# Risk assessment for weddings after 21 July 2021

## Company name: EDH Assessment carried out by: MB

## Date assessment was carried out: July 2021

| What are the hazards? | Who might be harmed and how? | What action do you need to keep | What can change | Actioned by |
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| **Virus on surfaces** | Visitors  Staff  volunteers | * Hand Sanitiser/tissues/paper towels on reception and on desk at top of stairs * Notices in toilets advising on correct hand washing procedures * Paper towels provided for drying hands. * Room to be cleaned before and after the wedding * Staff and volunteers to continue to wear a mask |  |  |
| **Volunteer/visitor/staff coming into contact with individual with covid 19** | Visitor, staff, volunteer  May contract the virus or pass it on. | * Museum to remain closed on the day of the wedding * Registrars to interview couple in exhibition room. Chairs for wedding couple to be placed 2 metres from the desk. | Guests no longer required to wear a mask for the wedding  Guests no longer required to be served at their tables  Number of guests to be increased to 24 (plus the wedding couple) but still kept below our normal limit to allow for social distancing for registrars as requested by local gov |  |
| **Public coming into contact with wedding guests in garden** | Visitors  Staff  Volunteers  registrar  public | * Registrars to be shown in immediately upon arrival and taken to exhibition room. * Garden area and side entrance to museum closed to other visitors whilst wedding party are on site * Inform wedding party that they are not to attend if anyone in their household has symptoms of covid 19. | * Names and phone numbers of all guests to be obtained prior to the wedding | mb |
| **Contact with others on travelling to museum** | Volunteers  Guests  staff | Encourage volunteers/staff/guests to walk, cycle, drive to the museum – avoiding public transport where possible. |  | Mb |