

COVID-19 Risk Assessment Weddings at Millbrook Wedding Estate

Important note: This risk assessment covers Registrars, the wedding couple and guests attending Millbrook Wedding Estate whilst Covid-19 is still a threat. This risk assessment looks at COVID-19 controls for weddings only; with a suite of other Risk Assessments considering the Covid 19 assessment for the accommodation and other health, safety & welfare hazards (such as fire safety etc) are covered by other risk assessments of venues as per normal Licensing conditions.

Who can be harmed:	Registrars, Wedding couple, Guests, Venue staff and others in contact	Guidance Document applied.	The Government Guidance Covid 19; Guidance for Small Marriages and Civil Partnerships, issued on 19 th July 2021
Date of assessment	V5 updated 19 th September 2021	Period	This Guidance will be applied from 19 th July 2021
Completed by	Mrs Boothby, joint owner	Who will have access / awareness of the contents of the document.	This Risk Assessment will be shared with all interested parties -all staff, guests, wedding visitors, contractors and available for inspection by the HSE and Local Authority, as required.

SEE [GOVERNMENT GUIDANCE](#) ON WORKING SAFELY DURING COVID-19

No	What are the hazards relating to this task	Required control measures by Millbrook Estates	Control Measures adopted by this venue	Any additional measures required ?	Date completed
REGISTRARS AND VENUE STAFF					

1.	<p>Registrar/ Venue Staff:</p> <ul style="list-style-type: none"> - Has C19 symptoms – Officer can pass-on symptoms to others; Is 'clinically extremely vulnerable' – Officer at higher risk of infection; Is 'clinically vulnerable' - Officer at higher risk of infection, or Lives with someone affected as above. 	<p>All Registrars attending Millbrook for a wedding will be required to conduct a dynamic risk assessment (unwritten) prior to attending to confirm that they do not exhibit any signs or symptoms of having the virus. They are aware of measures they need to take and that must not attend if suffering from symptoms. Millbrook require similar risk assessments to be undertaken for all Registrars, and assurance that any clinically vulnerable person does not attend the event if showing signs or symptoms of the virus.</p>	<p>Millbrook Estate asks all guests to ensure they are fit and healthy and have not been in contact with anyone that may have COVID19. We ask that they take lateral flow tests before coming to the venue.</p>	No	<p>1st July 2020</p> <p>Updated 28th September 2020</p> <p>19th September 2021</p>
COUPLE, WITNESSES AND GUESTS					
2.	<p>One or more of the attendees has C19 symptoms – Attendee can pass-on symptoms to others</p>	<p>Pre ceremony advice given to couples by the venue is not to attend if they display any signs or symptoms of the C19 virus.</p>	<p>Advice is given to all guests and Registrars that they should not attend the event if they are displaying any signs or symptoms of the virus. We recommend taking a PCR test if you are suffering from symptoms.</p>	No	<p>1st July 2020</p> <p>19th September 2021</p>
3.	<p>One or more of the attendees is 'clinically extremely vulnerable' – Attendees at higher risk of infection</p>	<p>From 19th July, persons may, if they wish to have a wedding without masks and social distancing. It is the responsibility of the wedding party to protect their guests.</p>	<p>Guidance from Government Guidance on “Protecting people who are clinically extremely vulnerable”</p>	No	<p>26th March 2021</p>
4.	<p>One or more of the attendees is 'clinically vulnerable' – Attendees at higher risk of infection</p>	<p>From 19th July, persons may, if they wish to have a wedding without masks and social distancing. It is the responsibility of the wedding party to protect their guests.</p>	<p>Guidance from Government Guidance on “Protecting people who are clinically extremely vulnerable”</p>	No	<p>26th March 2021</p>
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5.	Record of Attendees and others	This is no longer required by law.	We have on record the contact details for the wedding couple so we can contact them if required.	No	1 st July 2020 Updated 19 th September 2021
6	Suppliers visiting the venue.	All suppliers and their staff will maintain a suitable social distancing with all guests and Millbrook staff, where possible at all times and a minimum of 1m. The suppliers are required to provide a written risk assessment on their policies and procedures to manage the control of the virus prior to visiting.	Suppliers should keep a safe distance from the wedding couple and guests and where required wear a mask. Millbrook will do our best ensure fresh air can flow through rooms and will attempt to limit the touching of key contact points. Suppliers should keep a suitable distance from the wedding party/ Millbrook staff or wear a face mask when entering any public areas if this is not possible.	No	1 st July 2020 Updated 28 th September 2020 19 th September 2021
SOCIAL DISTANCING HYGIENE - GENERAL					
7	Large number of attendees gather at the meeting - Attendees at higher risk of infection	There are no legal restrictions however the venue limits a maximum of 16 including wedding couple at Tree Top Escape and 8 in The Summer House.	This venue limits the number of people attending a wedding to the Registrars, The Wedding Couple & Guests up to a maximum of 16 people in total (or less when required) Suppliers and venue staff are not included in these guest numbers.	No	1 st July 2020 Updated 28 th September 2020 Updated 26 th March Updated 19 th September
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8	Premises C19 control measures – no knowledge of control measures in place at premises to be visited	Pre-ceremony advice given to couples regarding measures taken and to adhere to control measures. Further signage and guidance provided on site to remind all persons of social distancing, hand washing and sanitising facilities	An email will be sent prior to arrival and signage and notices will be provided in the following areas. <ul style="list-style-type: none"> On the entrance to Treetops Escape. The Pamper Room (bridal dressing area and hair & makeup). All WC's.	No	1 st July 2020 Updated 28 th September 2020
9	Personal hygiene – attendees unable to wash hands	Venue to provide handwashing/ sanitising gel (min 60% alcohol) on their arrival and exit and where the legal documents signed. Appropriate signage reminding all visitors to use this is provided on the entrance to the premises	Hand sanitiser dispensers and hand washing facilities will be provided frequently throughout the site. Appropriate signage will be provided on the entrance to the premises	No	1 st July 2020
10	Social-distancing – Couples/ guests working in close proximity to others/ Registrars risking infection	To ensure all attendees comply to the guidance provided by an information board located on the entrance to Treetops Escape and applied throughout the venue.	Social distancing is no longer required but we do ask people to be aware of safe distances from each other. This will be reminded to all those attending the venue in the signage provided and instructions from members of staff. Where-ever possible, doors and windows will remain open to allow air flow through the venues.	No	1 st July 2020 26 th March 2021
11	Workplace hygiene - Attendees touching frequently touched contaminated surfaces	The ceremony area (Summerhouse), all other rooms used, (The Pamper Room, Tree Tops Escape and Tree Tops Meadow) and all WC's will be subject to an enhanced cleaning regime including key contact points (door handles, keypads etc) before/after each ceremony. Written guidance will be provided for all WC's to be wiped clean prior and following each use by the user.	All rooms will be deep cleaned prior to all weddings taking place Sanitising gel and hand washing facilities will also be provided in all rooms.	No	1 st July 2020 19 th September 2021

				measures required ?	
12	Personal Protective Equipment (PPE) – Attendees exposed to infection by not having suitable PPE	For non-clinical premises the Govt. provides guidance on the use of face coverings. Millbrook still asks staff and suppliers to wear a mask when a safe distance from the wedding party is not possible	It is anticipated that the only member of staff expected to work in close proximity to any guest is the wedding Co-ordinator, when assisting to dress/hair/makeup with the wedding couple. The Wedding Co-ordinator will still wear a mask and/or social distance from any guests.	No	1 st July 2020 Updated 28 th September 2020 Updated 26 th March 2021 Updated 19 th September 2021
13	Personal Hygiene – Attendees passing-on infection or premises personnel passing infection on to attendees	All couples/ Guests must be advised to maintain good respiratory and hand hygiene , supported by the guidance offered in the signage.	All guests are advised to maintain good respiratory and hand hygiene through the provision of the regular availability of hand sanitiser and hand washing facilities. Hand towel dispenser provides individual hand towels.	No	1 st July 2020
14.	Communications – Registrar’s infected by sharing communication devices	Registrars should not use public or shared mobile phones. They should only make calls using their own / council mobile phones.	Registrars to use their own phones if necessary. If in emergency office phones can be disinfected before and after use	No	1 st July 2020 26 th March 2021
15	Communications between the Registrar and the Bridal Party prior to the ceremony.	Millbrook Wedding Estate have arranged for there to be video link connection for the staff or the Registrars to remotely speak with the bridal party in their accommodation, via ipads. All devices are sanitised after each use.	Registrars will not be required to enter any accommodation area to speak with the wedding couple. Communications will be in outside areas where possible.	No	1 st July 2020
BRIDAL DRESSING - HAIR & MAKEUP					
16	Contamination of the wedding couple or Wedding Co Ordinator	The wedding couple will be assisted in their dressing, hair and make-up by the Wedding Co Ordinator in the Pamper Room if required. The	The Wedding Co Ordinator will wear mask where the 2m distancing is not appropriate.	No	1 st July 2020

		Pamper Room will be deep cleaned prior to each use by the use of the dew machine.			Updated 28 th Sept 2020 19 th September 2021
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	Contamination of the Bride or Wedding Co Ordinator (continued).	Dressing and assisting with the hair and make-up of the Bride by the Wedding Co Ordinator	The Wedding Co Ordinator should also wash their hands prior to and after assisting the Bride to dress, with their hair or make up	No	1 st July 2020
SOCIAL DISTANCING - THE CEREMONY					
17	Social Distancing – Guests getting too close to Registrars or others	Millbrook Wedding Estate will ensure that the Government guidelines for the wedding ceremony and their time at the venue will apply the current Government social distancing guidelines for a gathering, to ensure that all guests kept a good distance from the registrars and all others. Venues to ensure that entrances and exits are fully clear and one way as far as practicable – registrars kept separate as far as possible	The size of the venue and properties provide a large amount of space throughout, to ensure that there is sufficient distancing permitted between the Registrars with the bride, bridegroom and their guests. Many areas are outside and generously proportioned.	No	1 st July 2020 19 th September 2021
18	Social Distancing – Pre-Interview of couple	This will be done slightly differently – most questions will be asked prior to the day to minimise time spent talking to couple. There will need to be a desk, set up to ensure good social distancing where couple can check their copy certificate is correct and the registrar can supervise and answer questions from a safe distance.	Much of the details required will be provided to the Registrars beforehand. Registrars are required to wear a mask when interviewing a guest inside a building and observing social distancing regulations.	No	1 st July 2020 Updated 28 th September 2020
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19	Social Distancing - Signing the Register	<p>Each person will sign in turn with the registrars indicating where to sign and standing back.</p> <p>There will be a disinfected pen for the couple and each witnesses, who should be able to sanitise their hands before and after, and the pen.</p> <p>This desk will be positioned away from where the Celebrant registrar stands, to allow the registrars to socially distant during the ceremony.</p> <p>Couples and those signing the register are recommended to sanitise their hands both prior to and following the signing of the register.</p>	<p>The Summerhouse (wedding ceremony area) is sufficiently large enough to accommodate the Registrar, Bride, Groom and witnesses to maintain appropriate social distancing.</p> <p>A large covered decked area outside the Summerhouse and at the Tree Top Escape Meadow Room all actively support social distancing</p> <p>Millbrook have identified a sanitiser that acts as a sanitiser and a barrier cream to viruses for upto 24 hours, which may be applied on a less frequent basis to handwashing.</p>	No	<p>1st July 2020</p> <p>Updated 28th September 2020</p>
20	Social Distancing – Special requests by couple	Items may be requested to be left on the registrar table.	Items will be disinfected and / or handling by Millbrook Staff and Suppliers will follow by hand washing.	No	<p>1st July 2020</p> <p>19th September 2021</p>
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	SOCIAL DISTANCING	THE RECEPTION			
21	Registrar feels unwell during the ceremony –passing-on infection	Registrar must inform the venue manager immediately, leave premises and isolate / get a PCR test Alternative registrars will take over or be sent ASAP. Registrar/ couple/ guests to follow NHS Test and Trace guidance if symptoms are COVID-19	The Registrars are required to complete and share their own Risk Assessment prior to attending an event. Several events are attended by 2 Registrars, who travel separately to the venue and maintain social distancing from each other throughout the ceremony.	No	1 st July 2020
22	Relaxation of social distancing may assist in spreading the virus between the wedding party, guests, staff and Registrars.	All buildings and venues at Millbrook are large and are of sufficient size to easily apply social distancing. The Tree Tops Escape reception area is a 5m x 5m building, which leads onto a viewing platform accessed through 2 sets of bi folding doors. This provides an area of approximately 7m x 7m.	Where possible larger groups of up to 16 at meals will be socially distance and fresh air allowed to move through out the building.	No	1 st July 2020 Updated 28 th September 2020 Updated 26 th March 2021 19 th September 2021
23	Review of Risk Assessment	A review of the Risk Assessment will take place regularly and any points highlighted will be incorporated into a reviewed assessment.	Review process	No	Ongoing

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