New Music Makers
COVID-19 Risk Assessment for
Christmas Concerts
Saturday, 18<sup>th</sup> December 2021 at Hedge End Village Hall
2.30pm and 7.30pm

<b>Priority Area</b>	Transmission Risk	Possible mitigating and actions	Responsible	Relevance	Other relevant notes
1.Turn away a	nyone who should be self-iso	lating			
		Ask everyone attending to do their own health assessment and stay away if:	Committee		NHS procedures and Close contact
	Aerosol, droplet, surface	<ul> <li>They have symptoms/feel unwell</li> <li>Tested positive (PCR or lateral Flow)</li> <li>Have been told to self isolate</li> <li>Someone they have close contact with has tested positive</li> <li>Are quarantining after visit abroad</li> </ul>			definition
	Aerosol, droplet, surface	Encourage use of Lateral Flow Tests	Committee		Order LFT England
	Aerosol, droplet, surface	Encourage everyone attending to think about transport	Committee		
	Aerosol, droplet, surface	Encourage vaccine take up	Committee		
	Aerosol, droplet, surface	<ul> <li>Someone becomes unwell at event (e.g. at a full day event)</li> <li>Person goes home and follows NHS procedures</li> <li>Anyone who had close contact goes home and follows NHS procedures</li> <li>Person with symptoms informs Committee/close contacts of test results</li> <li>If positive inform wider attendees and venue</li> </ul>	Committee		NHS procedures and Close contact definition
2. Provide adequate ventilation					
High/moderat	e risk/vulnerable individuals	attend			
	Aerosol	Doors and windows kept open as much as possible	Committee		
	Aerosol	CO2 monitors used to check ventilation quality	Committee		HSE guide on using CO2 monitors to identify poorly ventilated spaces
	Aerosol	Room ventilated before event and during interval	Committee		HSE general guidance on ventilation
	Aerosol	Two performances in same day to reduce audience size/performance to 100	Committee		
	Aerosol	Overall length of event reduced to 2¼hrs	Committee		
	Aerosol	Use face coverings if requested	Committee		

3. Clean more often			
High/moderate risk/vulnerable individuals a	attend		
Surface	Venue cleaned before event / after last use	Hall Management	
Surface	Hand soap / hand sanitiser provided	Committee	
Surface	Regular Hand washing / sanitising encouraged	Chairman	
Surface	Toilets and common touch points cleaned regularly	Committee	
Surface	Hand sanitiser provided at common touch points (e.g. doors)	Committee	
Surface	Rubbish bins regularly emptied	Committee	
4. Enable people to check in at venue			
High/moderate risk/vulnerable individuals a	attend		
Aerosol, droplet, surface	Venue providing relevant Test and Trace information and check-in	Hall Management	
5. Communicate and train			
High/moderate risk/vulnerable individuals a	attend		
Aerosol, droplet, surface	Risk assessment available online for all stakeholders to see	Committee	
Aerosol, droplet, surface	List of procedures and expected behaviours provided for audience when booking / reminder emails / on our website	Committee	
Aerosol, droplet, surface	Posters at venue reminding of procedures (e.g. wash hands, social distancing, one way systems)	Hall Management	
6. Social distancing/flow of people			
High/moderate risk/vulnerable individuals a	attend		
Droplet	No social distancing but audience asked to respect each other space	Chairman	
Droplet	No more than 3 people in cloakroom/ corridor/ toilets etc. at a time	Committee	
Droplet	One way and queuing systems at pinch points - e.g. entrance/exit, toilets / interval area etc.	Committee	
Бторіст	interval area etc.	Committee	
7. Ticket sales and donations			
High/moderate risk/vulnerable individuals a			
Aerosol, droplet, surface	Collecting cash in buckets - secure quarantine for 72 hours before opening Collecting cash in buckets – wipe regularly	Committee	
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8. Intervals and refreshments				
High/moderate risk/vulnerable individuals attend				
Aerosol, droplet, surface	Provides / serves refreshments	Committee		
	All items cleaned by hand using hand protection			
9. Performers				
High/moderate risk/vulnerable individuals attend				
Aerosol, droplet, surface	Performers arrive dressed / bring their own refreshments			
	For shared equipment or where assistance is needed to move equipment			
Aerosol, droplet, surface	hand sanitiser and disposable gloves provided	Committee		
10. Singing				
High/moderate risk/vulnerable individuals a	attend			
Aerosol, droplet	Singers limit volume / Microphones used			
Aerosol, droplet	Space well ventilated	Committee		
Aerosol, droplet	Position at least 3m from first row of audience	Committee		
Aerosol, droplet	Regular breaks in programme between singers	Committee		
Aerosol, droplet	Stand side by side			