

COVID-19 Emmanuel Weddings Risk Assessment								
Date:	09/08/2020							
Risk Assessment of:	Emmanuel Baptist Church							
Undertaken by:	Mark Trudgill on 09/08/2020							
Approved by:	Emmanuel Trustees (09/08/2020)							
References:	<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-small-marriages-and-civil-partnerships/covid-19-guidance-for-small-marriages-and-civil-partnerships">https://www.gov.uk/government/publications/covid-19-guidance-for-small-marriages-and-civil-partnerships/covid-19-guidance-for-small-marriages-and-civil-partnerships</a> <a href="https://www.gov.uk/guidance/31-july-announcement">https://www.gov.uk/guidance/31-july-announcement</a> <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a>							
Updated:								
Activity	Hazard	Risk	Persons at Risk Staff?, Visitors?, Users?, Contractors?, Community?	Risk Rating High, Medium or Low	Acceptable Risk?	Control Measures	Action to be taken	Date Actions Completed
USE OF EMMANUEL BAPTIST CHURCH PREMISES FOR WEDDINGS FROM 04/07/20	Spread of COVID-19 Coronavirus	If COVID-19 is contracted, visitors (eg wedding guests etc) or members of staff team could in some circumstances become seriously ill or be hospitalised	All visitors,staff, wedding guests etc.	Medium	Yes	Comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable).	<ul style="list-style-type: none"> <li>•Communicate (via the couples) to all guests and to those involved in the ceremony that they must stay at home and self-isolate if they have a new, continuous cough or a high temperature or loss of or change to sense of smell or taste. This is to minimise risk of spread of COVID-19 to friends, the wider community, and particularly the vulnerable.</li> <li>•Ask all visitors/wedding guests/staff to comply with social distancing on Emmanuel's premises via appropriate signage.</li> <li>•Ensure family groups of wedding guests are seated in a 2m socially distanced seating arrangement.</li> <li>•Where 2m social distancing cannot be followed in relation to a wedding activity, everyone should operate at 1m plus, taking all mitigating actions possible to reduce the risk of transmission - see below:               <ol style="list-style-type: none"> <li>a)Further increasing the frequency of hand washing and surface cleaning.</li> <li>b)Keeping the activity time involved as short as possible.</li> </ol> </li> </ul>	July 2020

					<p><b>Ensure face coverings are worn at all times in the church building during the wedding ceremony with the exception of the bride and groom, church staff and those taking part in the ceremony (ie Bible readers, those who lead in prayer).</b></p> <p><b>A face covering is defined as something which safely covers the nose and mouth and includes the following: face mask, face shield/visor, fabric covering, bandana.</b></p> <p><b>Stewards should not challenge an individual who is not wearing a face covering, but should assume that they are exempt.</b></p>	<ul style="list-style-type: none"> <li>•A face covering must be worn at all times by all attendees in the church building, except the bride and groom and those persons who are exempt as follows - see government guidance: <ul style="list-style-type: none"> <li>*anyone under the age of 11</li> <li>*those with disabilities or certain health conditions, such as respiratory or cognitive impairments that make it difficult for them to wear a face covering</li> <li>*those with breathing difficulties and other respiratory conditions</li> <li>*those with conditions affecting their dexterity, meaning they are not able to put on a face covering</li> <li>*those with mental health conditions such as anxiety or panic disorders</li> <li>*those with other non-visible disabilities such as autism</li> <li>*those with cognitive impairments, including dementia, who may not understand or remember the need to wear a face covering</li> <li>*those with visual impairments which would make it difficult to put on or take off a face covering safely, accurately, consistently or without pain</li> <li>*those who find that putting on, wearing or removing a face covering causes them severe distress</li> </ul> </li> <li>•Ensure clear signage in foyer re. face covering requirement, including list of exemptions.</li> </ul>	August 2020
					<p><b>Ensure clear communication of 'Covid secure' wedding ceremony protocols to couples and guests.</b></p>	<ul style="list-style-type: none"> <li>•Send copy of new government guidance for weddings to all couples (updated 040820) and ask them to read carefully.</li> <li>•Send Emmanuel's Covid Wedding Risk Assessment to all couples and ask them to read carefully.</li> <li>•Ask couples to 'signpost' to all guests the government guidance on social distancing (2m or 1m plus) for weddings and face coverings.</li> <li>•Ask couples to 'signpost' to all guests the government guidance on self-isolating if they have Covid-19 symptoms.</li> <li>•Before the ceremony, the Pastor/celebrant will make a short public announcement outlining the church's Covid-secure measures (and politely asking all guests to adhere to them).</li> </ul>	
	Spread of COVID-19 Coronavirus				<p><b>Limit numbers at weddings to a maximum of 30 people.</b></p>	<ul style="list-style-type: none"> <li>•Communicate to couples that they must invite a maximum of 25 guests to their wedding ceremony.</li> <li>•Set up Main Hall with seating for no more than 25 guests.</li> </ul>	July 2020

	Spread of COVID-19 Coronavirus					Facilitate good hygiene by promoting frequent and thorough handwashing/hand cleaning with gel.	<ul style="list-style-type: none"> <li>•Provide antibacterial soap in all toilet facilities.</li> <li>•Provide signage to encourage regular handwashing and best '20 second' handwashing practice in toilet facilities and around building.</li> <li>•Provide all toilets with 60% alcohol antibacterial gel dispensers.</li> <li>•Provide 60% alcohol hand gel at both entrances to site with signage instructing all visitors to clean hands before entering building.</li> </ul>	July 2020
						Cleaning building for weddings (including between weddings on the same day)	<ul style="list-style-type: none"> <li>•The church building is deep cleaned every Sunday evening by professional cleaners.</li> <li>•However, before every wedding, Emmanuel's main toilet facilities will be cleaned as follows: sinks and toilet seats, toilet handles and door handles will be cleaned with antibacterial spray/wipes to prevent cross contamination of toilet facilities from previous staff usage.</li> <li>•Where two weddings take place on the same day, the following steps will be taken to ensure no cross contamination: <ul style="list-style-type: none"> <li>a) toilet facilities will be cleaned as above.</li> <li>b) door handles and light switches in the Main Hall will be cleaned with antibacterial spray or wipes, along with the AV desk, lectern and piano if used.</li> <li>c) chairs used in the first wedding will be removed from the Main Hall and 'quarantined' in the Old Creche Room for 72 hours.</li> <li>d)'new' Covid secure chairs will be moved into the Main Hall for the second wedding</li> </ul> </li> </ul>	
	Spread of COVID-19 Coronavirus					Facilitate good hygiene generally and especially in respect of toilet facility use and cleaning.	<ul style="list-style-type: none"> <li>•Using signs and posters to build awareness of the need to avoid touching your face and to cough or sneeze into a tissue which is binned safely.</li> <li>•Provide 60% alcohol hand gel in washrooms - ask users to gel hands before using toilet facilities.</li> <li>•Via signage, set clear guidance for use of toilets to ensure social distancing is achieved as much as possible, ie one individual/family group in - one out; limit queues to two people.</li> <li>•Via signage, set clear cleaning guidance for toilets by individual users, ie clean toilet seat with ant-bacterial spray after use.</li> </ul>	July 2020

	Spread of COVID-19 Coronavirus					<p><b>Keep key surfaces clean and reduce number of frequently touched surfaces.</b></p>	<ul style="list-style-type: none"> <li>•Supply antibacterial wipes and sprays to regularly clean surfaces before and after each wedding ceremony, eg: lectern, audio desk, door handles, light switches.</li> <li>•Supply antibacterial wipes to clean the pen used for signing the register and invite signatories to clean hands with alcohol gel after the signing of the register.</li> <li>•Wedge open access doors to main hall and corridors during the wedding ceremony to avoid multiple touching of door handles/plates.</li> <li>•If a Bible is required, guests must bring their own.</li> <li>•Service sheets/orders of service will not be used.</li> </ul>	July 2020
	Spread of COVID-19 Coronavirus					<p><b>Conduct wedding ceremony in shortest reasonable time.</b></p>	<ul style="list-style-type: none"> <li>•Restrict wedding ceremony to the following: vows, exchange of rings, prayer, signing of the register and no more than one Bible reading. There will be no sermon or talk.</li> <li>•Encourage participants/guests to move on promptly after the wedding ceremony to limit social interaction.</li> <li>•No food or drinks will be served before or after the ceremony.</li> </ul>	July 2020
	Spread of COVID-19 Coronavirus					<p><b>Reduce the possibility of airborne transmission of virus.</b></p>	<ul style="list-style-type: none"> <li>•Maintain adequate ventilation by opening all windows in Main Hall throughout the wedding ceremony.</li> <li>•Keep external doors open, eg main entrance and the disabled access fire door to ensure good corridor ventilation.</li> <li>•Avoid all singing, shouting, raising of voices.</li> <li>•Avoid playing background music at a volume which makes normal conversation difficult and might encourage shouting.</li> </ul>	July 2020
	Spread of COVID-19 Coronavirus					<p><b>Introduce one way flow on main corridor adjacent to Side Hall.</b></p>	<ul style="list-style-type: none"> <li>•Regulate use of high traffic area, eg: main corridor by introducing one way system as follows to maintain social distancing:</li> <li>•Use corridor to move from kitchen area to foyer area and toilets.</li> <li>•Use Main Hall pathway when returning to kitchen area and offices.</li> </ul>	July 2020
	Spread of COVID-19 Coronavirus					<p><b>Regulate arrivals/departures from the church building before and after the wedding to ensure social distancing.</b></p>	<ul style="list-style-type: none"> <li>•Stagger entry and exit to church building of individuals/family groups via the main church door.</li> </ul>	July 2020

	Spread of COVID-19 Coronavirus					Assist NHS Track and Trace should an infected person attend the wedding.	<ul style="list-style-type: none"> <li>•Keep a record of all wedding guests (forename and surname) for a period of 21 days (this should be provided by each couple prior to their wedding day).</li> <li>•For GDPR purposes, couples will explain to all their guests that Emmanuel will be keeping a secure record of all wedding guests for a period of 21 days in line with government guidance for track and trace.</li> </ul>	July 2020
TO BE REVIEWED by nominated Deacon/Mark Trudgill	Trustees							