**Appendix A: Funeral or Wedding Risk Assessment Template**

Use the template below to plan your Covid-19 precautions for a funeral or wedding. Prepare a generic assessment for approval by your Archdeacon but it is recommended that an assessment be completed for each specific event to reflect specific details and enable sharing with the organisers.

You should review the general re-opening guidance to plan your arrangements more generally.

| **Name of Church:** | **Address:** | **Date:** |
| --- | --- | --- |
| **Funeral/Wedding Details:** |  | **Date of Event** |
| **Area of Focus**  | **Control Measure***These are the main themes from the checklist and guidance. They may not apply in each case.* | **Detailed arrangements***Set out below the detailed arrangements you will implement under each control measure. The boxes will expand as you complete them.* | **Action by?** | **Completed**  |
| PREPARATIONS | Assessment of Capacity with 2 metre distancing |  |  |  |
|  | Discussions with organisers including communications with attendees |  |  |  |
|  | Special arrangements for potentially vulnerable attendees |  |  |  |
|  | Plan for non-invited attendees |  |  |  |
| PHYSICAL DISTANCING | Staffing/stewarding arrangements |  |  |  |
|  | Signage |  |  |  |
|  | Entry and Exit points |  |  |  |
|  | One-way system/processional routes |  |  |  |
|  | Seating arrangements |  |  |  |
|  | Arrangements for household groups |  |  |  |
|  | Restricted areas |  |  |  |
|  | Arrangements for blessings, exchange of rings etc |  |  |  |
|  | Arrangements for Music |  |  |  |
|  | Arrangements for readings |  |  |  |
|  | Arrangements for bell-ringing |  |  |  |
| HYGIENE | Hand washing/sanitising |  |  |  |
|  | Service sheets |  |  |  |
|  | Shared objects |  |  |  |
| CLEANING | Cleaning team |  |  |  |
|  | PPE |  |  |  |
|  | Cleaning regime |  |  |  |