



Kitchen

Risk Level

Low

What are the hazards?	Who might be harmed?	Controls already in place?
Spread of Covid-19	Staff Guests Onsite suppliers	Cleaning schedule

	Additional controls
1	Robust cleaning schedule to include regular cleaning of work surfaces, door handles, taps, fridges, ovens
2	Handwash All staff to wash and dry hands thoroughly on entry and to wear facemasks at all times
3	Clothes wash Chef jackets to be put on at work and washed at 90 degrees Celsius
4	Corona symptoms Ask all staff if have travelled to any Corona hotspots, been in contact with anybody with symptoms or experienced any symptoms themselves.



Office

Risk Level
Low

What are the hazards?	Who might be harmed?	Controls already in place?
Spread of Covid-19	Staff	Weekly Cleaning

	Additional controls
1	Face masks Facemasks to be worn by all staff at all times
2	Handwash All staff to wash and dry hands thoroughly on arrival, then wash or sanitise with every new tasks
3	Social Distance Social distance must be maintained at all times
4	Cleaning A robust cleaning schedule must be adhered to – regular cleaning of door handles, surfaces, taps.
5	Keyboard cleaned Keyboards to be disinfected between users
6	Corona symptoms Ask all staff if have travelled to any Corona hotspots, been in contact with anybody with symptoms or experienced any symptoms themselves.



Van

Risk Level

Low

What are the hazards?	Who might be harmed?	Controls already in place?
Spread of Covid-19	Staff	Weekly Cleaning

	Additional controls
1	Clean Handles, seat belts, steering wheel, gear stick and hand brake to be disinfected at the beginning and end of the day or between users
2	Sanitise Hands Hands to be washed before entry to the van and sanitised when leaving the van



To get names and addresses from the venue of all staff, wedding guests and vendors

Onsite at venue

Risk Level

Low

What are the hazards?	Who might be harmed?	Controls already in place?
Spread of Covid-19	Staff, Vendors	Cleaning

	Additional controls
1	Clean Hands Thoroughly wash and dry hands upon arrival
2	Wear Facemasks Wear facemasks at all times
3	Maintain social distance
4	Disinfect all surfaces Disinfect all surfaces to include – door handles, taps, all work surfaces, tables
5	Wear Gloves Gloves to be worn during table set up and changed between tasks
6	Hands to be sanitised between tasks
7	Suppliers Suppliers to wash hands on arrival, disinfect equipment and maintain social distance



8

Traceability

To get names and addresses from the venue of all staff, wedding guests and vendors

Wedding Day

Lead crew arrival

Risk Level
Low

What are the hazards?	Who might be harmed?	Controls already in place?
Spread of Covid-19	Vendors	

Additional controls

1

Clean Hands

Thoroughly wash and dry hands upon arrival

2

Wear Facemasks and visors in the kitchen

Wear facemasks at all times

3

Maintain social distance

4

Disinfect all surfaces

Disinfect all surfaces to include – door handles, taps, all work surfaces, tables



5	Wear Gloves Gloves to be worn during table set up and changed between tasks
6	Hands to be sanitised between tasks

Wedding Day Supplier set up

Risk Level
Low

What are the hazards?	Who might be harmed?	Controls already in place?
Spread of Covid-19	Vendors	

	Additional controls
1	Clean Hands Thoroughly wash and dry hands upon arrival
2	Wear Facemasks Wear facemasks at all times
3	Maintain social distance



4	Disinfect all surfaces Disinfect all surfaces to include – door handles, taps, all work surfaces, tables
5	Wear Gloves Gloves to be worn during table set up and changed between tasks
6	Hands to be sanitised between tasks

Wedding Day	Staff Arrival
-------------	---------------

Risk Level
Low

What are the hazards?	Who might be harmed?	Controls already in place?
Spread of Covid-19	Vendors	

Additional controls	
1	Symptom check Temperature check
2	Clean Hands Thoroughly wash and dry hands upon arrival



3	Change into clean uniform
4	Brief staff of the risks Briefing to include importance of social distance, how to use PPE, cleaning schedule
5	Maintain social distance One way system implemented where possible
6	Disinfect all surfaces Disinfect all surfaces to include – door handles, taps, all work surfaces, tables
7	Wear Facemasks Wear facemasks at all times

Wedding Day	Guest Arrival
-------------	---------------

Risk Level
Mid

What are the hazards?	Who might be harmed?	Controls already in place?
Spread of Covid-19	Guests	

	Additional controls
1	Symptom check Temperature check
2	Clean Hands Encouraged to wash hands at mobile hand wash station



3	Social distance Social distance marshal on site all day to maintain 2m distance
4	Clean toilets Cleaning staff at toilets all day to adhere to a strict cleaning rota and social distance
5	Maintain social distance
6	Clean all surfaces Cleaning staff to maintain robust cleaning schedule of surfaces and door handles all day
7	Mobile sanitiser stations Mobile no touch hand sanitising stations outside venue entrance and bar

Wedding Day

Ceremony

Risk Level
Mid

What are the hazards?	Who might be harmed?	Controls already in place?
Spread of Covid-19	Guests	

Additional controls

1	Seating space All seating spaced out according to government regulations. Social distance marshal to help seat guests
----------	--



Wedding Day

Canapes

Risk Level
Mid

What are the hazards?	Who might be harmed?	Controls already in place?
Spread of Covid-19	Guests	

	Additional controls
1	Hand sanitiser Encourage guests to use hand sanitiser
2	Staff to wash hands before service



3	Staff to wear gloves Staff collecting empty glasses or moving furniture to wear gloves which are disposed of after task is complete
4	Maintain social distance

Wedding Day Wedding Breakfast

Risk Level
Mid

What are the hazards?	Who might be harmed?	Controls already in place?
Spread of Covid-19	Guests	

	Additional controls
1	Hand sanitiser Guests to sanitise hands prior to seating



2	Social distance Social distance to be maintained according to regulations at dining tables. Social distance markers for buffet queues
3	Staff sanitise hands Staff to sanitise hands before service and regularly throughout
4	Drink / wine All drinks to be poured by staff – bottles not to be left on tables
5	Food service All food to be carried round and served by staff or from buffet stations – staff only to touch utensils
6	Drink and food top-ups to be carried out by staff only

Wedding Day	Clearing
-------------	----------

Risk Level
Low

What are the hazards?	Who might be harmed?	Controls already in place?
Spread of Covid-19	Guests	

	Additional controls
1	Wash up staff Wash up staff to wear plastic aprons, gloves and masks, to be changed after each task



2

Clearing tables

Staff clearing tables to wear gloves, to be disposed of after task is complete and hands washed

Wedding Day

Speeches

Risk Level
Low

What are the hazards?

Who might be harmed?

Controls already in place?

Spread of Covid-19

Guests

Additional controls

1

Drinks to be served by staff

2

Microphone disinfected between each speech

Wedding Day

Reception

Risk Level
Mid

What are the hazards?

Who might be harmed?

Controls already in place?

Spread of Covid-19

Guests



	Additional controls
1	Evening Guests Temperature check of evening guests. And encouraged to wash hands and maintain social distance.
2	Clearing Tables to be cleared and disinfected – staff to wear gloves for this
3	Social distance Social distance marshal to maintain distancing throughout evening
4	Outside entertainment Outside entertainment to be temperature checked and encouraged to wash hands
5	Cleaning Cleaning staff continue to disinfect toilets, door handles, surfaces

Wedding Day

Evening Food

Risk Level
Mid

What are the hazards?	Who might be harmed?	Controls already in place?
Spread of Covid-19	Guests	



	Additional controls
1	Evening Food All food to be served by staff – either carried around or at a buffet station
2	Clearing Clearing staff to wear gloves and dispose of them after use

Wedding Day

Bar

Risk Level
Mid

What are the hazards?

Who might be harmed?

Controls already in place?



Spread of Covid-19

Guests

Additional controls

1

Wash hands

Mobile sink behind the bar for staff to wash hands regularly

2

Glasses

New glass for each drink

3

Hand sanitiser station by bar for guests

4

Clearing staff to wear gloves to clear glasses

5

Cleaning staff to regularly disinfect bar surfaces

Wedding Day

Finish

Risk Level
Mid

What are the hazards?

Who might be harmed?

Controls already in place?



Spread of Covid-19

Guests

Additional controls

1

Guests leave

Encourage hand washing and social distancing

2

Staff Leave

Maintain staff shift records and contact details.

Staff to remove uniform and PPE and dispose of appropriately and wash hands

3

Clear down

Gloves, aprons, masks worn by clear down staff

All surfaces, door handles, toilet surfaces, taps to be disinfected

PPE to be removed and disposed of and hands washed