

Sefton's Barn

Weddings covid-19 Opening Policy

Following current government law and guidance as of 23rd September 2020:

Wedding Ceremonies

- The number of attendees should ideally be kept to a minimum as far as possible. The lower the number of attendees, the lower the risk of spreading the virus.
- Social distancing rules means households must stay 2m apart, or 1m with mitigation (for example face coverings).
- A maximum of **15 people may attend**, providing we can safely accommodate this number of people with social distancing.
- This maximum includes the couple, two registrars and any suppliers (such as photographers, videographers, etc). It does not include Horse Trust staff or third party catering staff.
- **The maximum number of invited guests is 11** which must include two witnesses. (Fewer, if suppliers such as those above are attending).
- The minimum number of people for a legal ceremony is six: two registrars, the couple and two witnesses.
- **Guests must wear face coverings for the indoor ceremonies.** The couple and registrars are not required to wear face coverings.
- The table being used for the ceremonies is 2.5m wide by 1.3m deep which is in line with social distancing guidance. The registrars may request to have a clear screen to increase the control measures.
- It is advised that the ceremonies and services should be concluded in the shortest reasonable time, and limited far as reasonably possible to the parts of the marriage or civil partnership that are required in order to be legally binding under the law of England and Wales.
- No food or drink should be consumed as a part of the marriage or civil partnership ceremony unless required for the purposes of solemnisation.
- Where the exchanging of rings is required or desired for the solemnisation of the marriage or the formation of the civil partnership, hands should be washed/sanitized before and after. The rings should be handled by as few people as possible.
- Where an infant is involved in proceedings a parent/guardian or member of the infant's household should hold the infant

- People should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting. This is important to mitigate the potential for increased risk of transmission - particularly from droplets and aerosol transmission.
- Therefore, spoken responses during marriages or civil partnerships should also not be in a raised voice.
- Wherever possible attendees should remain seated.
- If the bride wishes to walk down the aisle, this has to be agreed with their registrar in advance. To keep with the 2m social distancing, an aisle must be at least 3m wide to accommodate the two people walking down the aisle.
- Throwing of confetti and the bouquet should be avoided.
- Communal objects such as a guest book and pen should be avoided.
- Suppliers contracted by the couple should have their own risk assessment, mitigation and insurance.

Wedding Receptions

- A sit down meal following a wedding ceremony is permitted in a covid-19 secure venue.
- **A maximum of 15 people may attend (inc. staff)**
- During all activities linked to the reception or celebration, all parties, especially people from separate households/bubbles, should adhere to social distancing guidelines; 2 metres or 1 metre with risk mitigation (where 2 metres is not viable).
- Attendees and staff are strongly encouraged to wear a face covering where social distancing may be difficult and where they come into contact with people they do not normally meet, in line with the guidance on face coverings.
- We should provide hand sanitizer at convenient points throughout the venue, and encourage attendees to use it.
- Attendees, including children, should frequently throughout the day wash their hands thoroughly for 20 seconds with running water and soap, or use hand sanitizer ensuring that all parts of the hands are covered.
- Wherever possible attendees should remain seated. Food and drink should be served at tables to minimise self-service.
- Any other activities, including those that are watched by attendees (e.g. cake cutting) should take place with social distancing being maintained at all times.
- Speeches should be undertaken outside or in well ventilated areas wherever possible. Social distancing between the speaker and observers should be maintained at all times and speakers should not raise their voices
- Dancing should not be permitted due to the increased risk of transmission.

Notes and proviso for implementation

This assessment was prepared using guidance recommendations from governing and advisory bodies including national and local government.

The Horse Trust will have discretion over when we consider it safe to open, and the Registrar should also be content that it is safe to proceed.

For suppliers present during the wedding reception or celebration, they and The Horse Trust managers should ensure that all activities undertaken are subject to a risk assessment and that they maintain social distancing during any activities the suppliers are responsible for.

We must help with the NHS Test and Trace scheme and collect relevant information from the guests and third party suppliers. This will be achieved through a QR code registration system.

Government guidelines require all approved venues to complete a risk assessment and implement mitigations before hosting ceremonies and /or receptions.

An enhanced cleaning program will have to be introduced for the facility. During events, the welfare facilities will have to be temporarily closed and cleaned (this will be subject to the detailed Risk Assessments).

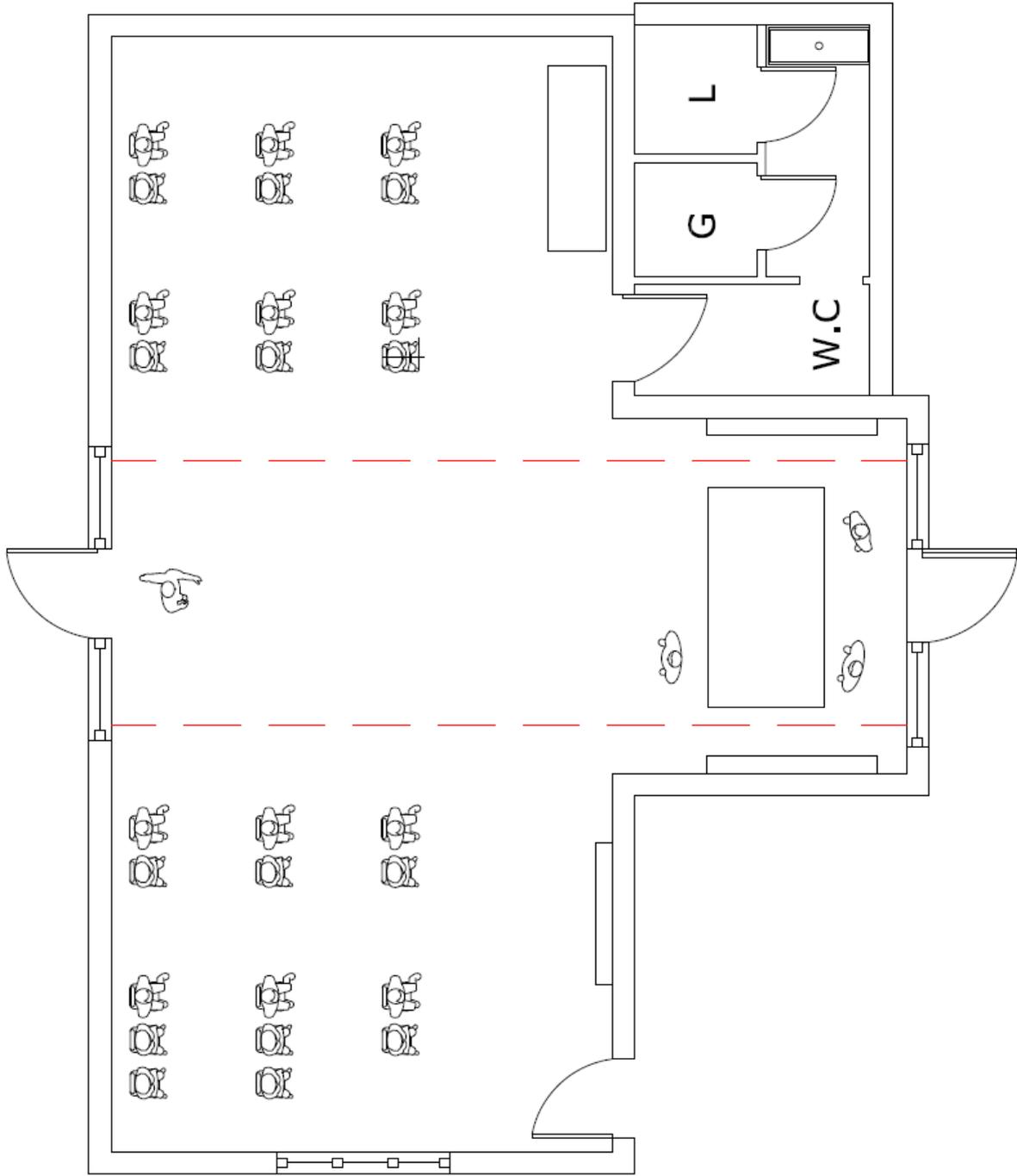
Temperature screening will be implemented for all attendees, and access granted for only those that are deemed to be within a 'Safe' range.

All clients must read and follow the procedures and this needs to become part of their contract.

This assessment will need to be regularly updated and reviewed **every week** to accommodate the fast changing current situation, so therefore this is version 1.1 of this document.

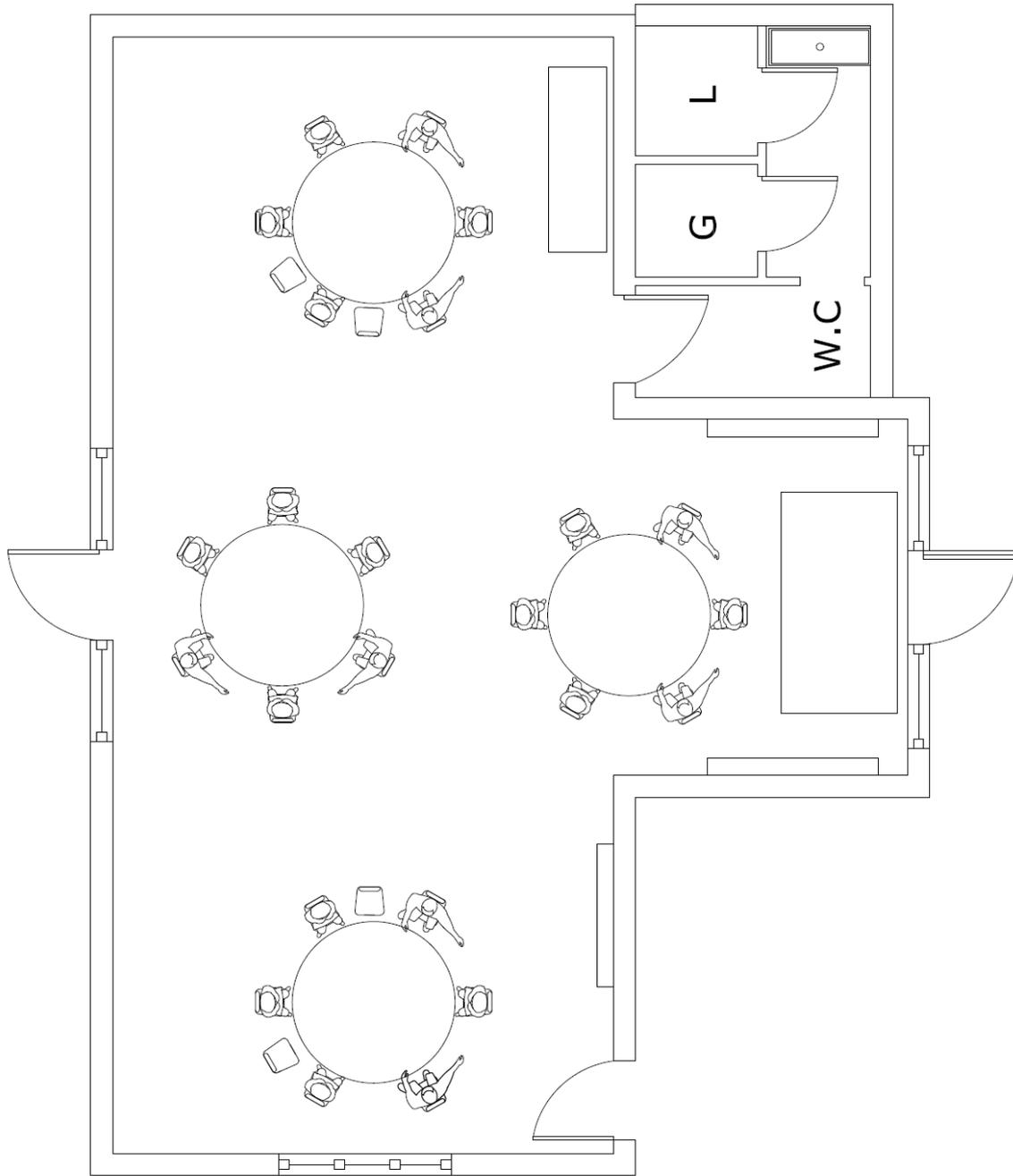
The Horse Trust reserves the right to ask anyone who is not following the above protocol to leave the premises with immediate effect. In these instances the parties shall not be refunded as it will be deemed a break in the contract.

Appendix 1 – To-scale drawings of Sefton's Barn and alternative layouts



Proposed Configuration for a 30 person Covid-19 Secure Wedding

Catering for all events



Proposed Configuration for a Covid-19 Secure Wedding Breakfast

All catering provided during events is supplied through Third Party contractors.

Due to the restricted size of the kitchen environment within Sefton’s Barn it is considered that only 2 people wearing suitable face coverings – mask and shield - should work in this area.

Buffet and self-service style catering will be avoided.

Prior to the serving of food, all guests should be sat. Personnel serving, should all be wearing Risk Assessment guided PPE, and should follow the one way system around the room.

The Horse Trust has a responsibility to ensure that all Third Party Contractors operate within the current Covid-19 measures.

The suppliers will be requested to issue their formal Method Statements and Risk Assessments for each event, for review and comment at least 14 working days before the event. Any enhancements deemed required by the Horse Trust will have to be implemented by the Third Party contractor.

The drawing below demonstrates the restricted nature of the catering facilities within Sefton’s Barn

