



Reference: FOI3991

**Request:**

**In relation to North Tyneside Registry Office**

**Please could I request a copy of the relevant risk assessment that was performed.**

**The particular details that should be present in it are:**

**The qualifications of the person performing the risk assessment with relevance to infection prevention and control**

\*\*All Local Authority Managers and relevant Officers are trained in risk assessment through internal health and safety management training with ongoing support, as required, from qualified internal Health and Safety Advisers. In addition, the ongoing interpretation and application of government guidance, with relevance to infection prevention and control, has been with the full oversight of our own Local Authority Public Health Team. Please see the attached completed Risk Assessment dated 20 July 2020.\*\*

**The specific factors of that building and that room that have led to the number of 8 guests being decided**

**What measures or attempted measures were put in place to optimise the amount of guests that can attend**

\*\*The Capacity Assessment was based on a set of criteria of physical arrangements (physical size and shape of the room / space) and natural air flow. The room has no natural air ventilation (windows unable to open) and has no supplementary mechanical ventilation as an alternative measure. The introduction of a 'one way system' along with designated access and egress points and keeping circulation routes available were key factors in confirming the final maximum occupancy figures as per the attached plan. These arrangements are based on the 2m social distancing criteria that was introduced and applied consistently as a standard across all public buildings within North Tyneside.\*\*

**The rationale in charging the same price for the wedding as if all the guests were permitted to attend**

\*\*The facilities used in the ceremonies are the same for an event with a full room as for an event held with limited capacity under current Covid conditions. Pricing is not reliant on the number of guests in attendance, but rather the space utilised for the ceremony, with differential pricing applied to rooms of different sizes.\*\*