

APPENDIX A

Example Risk Assessment for Ceremonies in a Private Home

Ceremony Number Client Name.....

Issue	Details	Tick if discussed & agreed with client
Ceremony location		
Adequate inside room		
Max no of guests		
Room layout agreed		
Flat surface for chairs		
Tripping hazards		
Appropriate number of chairs available		
Table, water available		
Wheelchair/disabled access		
Person to take care of children		
Ushers needed		
Noise problems		
Animals		
Adequate lighting		
Other		