

## 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.

<b>Who can be harmed:</b>	Registrars, Wedding couple, Guests, Venue staff and others in contact	<b>Guidance Document applied.</b>	The Government Guidance Covid 19; Guidance for Small Marriages and Civil Partnerships, issued on 29 <sup>th</sup> June 2020 and updated 28 <sup>th</sup> September 2020 has been applied.
<b>Date of assessment</b>	1 <sup>st</sup> July 2020 Updated 28 <sup>th</sup> September 2020	<b>Period</b>	This Guidance will be applied from 4 <sup>th</sup> July 2020 onwards, which is the date where weddings are permitted to take place.
<b>Completed by</b>	Mrs Boothby, joint owner	<b>Who will have access / awareness of the contents of the document.</b>	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
<b>REGISTRARS AND VENUE STAFF</b>					
1.	Registrar/ Venue Staff: - <ul style="list-style-type: none"> <li>Has <a href="#">C19 symptoms</a> – Officer can pass-on symptoms to others;</li> <li>Is '<a href="#">clinically extremely vulnerable</a>' – Officer at higher risk of infection;</li> <li>Is '<a href="#">clinically vulnerable</a>' – Officer at higher risk of infection, or</li> <li>Lives with someone affected as above.</li> </ul>	All Registrars attending Millbrook Wedding Estate 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, have been in contact with someone who has or has been told to self-isolate by the Track & Trace scheme. 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.	Millbrook Wedding Estates will require confirmation that all persons attending the wedding, either as a guest, Registrar or supplier, are not exhibiting any signs or symptoms of the COVID 19 virus prior to attending the venue.  Registrars and Staff are required to check in via the Test and Trace QR Code displayed in the venue.	No	1 <sup>st</sup> July 2020  Updated 28 <sup>th</sup> September 2020
<b>COUPLE, WITNESSES AND GUESTS</b>					
2.	One or more of the attendees has <a href="#">C19 symptoms</a> – Attendee can pass-on symptoms to others	Pre ceremony advice given to couples by the venue is not to attend if they display any signs or symptoms of the C19 virus.	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	No	1 <sup>st</sup> July 2020
3.	One or more of the attendees is ' <a href="#">clinically extremely vulnerable</a> ' – Attendees at higher risk of infection	From 6 <sup>th</sup> July, persons may, if they wish, meet in a group of up to 6 people outdoors, including people from different households, while maintaining strict social distancing. (From 1 <sup>st</sup> August the Government will be advising that shielding will be paused).	Guidance from Government Guidance on “Protecting people who are clinically extremely vulnerable”	No	1 <sup>st</sup> July 2020
4.	One or more of the attendees is ' <a href="#">clinically vulnerable</a> ' – Attendees at higher risk of infection	From 6 <sup>th</sup> July, persons may, if they wish, meet in a group of up to 6 people outdoors, including people from different households, while maintaining strict social distancing. (From 1 <sup>st</sup> August the Government will be advising that shielding will be paused)	Guidance from Government Guidance on “Protecting people who are clinically extremely vulnerable”	No	1 <sup>st</sup> July 2020

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5.	Record of Attendees and others	<p>A full list of all attendees visiting the site for each wedding will be maintained by Millbrook Wedding Estate for 1 month. (This is longer than the 21 days outlined in the Government Guidance).</p> <p>Display the Test and Trace QR code for both venues.</p>	<p>The names, addresses and contact telephone numbers of all visitors to the site will maintained for one month to ensure that there is clear tracking in case of an outbreak of the virus.</p> <p>Guests will also be required to check in via the Test and Trace App on arrival.</p>	No	<p>1<sup>st</sup> July 2020</p> <p>Updated 28<sup>th</sup> September 2020</p>
6	Suppliers visiting the venue.	<p>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 (where all persons will wear a suitable face covering).</p> <p>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.</p>	<p>Apply strict social distancing and ensure that the premises are ready to accept all suppliers and guests through maintaining doors open as much as possible, to limit the touching of key contact points.</p> <p>All suppliers must wear a face mask when entering any public areas including the office.</p>	No	<p>1<sup>st</sup> July 2020</p> <p>Updated 28<sup>th</sup> September 2020</p>
<b>SOCIAL DISTANCING HYGIENE - GENERAL</b>					
7	Large number of attendees gather at the meeting - Attendees at higher risk of infection	Venue to ensure only for an agreed number of persons to attend, (max 15 people in total) in advance of the event date and in accordance with current Govt advice on gatherings. Social distancing of at least one metre between different households should be practised at all times.	This venue limits the number of people attending a wedding to the Registrars, The Wedding Couple & Guests up to a maximum of 15 people in total. Suppliers and venue staff are not included in these guest numbers. Guests must wear a mask for the wedding ceremony unless exempt.	No	<p>1<sup>st</sup> July 2020</p> <p>Updated 28<sup>th</sup> September 2020</p>

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8	<a href="#">Premises C19 control measures</a> – 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"> <li>On the entrance to Treetops Escape.</li> <li>The Pamper Room (bridal dressing area and hair &amp; makeup).</li> </ul> All WC's.	No	1 <sup>st</sup> July 2020  Updated 28 <sup>th</sup> 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 <sup>st</sup> 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. Government guidance requires that all guests from separate households still maintain a 1m distance. (This will include the father of the bride walking down the aisle).	Social distancing will be applied in all areas, both internal and external spaces. This will be reminded to all those attending the venue in the signage provided and instructions from members of staff.	No	1 <sup>st</sup> July 2020
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, using Killgerm Fogging equipment. Sanitising gel and hand washing facilities will also be provided in all rooms.	No	1 <sup>st</sup> July 2020

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
12	Personal Protective Equipment (PPE) – Attendees exposed to infection by not having suitable PPE	For non-clinical premises the Govt. provides <a href="#">guidance</a> on the use of face coverings.  Millbrook will ensure an emphasis is on being a minimum of 1 metre apart, and that if face coverings / visors are applied if and when advice changes, to ensure they can respond accordingly.	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 wear a face visor, mask & protective gloves.	No	1 <sup>st</sup> July 2020  Updated 28 <sup>th</sup> September 2020
13	Personal Hygiene – Attendees passing-on infection or premises personnel passing infection on to attendees	All couples/ Guests must be advised to maintain good <a href="#">respiratory and hand hygiene</a> , supported by the guidance offered in the signage. The singing of songs should be avoided.	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 <sup>st</sup> 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.	No	1 <sup>st</sup> July 2020
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 <sup>st</sup> July 2020
<b>BRIDAL DRESSING - HAIR &amp; MAKEUP</b>					
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 Pamper Room will be deep cleaned prior to each use by the use of the Killgerm Fogging equipment.	The Wedding Co Ordinator will wear appropriate PPE such as a plastic gown, gloves, mask and a full-face visor where the 1m distancing is not appropriate.	No	1 <sup>st</sup> July 2020 Updated 28 <sup>th</sup> Sept 2020

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
	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 <sup>st</sup> July 2020
<b>SOCIAL DISTANCING - THE CEREMONY</b>					
17	Social Distancing – Guests getting too close to Registrars or others	<p>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.</p> <p>Venues to ensure that entrances and exits are fully clear and one way as far as practicable – registrars kept separate as far as possible</p> <p>This will include the bride’s father being required to maintain a minimum of 1m distance from the bride. Group singing and playing of instruments should be avoided</p>	<p>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. A particularly emotive issue will be the distancing of the bride and her father, which will require handling sensitively by the staff.</p>	No	1 <sup>st</sup> July 2020
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 <sup>st</sup> July 2020 Updated 28 <sup>th</sup> 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. 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>1<sup>st</sup> July 2020</p> <p>Updated 28<sup>th</sup> September 2020</p>
20	Social Distancing – Special requests by couple	If couples request extra personal items to be put on registrars table, must be advised of alternative place (i.e. pictures of loved ones, rings, etc) an alternative table could be provided in the ceremony room away from the registrars.	Each request will be sensitively considered by the Owners / Wedding Co Ordinator, but there will be no sanctions to requests that threaten or endanger the lives of any persons attending.	No	1 <sup>st</sup> July 2020

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<b>SOCIAL DISTANCING</b>		<b>THE RECEPTION</b>			
21	Registrar feels unwell during the ceremony – passing-on infection	<p>Registrar must inform the venue manager immediately, leave premises and isolate for 14 days</p> <p>Alternative registrars will take over or be sent ASAP.</p> <p>Registrar/ couple/ guests to follow <a href="#">NHS Test and Trace</a> guidance if <a href="#">symptoms are COVID-19</a></p>	<p>The Registrars are required to complete and share their own Risk Assessment prior to attending an event.</p> <p>Several events are attended by 2 Registrars, who travel separately to the venue and maintain social distancing from each other throughout the ceremony.</p>	No	1 <sup>st</sup> July 2020
22	Relaxation of social distancing may assist in spreading the virus between the wedding party, guests, staff and Registrars.	<p>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.</p> <p>With a maximum of 15 people, 1m distancing may become challenging only when the bi folding doors are not opened, but this will be dependent upon the number of separate households attending.</p> <p>The Treetops Meadow room is also a large covered decked area open on three sides, but considered easily able to accommodate upto 15 people applying the 1m distancing.</p>	A socially distanced meal with a maximum of 15 guests is allowed to go ahead as a ‘reception’ after the wedding ceremony. Guests will be sat appropriately and organised by the chefs.	No	1 <sup>st</sup> July 2020  Updated 28 <sup>th</sup> September 2020
23	Review of Risk Assessment	A review of the Risk Assessment will take place following each wedding and any points highlighted will be incorporated into a reviewed assessment.	Review process	No	Ongoing

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