

Covid 19 Risk Assessment for Celebrants taking Naming Ceremony

Preliminary Information

This document is only intended to act as a template and should not be used as a complete document. A separate risk assessment will need to be undertaken for each ceremony specific to that ceremony and location. It is meant to provide a guideline to best practice. A Risk Assessment is a live document and, as such, the situations it covers may and will change as the guidance itself changes and some areas are relaxed and others tightened. It is important to check the relevant guidance at any one time. It is possible that the guidance may change between the time the event was planned and when it will be implemented.

Please note Celebrants **only** have responsibility for what happens during the ceremony itself.

The venue staff should be responsible for undertaking a risk assessment of the location but celebrants should check and may wish to request a copy. This will include the provision of effective facilities for personal hygiene e.g. hand wash facilities and sanitising, seating arrangements and physical barriers, cleaning and disinfection etc. That provided by the British Institute of Innkeeping from the Shield Safe Group provides a good example.

The venue should be responsible for any Track and Trace but again the Celebrant may wish to check and request a copy. Please note there is no legal requirement for a venue to do this and it is only being done at the request of the government. There may be exceptions to the above such as when the ceremony is to be held in a private location, (if permitted by government at the time), or when there is no venue e.g. a private garden, beach etc. In this case a fuller risk assessment needs to be undertaken to cover all eventualities as it would when ceremonies were performed in this type of location in non-Covid situations. If required a sample form is located at the end of this document which allows for the 30 signatories covered in the government guidance.

The aim of any risk assessment should be to

1. Outline all aspects of the ceremony
2. Identify any special risk that Covid-19 presents
3. Identify the level of risk as high, moderate or low
4. Propose action to be taken to reduce or mitigate the risk

For more information as to the guidance used to complete this document please refer to

General Guidance

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

<https://www.bbc.co.uk/news/explainers-52811509>

Face Coverings

<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>

<https://www.hse.gov.uk/coronavirus/ppe-face-masks/face-coverings-and-face-masks.htm>

Music and Entertainment

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

Risk Assessment: Extra considerations for Covid19

Date of Ceremony _____

Location of Ceremony _____

Date of Risk Assessment _____
by _____

Risk Assessment produced

Ceremony	Special Covid-19 Risk	Level of Risk (High, Medium, Low)	Action
<i>Outline what is happening in the ceremony</i>	<i>Identify the risks. What extra risks to normal does Covid-19 present?</i>	<i>Estimate the level of risk. This will change as the level of infection changes</i>	<i>What action can you take to mitigate and reduce the risk</i>

Celebrant	Presence at a number of events and movement during the ceremony	Medium	<p>Minimise movement.</p> <p>Ensure you have read the venue's risk assessment regarding COVID-19 and are clear on procedures</p> <p>Celebrant to arrive prepared with own hand sanitiser and other cleaning materials, especially if conducting a ceremony outdoors where they may be a lack of washing facilities.</p> <p>Celebrant to avoid close contact or handshaking with family or guests.</p> <p>Wash hands and/or use sanitiser regularly to avoid cross contamination</p> <p>Leave the ceremony as soon as politely possible.</p>
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Guests	<p>Seating of guests</p> <p>Mixing of different households and bubbles</p> <p>Close contact, especially in-doors, may increase chance of catching COVID-19</p> <p>Recording of guest names and contact details</p>	Medium- high	<p>Follow government and venue-specific guidance on numbers of guests invited</p> <p>Ensure seating meets social distancing guidelines</p> <p>Encourage clients to put in place a seating plan for the ceremony so that guests know where to go.</p> <p>Encourage bubble seating groups rather than traditional rows or curves</p> <p>Before the ceremony begins, invite each 'bubble' to take their seats in turn to prevent congregating in doorways or corridors.</p> <p>Check if the venue is recording contact details for all guests.</p> <p><i>Where there is no recognised venue (e.g. gardens, woodlands, beaches etc) Celebrants may wish to suggest that the family provide a form with all guest details and an attendance tick box to be completed by a nominated individual.</i></p>
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Guest demographics	<p>Different people have different levels of risk.</p> <p>Are there any people from vulnerable and extremely vulnerable groups present?</p>	Low to high	<p>Special arrangements for seating etc. to be incorporated to ensure they can participate fully in the ceremony</p> <p>Guests may be encouraged to wear face masks (see guidelines)</p> <p>Consider attendance via video call if vulnerable groups choose not to attend in person</p>
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Music	<p>Who will play music and will it be live or recorded?</p> <p>Is any group singing planned?</p> <p>Who is operating music? What equipment is required?</p>	Low to High	<p>Check location of musicians. Ensure space for appropriate social distancing</p> <p>Scientific research suggests that the playing of wind instruments and group singing increases chance of transmitting COVID-19. Wind instruments present a risk due to deep breathing and, possibly, emissions from the instruments. Currently group singing is not allowed Singing poses similar problem due to the projected expulsion of air from the lungs This may change so it is important to check the guidance on this as it is different for professional musicians and depends on location</p> <p>If the celebrant is using their own music system, ensure that it is thoroughly cleaned before and after the ceremony.</p> <p>If a member of the wedding party is organising music, recommend that only one person is in charge to avoid risk of contamination.</p>
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Photographer / Videographer	Presence at a number of events and movement during the ceremony	Medium	<p>Minimise their movement.</p> <p>Consider a fixed location or area that the photographer/videographer must stay within except for certain parts of the ceremony.</p> <p>Avoid close contact with all others present.</p>
Seating of parents and those taking part	<p>Identify Supporting Adults/Godparents/grandparents/those contributing to the ceremony.</p> <p>Identify if they are in the same social bubble</p>	Medium	<p>Ensure all persons use correct social distancing during entry to the room and the ceremony itself if they are not from the same household/bubble.</p> <p>Ensure all participants are clear on where they should go on arrival and where their seats will be.</p>
Location	Social distancing is important to help prevent transmission of COVID-19, so where will you, as celebrant and the family be stood during the ceremony?	Low	Ensure that, where possible social distancing may be maintained. This may mean changing your own location to what you have normally done.

Public Address System	<p>If a PA is to be used, who will be holding the microphone and when?</p>	Medium	<p>Consider if a PA is necessary. This decision must consider the venue (indoors or outdoors) and how far you are projecting your voice.</p> <p>Scientific research suggests that, similar to singing, higher vocal tasks (shouting, projecting your voice) increase the risk of transmitting COVID-19. It may be safer to use a PA system in situations of prolonged voice projection.</p> <p>Wiping down equipment between different users and before and after the ceremony</p> <p>Having one person stepping forward to speak and use a microphone at a time</p> <p>Using a microphone stand so contact is not necessary.</p> <p>Ideally the celebrant will have a separate microphone to that of readers or other contributors</p>
Participants	<p>Who is taking part in the ceremony</p>	Medium	<p>Ensure movement is kept to a minimum</p> <p>Could participants speak from their seats? If not possible, have one person stepping forward at a time.</p>

Giving of gifts or tokens	<p>Minimise contact of different people with items</p> <p>Minimise contact of items with other surfaces to avoid contamination</p>	Low	<p>Who will have the items?</p> <p>Ensure only parents/ persons in their social bubble handle and remove them.</p>
Mini - ceremonies such as Unity Ceremonies, Sand Ceremonies etc. (includes all those features that Celebrants include)	These will need to be considered individually for each ceremony	Low - for most to High - for those where all guests touch an item or group items together.	<p>Minimise contact of guests with each other and other items.</p> <p>Avoid consumption of food and drink during the ceremony.</p> <p>During ceremony planning, the celebrant must work creatively with the family to explore possible alternatives which adhere to social distancing guidelines</p>

Signing souvenir certificate	<p>Close proximity of family and witnesses</p> <p>Shared pen</p> <p>Traditional photo moment meaning that the people involved are closer together for longer than necessary</p>	Medium	<p>Encourage the family to have witnesses from their bubble or no witnesses at all</p> <p>Consider no signing of souvenir certificate, or use separate pens for witnesses. Alternatively wipe the pen with sanitiser before, between and after use. Celebrant should have pre-signed the certificate before the ceremony.</p> <p>Rather than official photos during the ceremony, ask the family and photographer about a staged signing after the ceremony when social distancing can be maintained whilst photos carefully orchestrated.</p>
Closing the Ceremony	Toast	Medium	<p>Avoid staff bringing round champagne etc.</p> <p>After family have left ceremony area, each bubble to leave their seating to go to designated area.</p> <p>Celebrant to leave when safe to do so.</p>

Other rows to be added as necessary for ALL aspects of the ceremony



Supporting Government track and trace – customer registration for hospitality businesses (England)

Core Principles

- The Government is asking consumers, the general public and hospitality and tourism businesses to help it in the efforts to stamp out further COVID infections and localised outbreaks by providing basic information to be used as part of its contact tracing regime
- Although this will require additional efforts and activity on the part of managers and staff, it is a crucial part of ensuring that you can continue to trade in the event of a spike in infections following reopening and will be a vital part of the national effort to eradicate the disease and allow further relaxation in the absence of a vaccine. It is a critical part of our help to support the NHS and avoid a second lock down
- The objective is to capture basic information on who is on the premises or in the site for any length of time so that should a person test positive for COVID, contact tracers can rapidly identify any interactions they had with others and hopefully break the chain of infection
- The more granular the detail collected, the more effective the contact tracing can be and crucially the easier it will be to rule out more of your staff and customers from infection.
- This is not mandatory, but all businesses and customers are strongly encouraged to participate.

Who and what do I record?

- The objective is to get sufficient information on customers and staff to allow local NHS and public health professionals to follow up with them about anyone they may have come into contact with
- This does not mean you need to get information on every single customer – as a broad rule of thumb:
 - Those eating or drinking in the premises or in the gardens or outdoor tables provided by the premises you need to take a name and number
 - You only need one contact name and number for each group i.e. the person making the booking or reservation in advance, or making the purchase
 - If it is a genuine take away for consumption off the premises, you don't need to track and trace
- Ideally, you should also get a broad indication of the time they were on the premises e.g. time booking (or sitting) started, how long a table was booked for and an indication of departure or dwell time by shift or session if they are not booked in for a specific time slot (estimates may be used)
- You also need to keep information on staff working on site, including arrival and departure and ideally which part of the premises they are working in – restricting work areas will minimise disruption if there is an infection as you will be able to rapidly eliminate staff members who have only worked in certain places
- If you are able to identify which customers sat at which tables that will also be a helpful piece of information which could be used to eliminate customers and staff from risk profiles
- You are free to decide how best to capture and record this information – there are no mandatory requirements about how collection is carried out
- Information should be recorded on contractors working on site but not for those carrying out deliveries or pick-ups (including third party delivery couriers).

How do I record this?

- Information can be collected through a variety of means you do not have to take details as everyone arrives at the venue
- Name and number can be taken in advance remotely through a telephone booking, an online reservation, or at point of entry or at point of sale – this is your choice
- Information can be captured digitally and automatically through booking, ordering, payment or check in apps or through automatic wi-fi to indicate dwell time or any combination of these - you may use multiple sources of existing data in order to gather the necessary info
- Manual collection or pen and paper is also permitted, though you may want to consider the hygiene consequences involved with shared pens, etc, as well as data protection rules that do not allow other customers to see private information
- If a customer refuses to provide their details, then they do not have to provide it and you can allow service. However, for the safety of staff and customers, you may wish to refuse service. If you do permit service and have collected data for a booking you need to exclude this data from your track and trace dataset
- There is no requirement to verify the data collected but you should encourage accurate reporting.

What do I need to do then?

- You will be required to store the data for 21 days
- The data will only be needed if there are outbreaks or chains of infection involving people visiting or working on your premises – you do not need to do anything else with the data
- You will then be contacted by local public health departments or NHS contact tracers and asked to provide as much information as possible about those on site at given times and places who may have interacted with the customer or staff member who has tested positive
- Remember, you are looking to identify those who have been in sustained contact with an infected person – closer than 1m for 1 minute or 2m for 15 minutes – so if you can identify where the person sat or worked you may be able to eliminate members of your team and customers from contact tracing.

What about GDPR?

- [Guidance](#) is available from the Information Commissioners' Office
- If you are already capturing data from customers through online booking, reservations, wi-fi or app usage then you will be automatically allowed to share this on request with the NHS or local public health team (unless they have opted out of data provision)
- You do not need to have individual consent in respect of COVID, but it would be sensible to include the NHS standard form of words and information request about track and trace data consent on your website, at point of sale and when capturing data manually
- Government is producing a standard poster outlining the purpose of collecting the data – we strongly advise that this is displayed in your premises or online
- You only need to capture name and contact number for COVID purposes, but you are able to capture additional information if you have the necessary permissions, but you do not have the right to share that additional data with anyone else
- If you are collecting data only for COVID 19 purposes, then you should ensure that you have individual consent – people have the right to refuse – and if it is solely held for that purpose then it must be destroyed after 21 days
- If you collect and have permission for the capture and use of other personal data, then you do not need to destroy this.

Track and Trace Form

Event

Date

	Name	Phone Number	Time Arrived	Time Departed
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