

Celebrant Led Ceremony Risk Assessment: Extra considerations for Covid19

Date of Ceremony: _____

Location of Ceremony: _____

Date of Risk Assessment: _____

Risk Assessment undertaken by: _____

Ceremony	Special Covid-19 Risk	Level & Impact of Risk (High, Medium, Low)	Possible Actions	Action to take / Who is taking action
Venue and general	<p>Celebrant breaks law or guidelines</p> <p>Where there is no recognised venue e.g. woodlands, beaches, mountain tops etc then this is not considered a COVID regulated venue.</p> <p>Symptomatic attendees may increase risk of further infection</p> <p>Viral Transmission</p>	Low – High	<ul style="list-style-type: none"> Do not conduct ceremonies in private homes or gardens. Venues must have COVID secure guidelines. Celebrants must read and be clear of these venue specific guidelines. Determine that the group of people attending will not exceed the number legally allowed, as per government regulations Pre-approved list of attendees available for venue manager and Celebrant to see Use of facemasks Ensure that prior to starting a ceremony you have read and are familiar with the current requirements. Use a clinical waste bin if it is provided, but otherwise used PPE, personal waste such as used tissues and disposable 	

			cleaning cloths should be stored in double wrapped disposable rubbish bags. These should be put into another bag, tied securely.	
Celebrant	<p>People not maintaining social distancing</p> <p>More risk of coming into contact with touch points</p> <p>Cross contamination with guests</p> <p>Cross contamination across venues</p>	Medium	<ul style="list-style-type: none"> • Minimise movement. • Ensure you have the Track and Trace app installed on your phone and that it is activated • Ensure you have read the venue's risk assessment regarding COVID-19 and are clear on procedures • Celebrant to arrive prepared with face mask, own hand sanitiser and other cleaning materials, especially if conducting a ceremony outdoors where there may be a lack of washing facilities. • Celebrant to avoid social interaction including close contact or handshaking with the couple or guests. • Wash hands and/or use sanitiser regularly to avoid cross contamination and on departure particularly after using the toilet and prior to leaving the premises. • All offers of food and drink should be politely declined. Be aware that in some parts of the UK the restrictions have, at times, expressly forbidden any food or drink being served. • Leave the ceremony as soon as politely possible. 	
Guests	<p>Seating of guests too close together to allow for proper social distancing</p> <p>Mixing of different</p>	Medium- high	<ul style="list-style-type: none"> • Follow government and venue specific guidance on numbers of guests invited • Ensure seating meets Social Distancing guidelines • Encourage clients to put in place a seating plan for the ceremony so that guests know where to go. • Encourage bubble seating groups rather than traditional rows or curves 	

	households and bubbles Close contact, especially in-doors, may increase chance of catching COVID-19		<ul style="list-style-type: none"> • Before the ceremony begins, invite each 'bubble' to take their seats in turn to prevent congregating in doorways or corridors. • Ensure that flow in and out of the ceremony room is efficient and that guests do not arrive too early or remain in the room for too long after the ceremony so that social distancing rules are adhered to. • If the ceremony is inside ensure that windows and doors are open to allow ventilation if possible. 	
Guest demographics	Vulnerable and extremely vulnerable groups present Guests not understanding what to do due to English as a second language Guests who identify as Deaf unable to lip read when masks are used	Low to high	<ul style="list-style-type: none"> • Determine whether anyone attending the meeting is vulnerable or at-risk • Special arrangements for seating etc. to be incorporated to ensure they can participate fully in the ceremony • Guests must wear face masks when indoors unless medically exempt and sanitise hands regularly. • Consideration of multilingual signs if appropriate. • Consider attendance via video call if vulnerable groups choose not to attend in person • If clients or guests are hearing impaired or deaf, a clear visor may be more appropriate rather than a mask. Discuss with your clients before the ceremony day. 	
Music	Live music increases the risk of transmission of virus (Scientific	Low to High	<ul style="list-style-type: none"> • Check location of musicians. Ensure space for appropriate social distancing • Check the guidance for different professional musicians and on location 	

	<p>research suggests that the playing of wind instruments and group singing increases chance of transmitting COVID-19.)</p> <p>Is any group singing planned?</p> <p>Wind instruments present a risk due to deep breathing and, possibly, emissions from the instruments.</p> <p>Guests wanting to use their own devices through which to play music increasing risk of cross-contamination</p>		<ul style="list-style-type: none"> • If the Celebrant is using their own music system, ensure that it is thoroughly cleaned before and after the ceremony. • If a member of the wedding party is organising music, recommend that only one person is in charge to avoid risk of contamination. • Consider if a PA is necessary. This decision must consider the venue (indoors or outdoors) and how far you are projecting your voice. 	
--	--	--	---	--

	Multiple people holding the microphone			
Public Address System		Medium	<ul style="list-style-type: none"> • Scientific research suggests that, similar to singing, higher vocal tasks (shouting, projecting your voice) increase the risk of transmitting COVID-19. It may be safer to use a PA system in situations of 	
Photographer/ Videographer	<p>Cross contamination across events/ venues</p> <p>Movement around event increases contact with touchpoints</p>	Medium	<ul style="list-style-type: none"> • Minimise their movement. • Consider a fixed location or area that the photographer/ videographer must stay within except for certain parts of the ceremony. • Avoid close contact with all others present. 	
Entry of individual members or the couple	<p>Cross contamination with attendants/ person(s) escorting/ wedding party</p> <p>Risk of wider spread outside of the event</p>	Medium	<ul style="list-style-type: none"> • Encourage the use of a wide aisle to ensure that people can walk comfortably down the aisle with space between them and the guests. • Ensure all the party employ correct social distancing during entry if they are not from the same household/bubble. It may be different for people doing the same role e.g. an attendant living with one of the couple will be different to one who does not. • Ensure wedding party are clear on where they should go on arrival and where their seats will be 	
Location	Social distancing is important to help prevent	Low	<ul style="list-style-type: none"> • Ensure that social distancing is maintained. This may mean changing your own location to what you have normally done. 	

	transmission of COVID-19, so where will you, as Celebrant and the couple be stood during the ceremony?			
Ring exchange	<p>Minimise contact of different people and the rings</p> <p>Minimise contact of rings with other surfaces to avoid contamination</p>	Low	<ul style="list-style-type: none"> • The ring bearer/Celebrant and couple should maintain social distancing as much as possible at this moment. • Ask ring bearer to sanitise hands prior to ceremony • After initial cleaning prior to the ceremony, the rings should be kept in a solid receptacle (such as a box) until required. Ideally ring bearer/ Celebrant shall open the box and the couple will remove the rings themselves. 	
Signing ceremonial certificate	<p>Close proximity of couple and witnesses</p> <p>Shared pen</p> <p>Traditional photo moment meaning that the people involved are closer together for longer than necessary</p>	Medium	<ul style="list-style-type: none"> • Move away when the signing takes place • Couple asked to move back when the witnesses come up. • If witnesses are from different bubbles they come up in turn. • Pens for the Celebrant's sole use Pens for the couple to use • A spare pen for posing for photos (these pens are not used for writing) • Wipe the pen with sanitiser before, between and after use. • Use separate pens for witnesses. • Clean table before and after signing 	

			<ul style="list-style-type: none"> • Ask couple and witnesses to wash/sanitise hands before ceremony. • Consider no signing of the ceremonial certificate. • Rather than official photos during the ceremony, ask the couple and photographer about a staged signing after the ceremony when social distancing can be maintained 	
Closing the Ceremony	<p>Announcement / Introduction of Couple and/or First Kiss</p> <p>Exit of wedding party</p>	Medium	<ul style="list-style-type: none"> • This is normally the time of cheering. Encourage applause or British Sign Language for clapping instead. • Ensure there is an organised exit for when couple have left ceremony area • Consider exiting from the back of the room, rather than the usual exit from the front back down the aisle. This will mean fewer people are passing one another (the wedding party in this case would leave last). • Each bubble to leave their seating to go to the designated area when requested. • Celebrant to leave when safe to do so. 	