

**New Music Makers
COVID-19 Risk Assessment for
Get Together and Sing Together
Saturday, 2nd October 2021
at Hedge End Village Hall**

Priority Area	Transmission Risk	Possible mitigating and actions	Responsible	Relevance	Other relevant notes
1. Turn away anyone who should be self-isolating					
	Aerosol, droplet, surface	Ask everyone attending to do their own health assessment and stay away if: <ul style="list-style-type: none"> They have symptoms/feel unwell Tested positive (PCR or lateral Flow) Have been told to self isolate Someone they have close contact with has tested positive Are quarantining after visit abroad	Committee		NHS procedures and Close contact 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	Someone becomes unwell at event (e.g. at a full day event) <ul style="list-style-type: none"> Person goes home and follows NHS procedures Anyone who had close contact goes home and follows NHS procedures Person with symptoms informs Committee/close contacts of test results If positive inform wider attendees and venue 	Committee		NHS procedures and Close contact definition
2. Provide adequate ventilation					
High/moderate risk/vulnerable individuals attend					
	Aerosol	Doors and windows kept open as much as possible	Committee		
	Aerosol	Fans in corners of room	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 2hrs	Committee		
	Aerosol	Use face coverings if requested	Committee		

3. Clean more often					
High/moderate risk/vulnerable individuals 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 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 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 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		
7. Ticket sales and donations					
High/moderate risk/vulnerable individuals attend					
	Aerosol, droplet, surface	Collecting cash in buckets - secure quarantine for 72 hours before opening Collecting cash in buckets – wipe regularly	Committee		
8. Intervals and refreshments					
High/moderate risk/vulnerable individuals attend					

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	Aerosol, droplet, surface	Provides / serves refreshments	Committee		
		Audience bring their own refreshments			
		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			
	Aerosol, droplet, surface	For shared equipment or where assistance is needed to move equipment hand sanitiser and disposable gloves provided	Committee		
10. Singing					
High/moderate risk/vulnerable individuals 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			