

Celebrant Led Ceremony: Standard Risk Assessment & Checklist

Type of Ceremony: _____

Location of Ceremony: _____

Date of Assessment: _____

Assessment undertaken by: _____

Ceremony	Details	Level of Risk (High, Medium, Low)	Mitigations	Discussed with Client?
Ceremony Location				
Adequate inside room				
Max no. Guests				
Room Layout agreed				
Flat surface for chairs				
Correct number of chairs available				
Tripping Hazards				
Table, water and paperweight available				
Wheelchair/Disable access				
Person to take care of children				
Ushers needed				
Noise problems				

Animals				
Venue/client's home insurance checked (as appropriate)				
Adequate lighting				
Anything other factors				

Overall Suitability of proposed location for ceremony:

- Suitable
- Not suitable

Reason for unsuitability

Signed (celebrant): _____

Date: _____