***RA FEC: COVID19 – Wedding***

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| **Brief Description:** This RA has been written to ensure all reasonable steps have been taken to reduce the risk of the spread of COVID19 within the regular FEC church community, those using the building, the church workforce and the local community. This RA particularly addresses risk with regard to the respective Wedding party and their guests, the Venue Manager (VM) and any additional FEC workforce, the minister/guest minister, the registrar and any additional persons drafted in by the Event Leader (EL), such as a photographer. The couple getting married are considered as being from the same household and so do not have to maintain social distance from each other at any point in the ceremony.  This is a wedding held under Covid19 restrictions and this RA attempts to comply with current Welsh Government guidelines. It should be read in conjunction with the ***FEC******Generic RA*** (edited forCovid19) and the newly drafted ***FEC*** ***Covid19 RA*** | | | | | |
| **Date of RA:** July 11th, 2020. **Review Date:** Aug 11th 2020 or sooner if Guidance changes | | | | | |
| **Hazard** | **Affecting Whom** | **Risk before controls in place:**  **Severity (1-5 where 5=death) x Likelihood (1-5 where 5 = highly likely)** | **Controls Already in Place to reduce Risk** | **Any Additional Controls, especially if Risk amounts to Severity x Likelihood = 10+** | **Risk after controls in place**  **Severity (1-5 where 5=death) x Likelihood (1-5 where 5 = highly likely)** |
| Transmission of the virus | The couple getting married and their guests - and especially if:   * They are over 70; * They have an underlying medical condition; * They have a learning disability; * They are shielding   The workforce, especially the VM and any additional FEC support  The minister/guest minister.  The registrar and any other external professionals, such as a photographer | 5x5=25 | * Attendees limited to 30 people (the couple getting married plus up to 28 guests) along with anyone required to perform the ceremony, such as the pastor, registrar and any members of the church workforce vital to the safe running of the church; * No other would-be attendees may gather outside the building; * A minimalist ceremony, conducted in a minimalist way, limited to the legal requirements, vows, prayers, readings and short message to the married couple; * As short as possible; * No live music or singing; * The church building hosts only the ceremony itself with no gathering before or after the ceremony; * No food or drink served, though attendees may bring their own water bottles for hydration purposes; * The handling and exchanging of rings and other articles to be accompanied by hygiene protocols; * Strict social distancing of 2ms observed between members of different households, inside and outside the building. Where this is not possible, masks must be worn; * A manned washroom hygiene station available to support hygiene in the downstairs toilets; * A named VM to ensure adherence to the relevant RAs, and to liaise with the named EL; * An appropriate seating plan devised by the EL and passed on to the VM; * A hand hygiene station available in the foyer to support hand hygiene; * Disposable masks available to those who need a mask but forgot to bring one; * Face shields and visors available for use by the FEC workforce; * Use of the church building confined to the grounds, the foyer, main room and downstairs toilets. All other areas closed off; * Photographs may be taken outside - appropriately socially distanced. All the current rules of social gatherings apply. | * FEC workforce clean the building before the wedding, during the wedding (door handles, washrooms etc) and after the wedding; * FEC workforce prepare the building with regard to a one-way system, safe queuing, social distancing and seating; * Social distancing signage on the way in to the main entrance to support safe queuing; * Social distancing signage in the foyer and main room; * A reception desk for the purposes of registering – contact details, date and time of arrival and departure. The EL signs on behalf of all attendees and agrees to contact the VM asap should she hear of any guests subsequently testing positive for Covid19; * The EL agrees to share all relevant information drawn from this and other relevant RAs, with the wedding party, attendees and guest minister and workers; * The EL agrees to communicate beforehand with the wedding party, every attendee, guest minister, workers etc that they may not enter the building if they have tested positive for Covid19, are unwell with Covid19-like symptoms or are currently in isolation because they share a household with someone who has Covid19; * Signage to indicate only one toilet user at a time in the downstairs toilets; * Personal possessions brought by attendees, minister etc, handled by them alone and removed by them alone immediately after the ceremony. | 3x3=9 |

This RA to be published on the church website and sent electronically to the EL. Please note that this RA is in draft form and is based on Welsh Government guidelines re Covid19. The church is currently closed. When it is due to reopen, the Working Party (under the leadership of the church officers) will meet to amend this and other RAs accordingly.