Provide risk assessments and method statement (RAMS) in advance of working/work that will involve interface with visiting public to the Facilities/HR Manager for approval. This will be extended to any installation or maintenance on services that may result in service interruption, loss of efficiency or contamination.
- Contractor catering staff must hold a current certificate in Level 2 Food Hygiene and Safety for Catering and Ufton Court will request sight of certificate every two years.
- Ufton Court Educational Trust Ltd reserves the right to stop proceedings where they believe the health, safety and welfare of persons are being compromised.

Reviewed annually unless changes to law, regulations or site

Specific Management Arrangements for Health and Safety Compliance [all departments]

1. The Activities for Weddings and Events Policy is one of 9 sub policies which supports the overarching Health, Safety and Welfare Policy.

Risk Management Strategy and Controls

2. All activities that make up Ufton Court Educational Trust Ltd activities will be subject to a risk management program that reflects the risks identified and the controls required to minimise the effects of the risk. Such a risk management program will include as a minimum:
 - Activity Risk Assessments designed to identify risks that may occur during the activity, and its probable causes.
 - Separate risk assessments are in place for various Ufton activities which outlines the requirements that must be adhered to in order to minimise the risk of employees and others spreading, or becoming infected by, COVID-19 when at work and undertaking activities. These risk assessments have been communicated to employees and other interested parties, and will be reviewed in line with Government Regulation, guidance and Public Health England advice to ensure that we provide a COVID-19 secure environment for our employees, volunteers, visitors, pupils and others.
 - Activity and Facility Fire Risk Assessment, including when hot works are involved or sources of heat are used, or for those locations where the public or staff work or congregate.
 - Method statements or RAMS Documents devised for all activities and tasks usually completed by the staff of Ufton Court Educational Trust Ltd. Please see Appendix 1 for a list of all associated RAMS documents
 - Any foreseeable emergencies identified and the provisions made to manage that emergency should it arise

Recording and Reporting of Incidents

Please refer to the Working on Site Policy for information and details

Departmental Specific Managements Arrangements

The Management of Activities for Weddings and Events

3. All activities are subject to regular reviews of risk assessments throughout the season and are inspected by external competent persons.
4. All Clients are required to come for a site visit and are allocated an Event Coordinator once a date has been agreed
5. Site visits or events do not usually occur when there are children on site, although some may occur when there are children using Ufton Adventure
6. Any activity which is organised and managed by an external organisation, but facilitated by the Ufton Court Educational Trust Ltd, will be required to complete the statutory assessments and management documentation applicable for their activities e.g. not less than one first aider, appropriate food hygiene training, electrical equipment PAT tested, ladder training for event dressers, liability insurance
7. All activities and provisions at Ufton Court Educational Trust Ltd will be fully compliant with the current requirements of legislation and in particular “The Management of Health and Safety Regulations 1999”.
8. Where there are weddings midweek and weekends during school holiday periods and children resident on Ufton Adventure, it has been agreed that the children have access to the Farm up until 11am and then they have no access to the House side of the site.

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Food Safety (see also Safe Food Policy)

9. Ufton Court Educational Trust Ltd is registered with the West Berkshire District Council. They have achieved a 5 star rating for their application of food standard hygiene and controls.
10. Ufton Court Educational Trust Ltd maintains all relevant standard safety practices and records required under the Food Safety Act 1990 and associated regulations.
11. All members of staff are required to ensure they understand the necessity of maintaining high food safety standards and are well versed in what is required.
12. All members of staff is required to ensure they understand the need to apply constraints place within their skills and knowledge and only carry out the activities they are authorised to complete.
13. All staff are required to understand the need to apply proper hygiene controls when working with any aspect of food.
14. Ufton Court Education Trust does not provide catering for Weddings but has a list of preferred caterers; these have provided evidence of liability insurance, PAT testing, first aid training and appropriate Food Hygiene training

Activity Equipment

Please refer to the Working on Site Policy for information and details

Location Facilities, Structures and Infrastructure Management

Please refer to the Working on Site Policy for information and details

Appendix 1

Associated RAMS documents

- **Weddings and Corporate Events**
- **Sponsored Cycling Events (Archived)**
- **Fundraising Events on site**
- **Fundraising Teens party (archived)**
- **Weddings and extreme weather**
- **Conducting viewings and weddings COVID 19**
- **Conducting wedding ceremonies COVID 19**
- **Conducting wedding receptions COVID 19**
- **COVID 19**
- **Suppliers working on site COVID 19**
- **Grounds Tours COVID 19**
- **House Tours COVID 19**

RAMS review date before:

31.03.23

COVID19 RAMS kept under review throughout year