

**ST. MICHAEL & ALL ANGELS CHURCH,
Colehill Lane, Colehill, Wimborne, Dorset. BH21 7AB**

RISK ASSESSMENT FORM

WEDDINGS (COVID SAFE MEASURES)

Area Assessed: **CHURCH & GROUNDS**

Assessment undertaken by: Suzanne Pattle Date: OCTOBER 2020

Review date October 2021

Under Additional Controls you should note the measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

Area	Hazards / Risks	Existing Controls	Likelihood L	Severity S	Risk Rating L x S	Additional Controls	Date Completed
COVID-SAFE PROTOCOLS - GENERAL							
<p>Risk of infection from Covid-19 Wedding numbers limited to 15 in total excluding minister, organist and verger</p>	<p>Ventilation Windows and doors opened prior to WEDDING to ensure proper ventilation throughout (Reminder to all that warm clothing may be required if weather is cool)</p> <p>Social Distancing 2m social distancing notices on display and floor markings both in the church and outside. One-way system not in place owing to accessibility/safety issues (vestry door only other access point, with steps). Wedding couple to supply Vicar with a guest list identifying households/bubbles for seating to be arranged prior to the wedding. Those attending the wedding encouraged to come and sit in their places as soon as they arrive to avoid gathering in groups outside (strict adherence to households/household bubbles both outside and inside)</p> <p>Hand Sanitiser Hand Sanitiser to be used on entry to/exit from the building (dispensers available in porch and inside)</p> <p>Face coverings – must be worn by all attending the service apart from the minister and the bride and groom – THIS IS A LEGAL REQUIREMENT unless a valid exemption can be demonstrated. Signage at the entrance</p> <p>Hygiene Measures Notice displayed – if displaying Covid-like symptoms do not enter building. Tissues and lidded bin (Catch it, kill it, bin it poster) available at the entrance.</p> <p>Cleaning All surfaces, touchpoints, chairs to be sanitised before and after the wedding takes place in line with the Church's General Covid risk assessment (not usually possible to have a 72- hour window before church is in use again).</p> <p>Track and trace In operation for all entering the church building. QR code on display. Wedding couples instructed that forms have to be filled in by each household attending the wedding if unable to use the QR code.</p>						<p>Ongoing compliance measures. Actioned and Checked on day of the wedding</p>

	<p>Toilet facilities: The disabled toilet in the Church Centre is available if required. Door propped open when not in use to limit touch points. Handwashing signs on display. Hand Sanitiser must be used on entry to the church centre; also available outside toilet area.</p>	
COVID SAFE PROTOCOLS – IN RELATION TO THE SERVICE ITSELF		
1. Entrance of the bride	Bride to maintain social distance from family member walking her down the aisle unless part of the same household. Bridesmaids should ensure social distancing unless from the same household	
2. Vows/Exchange of Rings	Only the couple join hands as part of the wedding service. The minister will not touch the couple's hands as part of a prayer of blessing. Rings: should be placed in open boxes on the altar by the best man before the service begins. The Minister will bless the rings without touching them, before the bride and groom place the rings on their fingers. Where rings are touched by anyone but the bride and groom hands should be sanitised before and after.	
3. Singing/Music	The organist may play for the ceremony. Hymns/anthems may not be sung unless by no more than 3 singers, maintaining strict social distance	
4. Signing the Registers	Everyone present at the signing of the registers (apart from the bride and groom) should maintain social distance. Hands to be sanitised before and after signature of the registers. Additional pens for each signatory will be supplied to avoid transmission of the virus through touch.	
5. Exit of the Bride and Groom	At the conclusion of the service bride and groom exit followed by the minister. Congregation to exit the building in their household groups/bubbles, maintaining strict social distancing between groups	

GENERAL RISK ASSESSMENT: CHURCH BUILDING (First Aid kit and Accident log both available in church)							
Entrance	Risk of tripping over step into church building.	Care exercised in entering building – aided by social distancing measures avoiding crowding. Existence of step pointed out by welcomer at the door	1	1	1		
	If disabled access ramp is required risks associated with movement/placing	Two people needed to install ramp and remove after use.	1	2	2		
Nave (= MAIN BODY OF CHURCH WHERE ACTIVITY IS LOCATED)	Risk of falling at step up from nave into chancel. No access for wheelchairs.	Reminder given to Bride and Groom and those signing registers of step	1	1	1		
	Risk of being trapped in church as only one main exit is available.	Vestry doors to church to be open and key to be placed internally in external vestry door when church is in use.	1	3	3		
CHANCEL/SANCTUARY	Risk of falling on tight steps around the altar.	NO ACCESS TO THIS AREA	1	1	1		
VESTRY	No significant risks Access to be maintained (emergency exit-)	No unauthorized access –	1	1	1		

Likelihood rating: 1 = Low (Seldom), 2 = Medium (Frequently), 3 = High (Certain or near certain)

Severity Rating: 1 = Low (Minor cuts and bruises), 2 = Medium (Serious injury – off 3 days), 3 = High (Fatality or a number of persons seriously injured).

Risk Rating = Likelihood x Severity

1 or 2 = Low Priority, 3 or 4 = Medium Priority, 6 to 9 = High Priority

form based on Ecclesiastical Insurance