



Liverpool Celebrant: Lorraine Hull

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COVID-19 Risk assessment for conducting ceremonies safely

Event: Wedding Celebration Ceremony

Date: 25th June 2021

Time: 6pm

Event location: Liverpool Town Hall

Celebrant: Lorraine Hull

Assessment carried out by: Lorraine Hull

Date assessment carried out: 21st June 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Risk rating (see key below)	What new measures or further action do you need to take to control the risks in future?	When is the action needed by and by whom?
Transmission of COVID-19	Individuals attending the ceremony and working at the venue	Determine that the group of people attending will not exceed the number legally allowed, as per government regulations		Responsibility of Liverpool Town Hall	
		Determine whether Celebrant is currently presenting with symptoms, infected with coronavirus, vulnerable or at-risk	3	Celebrant has received both COVID-19 vaccinations (2nd dose on 20th May 2021). LFT test will be carried out within 24 hours of event and recorded on the NHS app. In the event of the Celebrant presenting with symptoms or having a positive COVID-19 test result a colleague will be on stand by and available to conduct the ceremony (they will provide proof of a negative LFT)	
		Inside the venue celebrant to maintain a social distance of 1m (with face-covering) or 2m (without face-covering)	3	Celebrant will wear face-covering until shortly before the ceremony is due to begin and replace it once the couple has left the ceremony space. Celebrant will not shake hands or hug couple or any of their guests.	

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		Request, where possible, that doors and windows should be opened temporarily to improve ventilation.	4	Celebrant will request improvements to ventilation if it is assessed to be possible and has not been implemented.	
		Do not exchange paper documents, or objects, such as photos, leaflets/ business cards/scripts	3	<p>The commemorative certificate is only being signed by the couple, there are no witnesses to sign.</p> <p>Celebrant will only handle the certificate and pen while wearing gloves or after sanitising their hands.</p> <p>Celebrant will not touch the wedding rings.</p>	
		Ensure surfaces of any objects or devices used have been wiped with an appropriate sanitiser	3	Couple will bring their own pen. Celebrant will have a pen and appropriate sanitiser available, if required.	
		Wear face covering during event	3	<p>Celebrant is exempt from wearing face covering during ceremony.</p> <p>Celebrant will maintain minimum of 2 metres social distance from all attendees when face covering is not worn and at least 1m at all other times.</p>	
		Practice hand hygiene before, during and after the event	3	<p>Celebrant has sanitising hand gel and sanitising wipes available at all times.</p> <p>Celebrant will sanitise their hands before and after ceremony (and during should it be necessary)</p>	

Severity	RISK RATING	Likelihood		
		Low = 1	Med = 2	High = 3
	Low = 1	1	2	3
	Med = 2	2	4	6
	High = 3	3	6	9

Risk Rating

6 – 9 = High risk – action required to reduce risk

3 – 4 = Medium Risk – Seek to further reduce risk

1 – 2 = Low risk – no action but continue to monitor

DEFINITIONS

Severity

H = Fatality or major injury causing long term disability

M = Injury or illness causing short-term disability

L = Other minor injury or illness

Likelihood

H = Certain or near certain

M = Reasonably likely

L = Reasonably unlikely