

## UCET Work Method Statement or Standing Operating Procedure

### 1. The Activity

#### Activity being carried out: Conducting a Wedding Ceremony and/or Reception – Covid-19

##### **How is the activity completed?**

A member of the weddings team will be present to facilitate a wedding complying with current government guidelines.

##### **What equipment is used?**

Masks, visors, hand sanitiser, surface wipes, chairs, wedding coordinators own clipboard and pen, tables, hire items, microphone

##### **What locations are approved for the activity?**

Manor House reception rooms, Barn and Archers Hall, Courtyard

##### **What are we expecting the public and suppliers to do?**

Follow our guidelines (sent prior to wedding) and government guidelines at all times.

##### **Which parts of the activity are they prohibited from doing?**

None

##### **What significant hazards have you identified in the activity?**

- Exposure to Covid-19
- Significant illness contracted
- Passing virus on to others

##### **Which extremes of weather would prohibit the activity from happening?**

None.

##### **What control measures do you have already in place?**

- Maximum capacity of 150 for a civil ceremony and seated meal and up to 200 for an evening reception
- The NHS QR code specific to Ufton court will be available on the day for guests to check in
- The reception will be held in an outdoor (advised and subject to the weather) or indoor space agreed with the couple in advance
- Any marquee will be organised by the couple. We will be provided with a risk assessment and insurance details from the company to keep on file
  
- The venue will be cleaned prior to each wedding.
- Hand sanitiser stations will be placed in key areas around the venue and encouraged to be used by signage

RAMS reviewed annually unless procedures change. Next review due: June 2021

Document owner: Weddings

## Events 10 RAMS conducting a wedding reception- Covid-19



- Ufton staff and Caterers have the option to wear masks or visors when in close proximity to guests and other users.
- Wedding coordinators will complete lateral flow testing twice weekly and record their results with HR.
- If the wedding coordinator is showing symptoms of the virus before or during the day a replacement will be called in.
- If anyone becomes unwell with symptoms of COVID-19 at the venue they will be asked to leave immediately and be advised to follow the stay at home guidance
- On the day the wedding coordinator will ensure all doors and windows (where possible) are opened and left open for the duration
- The wedding prep rooms (panelled room, library and toilets) will be permitted to be used on the day. Hand sanitiser will be available in each room. After each use the rooms and toilets will be cleaned.
- On entering the barn or any other indoor space guests will be asked to sanitise their hands.
- Toilets will be checked throughout the day and recorded on the cleaning sheet outside the toilet
- After each event any additional hire items will be cleaned.
- A clear screen will be present at the bar for bar service.

### 2. Hazards if exposed during the activity

- Exposure to Covid-19
- Significant illness contracted
- Passing virus on to others

### 3. PPE to be issued and worn

Mask and or Visors for Ufton staff

### 4. Other safety Instructions

### 5. Other controls applied

### 6. Risk Controls Applied

Hazard	Likelihood	Injury Outcome	Business risk	Environmental impact	Overall risk and additional comments
Exposure to Covid19	<u>3</u>	<u>5</u>	<u>4</u>	<u>1</u>	<u>60</u>
Significant illness contracted	<u>3</u>	<u>5</u>	<u>4</u>	<u>1</u>	<u>60</u>
Passing virus on to others	<u>3</u>	<u>5</u>	<u>4</u>	<u>1</u>	<u>60</u>

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**Key**

Likelihood	Injury Outcome	Business Risk	Environmental Impact
1 Remote – no historical occurrences here but has happened elsewhere	1 No treatment	1 No impact	1 No impact
2 Unlikely – Occurs here but extremely rare (not in last year)	2 On site first aid administered	2 Minor impact	2 Minor Impact
3 Possible – has occurred in the last year	3 Treatment by external medical professional and same day discharge	3 Moderate short term impact	3 Moderate short term impact
4 Foreseeable – occurs occasionally (once per term)	4 Admission to hospital	4 Serious medium term impact	4 Serious medium term impact
5 Regular – occurs regularly (weekly)	5 Death or life changing injury	5 Very serious long term impact	5 very serious long term impact
<p><b>Multiply Likelihood x Injury Outcome x Business Risk x Environmental Impact.</b>  <b>Any score above 25 must result in control measures being applied in the additional comments column</b></p>			