# **COVID-19 RISK ASSESSMENT for WEDDING VENUES**

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| **Business Name:** |  | **Additional notes:** |
| **Date of Assessment:** |  |  |
| **Assessment carried out by:** |  |

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| **Type of risk** | **Who is at risk?** | **Risk controls in place** | **Further action required:** | **Action by:** |
| Spread of  Covid-19  Coronavirus | Staff  Visitors to your premises  Cleaners  Contractors  Drivers  Vulnerable groups – Elderly,  Pregnant workers, those with existing underlying health conditions  Anyone else who physically comes in contact with you in relation to your business | **Hygiene: handwashing, sanitation facilities and toilets**  Employees and the public to be reminded on a regular basis to wash their hands.  Rigorous checks will be carried out by managers to ensure that the necessary procedures are being followed.  <https://www.gov.uk/government/publications/guidance-to-employers-andbusinesses-about-covid-19>   * Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely and hands washed after binning, or sneeze into your arm if a tissue is not available. * Providing regular reminders and signage to maintain hygiene standards. * Providing hand sanitiser in multiple locations in addition to washrooms. * Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. * Enhancing cleaning for busy areas and common touch points. * Special care should be taken for cleaning of portable toilets. * Providing more waste facilities and more frequent rubbish collection. * Providing hand drying facilities. * Encouraging staggered use of washroom facilities wherever possible. * It is recommended that any ventilation or air conditioning system that normally runs with a recirculation mode should now be set up to run on full outside air where this is possible.   **Cleaning**  Cleaning venues used for ceremonies including the ceremony room, interview room and public areas to be thoroughly cleaned prior to and after use.  **Social Distancing**  Social Distancing- Reducing the number of persons in any area to comply with current Government guidance.  [https://www.gov.uk/government/pub lications/covid-19-guidance-on-socialdistancing-and-for-vulnerable-people](https://www.gov.uk/government/pub)  Redesigning processes to ensure social distancing in place.  Using markings and introducing one way flow at entry and exit points which are back of house or employee only and, where appropriate, taking into account premises structure, style of operation and customer profile.  Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted. These items require cleaning between users if multi-use.  Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.  Making sure that people with disabilities are able to access areas and lifts while socially distancing.  Ensuring any changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled customers. For example, maintaining pedestrian and parking access for disabled customers.  Regulating use of high traffic areas including corridors, lifts, and walkways to maintain social distancing, and increasing the frequency of cleaning and disinfection of these areas.  Managing use of high traffic areas (including corridors, lifts and staircases) to maintain social distancing. For example, asking members of the public and employees to walk on the left, to give priority to those ascending stairs, or indicating ‘passing points’ where the walkway is widest.  Using floor tape or paint to mark areas, where appropriate, to help people keep to the recommended distance, or using signage or other communication measures taking into account building characteristics, trading style and customer profile.  Reconfiguring seating to avoid people sitting face-to-face. For example, by sitting side-by-side or facing away from each other.  Using fixed screens to create a physical barrier between people.  Minimising contacts around transactions, for example, considering using contactless payments and encouraging online booking and prepayment, where appropriate.  **PPE**  Observe Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 in addition to observing social distancing measures and practicing good hand hygiene behaviours.  **Emergencies**  Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible. | **Public attendance**  Asking if persons present are unwell or displaying symptoms on arrival. If anyone becomes unwell or is showing symptoms of Covid-19 they should be advised to go home and advised to follow the stay at home guidance. Advising / asking to use hygiene facilities to wash or decontaminate hands on arrival and throughout the day.  **Hand Washing**   * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * See hand washing guidance. * <https://www.nhs.uk/live-well/healthybody/best-way-to-wash-your-hands/> * Drying of hands with disposable paper towels. * Gel sanitisers in any area where washing facilities not readily available. * Having bins for the collection of used towels * More frequent cleaning of work areas, indoor and outdoor accommodation, toilet facilities and equipment between uses. * More frequent cleaning of objects and surfaces that are touched regularly (including door handles, lift buttons or switches, tables and chairs). * Maintaining good ventilation. For example, opening windows and doors frequently. * Wedging doors open, where appropriate, to reduce touchpoints. This does not apply to fire doors. * Introducing enhanced cleaning of frequently used facilities regularly during the day and at the end of the day   **Ceremony Room**   * Set up – Social distancing between guests. * Identify what is the maximum no. of persons in each ceremony room and how this will be managed. Social distancing should be maintained and this could mean that numbers have to be kept below Government Guidance to ensure this. * Scaled plan with arrangements outlined to demonstrate. * Consider markings of where the registrar will sit to register, registrar will deliver ceremony, where couple will stand, and how these will be identified. * Changes to ceremony to promote social distance i.e. how guests will enter and exit the room, where witnesses will sit, entrance of bride (party), being given away, ring bearer (if not from same household), readings and photos to be undertaken from seat. * How to prevent people gathering and congregating together outside of the building for the duration of the ceremony or afterwards and how to ensure that entrance and exit to the building is free for people to enter and exit safely. * Those with outdoor approved structures must limit numbers to enable the ceremony to be moved inside if the weather is inclement on the day, in order to manage customer expectations. * Checking whether you need to service or adjust ventilation systems so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. * Advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers on the safe use of air conditioners.   **Interview Room**   * Which room will be used to interview the parties prior to the ceremony and how access and egress will be managed to maintain social distancing? * Room must be able to accommodate minimum 3x persons whilst maintaining a social distance. Both parties will be interviewed in the room separately.   If your risk assessment shows that PPE is required, then you should provide this PPE free of charge to workers who need it. Any PPE provided should fit properly.  Employees and the public to be reminded that wearing of gloves is not a substitute for good hand washing.  During an emergency if it is unsafe to maintain the social distance guidance measures, then they do not apply.  Whilst at assembly/muster points social distancing must be maintained.  First aid boxes provided for basic first aid. For injuries and ill health that is beyond basic first aid, 111 to be called and 999 in an emergency.  <https://www.hse.gov.uk/news/first-aidcertificate-coronavirus.htm> |  |
|  |  | **PLEASE ADD ANY ADDITIONAL RISKS AND WAYS TO MITIGATE THESE RISKS BELOW.** |  |  |