

RISK ASSESSMENT CHECKLIST FOR CIVIL MARRIAGE VENUES

APPLICANTS DETAILS

Name(s):	Telephone No:
Address:	

VENUE DETAILS

Address:	Precise details of area within Venue/Site that is to be used for Ceremony:
Maximum Occupancy: _____ Seated _____ Standing	Disabled Access/Facilities:
Additional Comments:	

VEHICLE ACCESS AND INTERFACE

Can vehicles (including emergency vehicles) gain access to the site?	YES	NO
Are arrangements for car parking suitable and sufficient, taking into account the number of attendees?	YES	NO
Could certain weather conditions present additional hazards? e.g. areas prone to flooding, access roads being closed on a frequent basis during the winter months due to ice/snow?	YES	NO
Are there any vehicles/hazardous machinery/equipment at the site, or in close proximity to the site that may present a hazard?	YES	NO

ENVIRONMENT

Is the lighting, heating and ventilation adequate within the area where the ceremony is to be conducted? If outdoors is there sufficient protection from the elements?	YES	NO
Will there be any special clothing/PPE requirements resulting from the nature/location of the venue e.g. waterproof clothing?	YES	NO

STRUCTURE, LAYOUT AND LOCATION

Is the entrance to the venue kept free from snow, ice, mud and any other slip hazards, and aisles/walkways free from obstruction?	YES	NO
Is the space/area that has been allocated large enough to cope with the anticipated number of people attending?	YES	NO
Generally, is the building/structure in good repair? e.g. no loose ceiling tiles/light fittings/worn carpets?	YES	NO
Are walls free from protruding objects and jagged edges?	YES	NO
Is the venue free from tripping hazards e.g. broken, rough, uneven floor surfaces, and where not possible to eliminate such hazards, have these been suitably highlighted?	YES	NO
Are stairways clear, in good condition, well-lit and equipped with secure handrails?	YES	NO
Are any raised platforms/open sided floors accompanied by appropriate edge protection?	YES	NO

Will temporary structures that are to be used e.g. Marquees, be supplied by a reputable company, erected by competent persons and not assembled/utilised in high winds?	YES	NO
Is the proximity of the venue to water features/bodies of water likely to present a hazard?	YES	NO

FIRE SAFETY/EMERGENCY ARRANGEMENTS

Are exits and escape routes free from obstruction and, where appropriate, are they clearly marked? e.g. within hotels, commercial premises.	YES	NO
Where appropriate e.g. within hotels, are emergency evacuation procedures posted, emergency lighting systems adequate and fire drills held at regular intervals?	YES	NO
Is there adequate fire extinguishing equipment available, in relation to the fire risk, is it readily accessible, and has it been tested within the last 12 months?	YES	NO
Is there a means of raising the alarm in the event of an emergency e.g. telephone within venue, or nearby, mobile telephone (if relying on mobile phone, check reception in that area)?	YES	NO

ELECTRICITY

Is there any evidence to doubt the safety/integrity of the electrical installation/electrical equipment being used within the venue? e.g. loose cover plates at sockets/switches, frayed insulation on equipment.	YES	NO
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ADDITIONAL HAZARDS

<p>Have any other potential hazards been identified, specific to the venue, or the arrangements for the ceremony e.g. livestock, chemicals, noise, candles, fireworks?</p> <p>If so please note these below:-</p>

AREAS OF CONCERN AND FURTHER CONTROLS REQUIRED

ANY OTHER COMMENTS