

# COVID-19 Wedding Risk Assessment

## **Our aim:**

To provide safe weddings to our bridal couples, in order to keep staff and guests safe from Covid-19.

## **How:**

To follow the government guidance to ensure a safe environment for guests, staff and suppliers to work and enjoy the celebrations.

## **What we will do:**

### **Pre wedding risk mitigation meeting:**

All weddings will be assessed on an individual basis. Bridal couples will be spoken to in advance of their wedding so we can manage expectations and ensure that couples understand how the wedding day will operate.

- Guest names and telephone numbers required for track and trace before the wedding
- Guest family groups 'bubbles' required for seating – ceremony and wedding breakfast
- Understand how ceremony will work- re registrar risk assessment
- Understand the venue requirements to keep guests/ staff safe
- Understand current limitations – i.e. Face coverings, number limits, no dancing, seating in bubbles, guest limits have been removed but social distancing requirements still remain
- Due to current restrictions we can think of alternative evening fun, and also re scheduling the day to accommodate the lack of disco- i.e, extend the drinks reception, and have some entertainment at this point- saxophonist, guitarist, magician, games. Then have the evening buffet in the afternoon can be modified to accommodate restrictions and have the wedding breakfast in the evening
- Hotel to offer guests to move to an alternative date if they can't have the day they would like.
- Guest caps have been removed from 21<sup>st</sup> June 21 but limits to social contact, no dancing and singing, table service for drinks still remain in place. The hotel has the right to decide guest number limits determined by how safely it can manage these risks to keep all guests and staff safe. This number will be determined on an individual basis depending on what is planned- however we do not see that we can safely accommodate guests beyond 50 people until restrictions ease.
- Face coverings are required in public areas
- Avoid bar tabs and putting drinks on the room – we have contactless payments
- People who have been advised to self-isolate following contact with people with symptoms should be asked not to attend.
- Anyone exhibiting Covid symptoms should not be attending your wedding
- Being vaccinated does not mean that guests can decide not to follow the hotels guidance

## **Check in**

Guests can check in from 3pm – not 2pm due to additional cleaning measures and keeping housekeepers and guests separate

- Guest credit card and e mail to be taken so that an express check out can be done
- Breakfast times to be taken
- Social distancing to be maintained
- Bridal suite still to be available from 12

## **Ceremony**

- Guests to be staggered into the ceremony to prevent queuing
- Guests to be seated forwards, face coverings worn and in family groups with 1m plus space to ensure social distancing
- Registrar risk assessment to be followed- includes a screen for the registrar, no signing, individual tissues, individual waters, social distance, registrar may also wear a visor and a mask.
- The registrar also wishes to conduct the pre marriage interview together and not separately as pre covid- please refer to the registrar guidance
- Leaving the ceremony to be staggered row by row- ask registrar to tell the guests

## **Drinks reception**

- Welcome drink to be trayed in a separate room to prevent queuing at the bar
- No welcome line up from the bride and groom – we need to move bride and groom into the drinks reception space immediately to prevent guests queuing up and getting too close to everyone.
- Table service to be given for drinks
- Staff have the right to tell guests to maintain a good social distance
- Any guest who does not follow the hotel guidelines may be asked to leave (this would be a last resort)

## **Wedding breakfast**

- Guests to be seated in a staggered method
- All guests to be seated in their family bubbles – no more than 2 households – as part of the government guidelines or the rule of 6
- Tables should provide 1m distance from each other at a minimum. Ideally 2m should be the aim.
- Staff will wear face coverings to serve food

## **Speeches**

- All food to be removed before speeches start
- Speeches should be given from behind a screen

### **Evening reception**

- As best as possible table service for drinks
- Enough seating for all guests – so they can maintain social distance
- Buffets – to be served by the hotel or an alternative seated option – there must be enough seats for all in the evening.
- Loud singing is not allowed
- Dancing is not permitted- this is non-negotiable and will be enforced by the venue.
- The first dance may still take place with guests socially distanced
- Music is allowed- but must be socially distanced and not encourage dancing – and conform to performance arts government guidance
- Shouting is also not allowed – so music should not be too loud that makes people unable to talk in their normal talking voice
- Avoid performances that may encourage transmission risk with crowding, clustering, physical contact outside household group bubbles.

### **Following day breakfast**

- Socially distanced – family bubble seating.
- This will be a seated breakfast- at the designated check in time to prevent over crowding and waiting.
- Staff will serve and wear face coverings

### **Check out**

- Invoices- to be sent to guests day before to check
- Stored credit card to be used to charge for rooms and so no big check out bunching
- Social distance to be maintained
- Check out is 11am.

We aim to provide a wonderful wedding day for all our couples and do not wish to scare anyone with this risk assessment however, it is important for us to explain the procedures that we need to take to ensure guest and staff safety to the best of our ability, whilst carrying out a large function.

We also understand that this assessment can't cover all eventualities and we would ask for your patience whilst we deal with and add to this document to ensure safe working and celebrating.

We appreciate your co-operation and please let us know if we can provide further clarification or answer any questions you may have, as we want you to look forward to your wedding day.

**Best wishes**

**Imogene Anglaret**

**Owner / Wedding planner**

