

## RISK ASSESSMENT FORM

<b>Assessors name:</b> Julia Griggs/Louise Roast	<b>Date of Assessment:</b> 9 August 2021	<b>Activity/Task:</b> Weddings & Ceremonies at Langtons House (review 4 weeks after July 19 <sup>th</sup> )
<b>Directorate:</b> Neighbourhoods	<b>Service:</b> Bereavement & Registration <b>Group:</b> Bereavement Services	<b>3<sup>rd</sup> Tier Manager:</b> Louise Roast

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Infection or contamination from COVID19 whilst carrying out ceremony	Staff Public	<p>All staff have completed the Infection prevention and control training and Individual Risk Assessments are completed / updated with staff, on at least a 3 monthly basis.</p> <p><b>From July 19<sup>th</sup> 2021,</b> Government guidelines state there will no longer be a legal restriction on the number of people that can attend wedding or civil partnership and the legal requirement for social distancing will no longer apply.</p> <p>However, the Govt do still urge caution and Havering is retaining Covid safe measures for the protection of staff.</p> <p>Discussions held with Corporate Health &amp; Safety and Public Health to review existing control measures</p>	<p>Likelihood: 2</p> <p>Consequence: 4</p> <p>Risk Level: 8</p>	<p>All staff have been offered the Covid 19 vaccination and have been advised to take regular LTF tests.</p> <p>Bride &amp; Groom are advised to ensure they and their wedding party also take a LTF test before attending, and not to attend if they have Covid symptoms.</p> <p>Parks Enforcement officers can be called for assistance if required if additional numbers arrive beyond what is permitted.</p>	<p>Likelihood: 1</p> <p>Consequence: 4</p> <p>Risk Level: 4</p>		

		<p>and identify potential new ones.</p> <p>The current infection rate of Covid is declining, as at the date of this assessment.</p> <p>New numbers of attendees for each Wedding Room, based on 1m social distancing between customers and staff but not with a requirement for customers to social distance:</p> <p>Langtons Hall: 70 people</p> <p>Langtons Orangery: 70 People</p> <p>East &amp; West Room: 40 People</p> <p>People classed as workers in addition to guests present:</p> <ul style="list-style-type: none"> <li>• Photographer will stand still</li> <li>2 Registrars</li> </ul> <p>Control measures that apply to all Wedding Rooms:</p> <p>Couple/Witnesses &amp; Guests to be encouraged to wear face masks although this cannot be enforced.</p> <p>Chairs will not be spaced between guests but will be wiped down between each ceremony.</p> <p>At least a 1m gap will be in place</p>		<p>To increase air flow and ventilation, sash windows in East &amp; West Rooms to be fully opened 2 hours before weddings commence (approx. 11am weekdays) and for ten minutes between Ceremonies.</p> <p>A review of ventilation is underway to include A/C unit effectiveness/ possibility of CO2 monitoring &amp; viral load sampling</p>		<p>Louise Roast/ H&amp;S/ Technical Services</p> <p>1 month</p>	
--	--	--	--	--	--	---	--

		<p>between the Registrars and guests in attendance at all times.</p> <p>Table, lectern, door handles and door frames will be wiped down between ceremonies.</p> <p>Fountain Pen to be wiped between each use by the customer.</p> <p>Staff to have their own pen Hand sanitiser will be available for staff and customers to use</p> <p>Rooms arranged so that staff have easy entrance and exit without walking past all guests. Guests have limited time in the house. – (approx. 30 – 40mins)</p> <p>Perspex screen for face to face appointment with couple before the ceremony in Elisabeth Room</p> <p>Windows to be left ajar during ceremony</p> <p>Public notices are displayed for hand washing, social distancing, not entering if ill or have signs of covid, use of hand sanitisers.</p> <p>Extra staff will be on duty during hall and outside orangery weddings to keep guests moving in the right direction.</p> <p>Toilets: Will only be available for</p>					
--	--	---	--	--	--	--	--

		<p>guest usage in accessible toilet and male toilets on ground floor.</p> <p>Toilets on Mezzanine floor will be for staff only as stairs are too narrow to pass on.</p> <p>Additional cleaning has been organised during the busy summer months to focus on high traffic areas e.g: toilets/staircases</p> <p><b>Entrance and Exit</b> for each wedding room:</p> <p><b><u>Langtons Hall:</u></b></p> <p>Entrance for guests through Courtyard.</p> <p>Exit for guests and couple through garden exit.</p> <p>Couple to enter through tunnel to be interviewed in Elisabeth Room. Leave room exit through tunnel and enter hall through Courtyard hall door</p> <p>Registrars and couple to make entrance and exit through West Room Hall Door</p> <p><b><u>East room:</u></b></p> <p>Entrance for guests through Tunnel door into Foyer Door to East Room.</p>					
--	--	---	--	--	--	--	--

		<p>Exit for guests and couple through East Room Foyer Door to Foyer garden exit.</p> <p>Couple to make entrance through tunnel to be interviewed in Elisabeth Room and make entrance through Foyer East Room Door</p> <p>Registrars to make entrance and exit through Elisabeth Room to East Room</p> <p><b><u>West Room:</u></b></p> <p>Entrance for guests through Tunnel to Foyer to West Room.</p> <p>Exit for guests and couple through West Room door to Foyer and exit through Foyer garden exit.</p> <p>Couple to make their entrance through tunnel to be interviewed in Elisabeth Room, leave room and enter Foyer making entrance through Foyer West Room Door</p> <p>Registrars to make entrance through West room Door</p> <p><b><u>The Orangery:</u></b></p> <p>Entrance for guests through garden gate to outside seating area.</p>					
--	--	--	--	--	--	--	--

		<p>Exit for guests and couple through garden gate exit.</p> <p>Couple to make entrance through Courtyard to hall door to be interviewed. Exit through hall garden door to orangery. Only 2 witnesses, 2 registrars, photographer and bridal couple allowed in orangery.</p>					
Infection or contamination from COVID19 whilst Viewing Rooms	Staff Public	<ul style="list-style-type: none"> <li>• Staff conducting the viewing to be wearing a mask/face covering and keep a safe distance of at least 1M at all times</li> <li>• Viewings are by appointment only and held at quieter times.</li> <li>• Face masks to be worn by staff</li> <li>• Staff to ensure they are socially distanced.</li> <li>• One viewing in a room at any one time</li> <li>• Sanitiser available for staff and customers</li> <li>• Viewing kept to minimum time</li> </ul>	<p>Likelihood: 2</p> <p>Consequence: 4</p> <p>Risk Level: 8</p>	<p>All staff have been offered the Covid 19 vaccination and have been advised to take regular LTF tests.</p> <p>Rooms to be ventilated before and during the viewing</p>	<p>Likelihood:1</p> <p>Consequence: 4</p> <p>Risk Level:4</p>		
Infection or contamination from COVID19 whilst Booking venue during appt	Staff Public	<ul style="list-style-type: none"> <li>• Staff conducting the booking to be wearing a mask/face covering and keep a safe distance of at least 1M at all times</li> <li>• Sanitiser available for staff and customers.</li> <li>• Customer will be asked to</li> </ul>	<p>Likelihood: 2</p> <p>Consequence: 4</p> <p>Risk Level: 8</p>	<p>All staff have been offered the Covid 19 vaccination and have been advised to take regular LTF tests.</p>	<p>Likelihood:1</p> <p>Consequence: 4</p> <p>Risk Level:4</p>		

		<p>complete template with their own pen</p> <ul style="list-style-type: none"><li>• Member of staff will go into a booking room without customer and check dates available</li><li>• Advise customer of choice</li><li>• Invite into booking room if customer wishes to go ahead</li><li>• Mark diary with customer info and password</li><li>• Take payment by card</li></ul>		Rooms to be ventilated before and during the viewing			
--	--	--	--	--	--	--	--

Review date:	16 October 2021	Date communicated to staff:
Is a safe system of work required	Yes	
If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.		

## Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
			Very	Unlikely	Fairly likely	Likely	Very likely	
			LIKELIHOOD					