

COVID-19 Risk Assessment Wedding Ceremony

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| Company Name: | Trevenna Ltd |
| Date of Assessment: | 6 th July 2020 |
| Assessment carried out by: | Jonathan Rowe |

Before re-starting Wedding Ceremonies at Trevenna, we have ensured the safety of the workplace by carrying out a risk assessment in line with the Government and HSE guidance.

This COVID-19 Risk Assessment will be sent to all individuals involved in the Ceremony in advance of the Wedding Ceremony.

WHAT ARE THE HAZARDS?

Spread of COVID-19 Coronavirus.

WHO IS AT RISK?

- Trevenna Team members
- Wedding Couple
- Wedding Guests
- Registrars
- Suppliers (e.g. Wedding Photographer)
- Anyone else who physically comes in contact with people at Trevenna during Wedding Ceremonies

RESTRICTIONS ON CAPACITY

From the 4th July 2020, weddings and civil partnerships are permitted to take place at Trevenna for a maximum of 30 people. The current exception to social gatherings is for wedding ceremonies only. Large wedding receptions are not currently permitted to take place.

*Government guidance on the number of attendees can be found in the **Guidance For Small Marriages And Civil Partnerships** which states that up to 30 people can attend a marriage or civil partnership. This maximum number includes all those at the ceremony, including the Couple, Registrars and Wedding Guests (including witnesses). It also includes any staff who are not employed by Trevenna (e.g. Wedding photographers). It does not include staff employed by Trevenna.*

We have risk assessed our Ceremony locations at Trevenna and the Guest numbers will be limited as follows to ensure appropriate social distancing is maintained.

In addition to the two Registrars in attendance:

- **The Arbour** (for outdoor ceremonies) – the Wedding Couple plus 26 attendees
- **The Garden Venue** (for indoor ceremonies) – the Wedding Couple plus 26 attendees

ON ARRIVAL

- The Registrars will be instructed to use an alternative entrance / exit at the back of the Garden Venue to avoid a potential gathering of people.
- The Registrars will be met by one of the Trevenna Team and taken to the Threshing Barn for the pre-Ceremony interview.
- The Wedding Couple will be called separately to the Threshing Barn in order to be interviewed by the registrars.
- The Witnesses will be called separately to the Threshing Barn in order to meet with the Registrars before the Ceremony.
- The Wedding Couple & Witnesses will be required to wash their hands before meeting with the Registrars and again before the Ceremony.
- The Threshing Barn will be laid out so as to ensure a distance of 2 meters can be kept between all parties.

THE CEREMONY

At this present time, we will advise all Couples to have their Wedding Ceremony in the Arbour or Garden Venue.

The Threshing Barn will be repurposed for the pre-Ceremony interviews.

- For outdoor ceremonies, the Arbour is accessible in grounds of Trevenna.
- For indoor ceremonies, the Garden Venue is accessible through the Threshing Barn.
- The Registrars Table will be set up under the Arbour or in the Garden Venue for the signing of the register. Hand sanitiser will be available on the table.
- Where the exchanging of rings is required or desired, hands should be washed before and after. The Couple will be requested to look after the wedding rings to ensure the rings have been handled by as few people as possible.
- The Ceremony will be laid out so as to ensure a distance of 2 meters can be kept between all parties.
- Wedding Guest seating will be spaced at least 1 metre apart and will allow a 2 metre aisle.
- Guests will be kindly requested to sit with their same households if possible.
- People will be requested to avoid singing, shouting and/or raising voices due to increased risk of transmission.
- Music will be played through Trevenna's PA system and controlled by a member of Team Trevenna to ensure it is played at a volume that does not make normal conversation difficult or that may encourage raised voices.

COMMUNAL AREAS

- The Wagon House and Threshing Bedroom 4 will be available for the Wedding Couple to have their own room and toilet facilities.
- The Registrars will have their own separate toilet facilities at the back of the Garden Venue (where they will be requested to meet a member of the Trevenna Team when they arrive) which will not be used by the Wedding Couple or other guests.
- Wedding Guests will have access to toilet facilities in the Threshing Barn.

PREVENTION MEASURES & CONTROLS

1. Social Distancing

Objective: To reduce social contact on site and maintain social distancing.

- A maximum of 30 people will be permitted to attend a Ceremony (including attendees, guests and Registrars)
- We will plan for the minimum number of Trevenna Team members needed on site to operate safely and effectively.
- All individuals involved in the Ceremony will be advised to keep 2 metres apart where possible. Where a 2 metre gap is not possible, we advise people to keep a social distance of 'one metre plus', meaning they should remain one metre apart, while taking mitigations to reduce the risk of transmission.
- We will introduce one-way flow through buildings wherever possible.

2. Hand Washing Facilities

Objective: To help everyone keep good hygiene and to reduce the risk of transmission.

- The Wedding Couple, Registrars & Wedding Guests to provide their own PPE if they wish.
- All individuals involved in the Ceremony will be encouraged to use hand sanitiser and/or handwashing facilities as they enter the premises.
- Hand washing facilities with soap & water and disposable paper towels will be available to use. Hand sanitiser will be provided where hand washing facilities are not available.
- The Trevenna Team will wash their hands regularly.

3. Frequent Cleaning

Objective: To keep Trevenna clean and prevent transmission by touching contaminated surfaces.

- All individuals involved in the Ceremony will be encouraged to avoid touching any surfaces.
- Frequent cleaning will be carried out throughout the day with great care and diligence, including disinfecting hard surfaces particularly in areas of high use using appropriate cleaning products and methods.
- Doors will be wedged open, where appropriate, to reduce touchpoints such as door handles.
- Windows will be opened, where possible, to increase air flow and ensure rooms are well-ventilated.
- Deep cleaning will be carried before and after every Ceremony.

4. Clear Guidance

Objective: To make sure people understand what they need to do to maintain safety.

- We will provide clear guidance by displaying signage on social distancing, regular handwashing and good hygiene around the site.

5. Test & Trace

Objective: To assist the NHS Test and Trace service, we will collect contact details of all attending persons for the Wedding Ceremony using a Virtual Check In system.

- We will be using a Virtual Check In system to keep a secure register of all those who visit Trevenna.

- Trevenna will generate a unique link for all individuals involved in the Ceremony to complete in advance.
- Those attending click the link, add their contact details and complete a short Covid-19 declaration to agree that they are free of Covid-19 symptoms, should not be self-isolating and agree to immediately contact Trevenna if symptoms develop within 14 days of the Wedding Ceremony.
- If anyone develops symptoms after a Ceremony at Trevenna, it enables Trevenna to quickly notify all persons in attendance, to reduce the risk of inadvertently spreading infection.
- The system is GDPR compliant. Visitors contact details are hidden at all times. The data is stored on a secure server, using full industry security. All personal data is permanently deleted after 21 days of the Wedding Ceremony.

Stay At Home

You must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus (COVID-19) are recent onset of any of the following;

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

All individuals involved in the Ceremony will be asked to inform Trevenna if they are displaying any symptoms or have been in close proximity with any person displaying symptoms of Covid-19 in the past 14 days. In the event of either of these, the Couple will be asked to make arrangements to postpone their wedding ceremony before arriving at Trevenna.

In the event a person becomes unwell with symptoms of COVID-19, however mild, during the Wedding Ceremony;

- We will ask the person to immediately return home and follow the stay at home Government guidance.
- We will ask the person to advise us if they have developed COVID-19 within 14 days of their visit.
- If advised that a person has developed COVID-19, the Trevenna Management Team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

Anyone who lives alone and has symptoms of coronavirus, however mild, should stay at home for **7 days** from when their symptoms started.

Anyone who lives with others and either they or another member of the household has symptoms, must, along with other members of their household, stay at home for **14 days**. This 14-day period starts from the day when the first person in the household became ill.