

Risk Assessment: Extra considerations for Covid19

Date of Ceremony

Location of Ceremony

Date of Risk Assessment

Risk Assessment produced by

Ceremony	Special Covid-19 Risk	Level & Impact of Risk (High, Medium, Low)	Possible Actions	Action to take / Who is taking action
	<p><i>Identify the risks. What extra risks to normal does Covid-19 present?</i></p>	<p><i>Estimate the level of risk. This will change as the level of infection changes</i></p>	<p><i>What action might you take to mitigate and reduce the risk</i></p>	

<p>Venue and general</p>	<p>Officiant 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>Low – High</p>	<p>Do not conduct ceremonies in private homes or gardens.</p> <p>Venues must have COVID-secure guidelines. officiants must read and be clear of these venue specific guide lines.</p> <p>Determine that the group of people attending will not exceed the number legally allowed, as per government regulations</p> <p>Pre-approved list of attendees available for venue manager and officiant to see</p> <p>The guidelines regarding face masks are changing frequently. Currently guests are encouraged to wear masks during the ceremony unless medically exempt. Check your Government Guidelines and the venue COVID-19 guidelines. Ensure that prior to starting a ceremony you have read and are familiar with the current requirements.</p> <p>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</p>	
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	<p>Viral Transmission</p> <p>Inappropriate Disposal of Waste increasing risk of transmission of virus</p>		<p>stored in double wrapped disposable rubbish bags. These should be put into another bag, tied securely and kept separate from other waste for at least 72 hours before being disposed of in normal commercial or household waste bins.</p>	
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<p>Officiant</p>	<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>	<p>Medium</p>	<p>Minimise movement.</p> <p>Ensure you have the Track and Trace app installed on your phone and that it is activated</p> <p>Ensure you have read the venue's risk assessment regarding COVID-19 and are clear on procedures</p> <p>Officiant 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.</p> <p>Officiant to avoid social interaction including close contact or handshaking with the couple or guests.</p> <p>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.</p> <p>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.</p>	
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			<p>Leave the ceremony as soon as politely possible.</p> <p>Ensure when travelling to a venue you only travel either on your own or with someone within your household or bubble.</p> <p>Regular cleaning of the vehicle with antibacterial wipes - door handles, steering wheel, keys, gear stick etc. before and after use; removal of rubbish etc.</p> <p>Enter and exit through the most appropriate entrance so as not to pass through other parts of the building if possible.</p>	
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<p>Guests</p>	<p>Seating of guests too close together to allow for proper social distancing</p> <p>Mixing of different households and bubbles</p> <p>Close contact, especially in-doors, may increase chance of catching COVID-19</p>	<p>Medium- high</p>	<p>Follow government and venue-specific guidance on numbers of guests invited</p> <p>Ensure seating meets Social Distancing guidelines</p> <p>Encourage clients to put in place a seating plan for the ceremony so that guests know where to go.</p> <p>Encourage bubble seating groups rather than traditional rows or curves</p> <p>Before the ceremony begins, invite each 'bubble' to take their seats in turn to prevent congregating in doorways or corridors.</p> <p>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.</p> <p>If the ceremony is inside ensure that windows and doors are open to allow ventilation if possible.</p>	
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<p>Guest demographics</p>	<p>Vulnerable and extremely vulnerable groups present</p> <p>Guests not understanding what to do due to English as a second language</p> <p>Guests who identify as Deaf unable to lip read when masks are used</p>	<p>Low to high</p>	<p>Determine whether anyone attending the meeting is vulnerable or at-risk</p> <p>Special arrangements for seating etc. to be incorporated to ensure they can participate fully in the ceremony</p> <p>Guests must wear face masks when indoors unless medically exempt and sanitise hands regularly.</p> <p>Consideration of multilingual signs if appropriate.</p> <p>Consider attendance via video call if vulnerable groups choose not to attend in person</p> <p>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.</p>	
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<p>Music</p>	<p>Live music increases the risk of transmission of virus (Scientific 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> <p>Multiple people holding the microphone</p>	<p>Low to High</p>	<p>Check location of musicians. Ensure space for appropriate social distancing</p> <p>Currently group singing is not allowed. Singing poses similar problem due to the projected expulsion of air from the lungs</p> <p>This may change so it is important to check the guidance on this as it is different for professional musicians and depends on location</p> <p>If the Officiant is using their own music system, ensure that it is thoroughly cleaned before and after the ceremony.</p> <p>If a member of the wedding party is organising music, recommend that only one person is in charge to avoid risk of contamination.</p> <p>Consider if a PA is necessary. This decision must consider the venue (indoors or outdoors) and how far you are projecting your voice.</p>	
<p>Public Address System</p>		<p>Medium</p>	<p>Scientific research suggests that, similar to singing, higher vocal tasks (shouting, projecting your voice) increase</p>	

			<p>the risk of transmitting COVID-19. It may be safer to use a PA system in situations of prolonged voice projection.</p> <p>Wiping down equipment between different users and before and after the ceremony</p> <p>Having one person stepping forward to speak and use a microphone at a time</p> <p>Using a microphone stand so contact is not necessary.</p> <p>Ideally the Officiant will have a separate microphone to that of readers or other contributors</p>	
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<p>Photographer / Videographer</p>	<p>Cross contamination across events/ venues</p> <p>Movement around event increases contact with touchpoints</p>	<p>Medium</p>	<p>Minimise their movement.</p> <p>Consider a fixed location or area that the photographer/videographer must stay within except for certain parts of the ceremony.</p> <p>Avoid close contact with all others present.</p>	
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<p>Entry of individual members or the couple</p>	<p>Cross contamination with attendants/person(s) escorting/ wedding party</p> <p>Breaches of social bubbles</p> <p>Risk of wider spread outside of the event</p>	<p>Medium</p>	<p>Encourage the use of a wide aisle to ensure that people can walk comfortably down the aisle with space between them and the guests.</p> <p>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.</p> <p>Ensure wedding party are clear on where they should go on arrival and where their seats will be</p>	
<p>Location</p>	<p>Social distancing is important to help prevent transmission of COVID-19, so where will you, as Officiant and the couple be stood during the ceremony?</p>	<p>Low</p>	<p>Ensure that social distancing is maintained. This may mean changing your own location to what you have normally done.</p>	

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	<p>The ring bearer/Officiant and couple should maintain social distancing as much as possible at this moment.</p> <p>Ask ring bearer to sanitise hands prior to ceremony</p> <p>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/ Officiant shall open the box and the couple will remove the rings themselves.</p>	

<p>Signing ceremonial certificate</p>	<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>	<p>Medium</p>	<p>Move away when the signing takes place</p> <p>Couple asked to move back when the witnesses come up.</p> <p>If witnesses are from different bubbles they come up in turn.</p> <p>Pens for the Officiant's sole use</p> <p>Pens for the couple to use</p> <p>A spare pen for posing for photos (these pens are not used for writing)</p> <p>Wipe the pen with sanitiser before, between and after use.</p> <p>Use separate pens for witnesses.</p> <p>Clean table before and after signing</p> <p>Ask couple and witnesses to wash/sanitise hands before ceremony.</p> <p>Consider no signing of the ceremonial certificate.</p> <p>Rather than official photos during the ceremony, ask the couple and photographer about a staged signing after the</p>	
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			ceremony when social distancing can be maintained whilst photos carefully orchestrated.	
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<p>Closing the Ceremony</p>	<p>Announcement / Introduction of Couple and/or First Kiss</p> <p>Exit of wedding party</p>	<p>Medium</p>	<p>This is normally the time of cheering. Encourage applause or British Sign Language for clapping instead.</p> <p>Ensure there is an organised exit for when couple have left ceremony area</p> <p>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).</p> <p>Each bubble to leave their seating to go to the designated area when requested.</p> <p>Officiant to leave when safe to do so.</p>	
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Other rows to be added as necessary for ALL aspects of the ceremony

24th FEBRUARY 2021

Track and Trace Form

Event

Date

	Name	Phone Number	Time Arrived	Time Departed
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