

COVID-19 risk assessment for: South Berks Concert Band Autumn Concert: Live Music is Back!
Saturday 16th October 2021, 7pm
St Mary's Church, Burghfield

Prepared by: Louise Truslove
Approved by: Committee
Date: 27-Sep-21

Priority area	Transmission risk	Possible mitigations and actions	Responsible	Other relevant notes
Turn away anyone who should be self-isolating - performers, volunteers & audience				
	Aerosol, droplet, surface	Ask everyone attending to do their own health assessment and stay away if: - 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 a 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 and take adequate precautions if travelling with others	Committee	
	Aerosol, droplet, surface	Encourage vaccine take up	Committee	
	Aerosol, droplet, surface	Someone becomes unwell at event: - 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
Provide adequate ventilation				
	Aerosol	Doors and windows kept open as much as possible throughout performance	Front of House	
	Aerosol	Room ventilated before event and during interval	Front of House	HSE general guidance on ventilation
	Aerosol	Overall length of event reduced to 1.5 hours	Committee	
	Aerosol	Use face coverings for audience	Front of House	
	Aerosol	Use face coverings for performers when not playing	Members	
Clean more often				
	Surface	Venue cleaned before event / after last use	Church	
	Surface	Hand soap / hand sanitiser provided	Church	
	Surface	Regular Hand washing / sanitising encouraged	Church	
	Surface	Toilets and common touch points cleaned regularly	Church	
	Surface	Hand sanitiser provided at common touch points (e.g. doors)	Church	
	Surface	Rubbish bins emptied after event	Committee	
Enable people to check in at your venue				
	Aerosol, droplet, surface	Venue providing relevant Test and Trace information and check-in	Church	
	Aerosol, droplet, surface	Front of House staff record contact information at check-in	Front of House	
Communicate and train				
	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	see tab 'Notes for audience'
	Aerosol, droplet, surface	1 pager / simple instructions / expected behaviours sent to all performers / volunteers	Committee	
	Aerosol, droplet, surface	Posters at venue reminding of procedures (e.g. wash hands, social distancing, one way systems)	Committee	Making Music template posters
Social distancing / flow of people				
	Droplet	1m+ social distancing for audience at all times	Front of House	
	Droplet	1m+ social distancing for audience during the performance	Front of House	
	Droplet	No more than 2 people in cloakroom/ corridor/ toilets etc. at a time	Front of House	
	Droplet	Queuing systems at pinch points - e.g. entrance/exit, toilets / interval area etc.	Front of House	
	Droplet	1.5m social distancing for performers' seating	Committee	
Ticket Sales and donations				
	Surface	Attendance by ticket booked in advance only	Committee	
	Surface	Programme notes/information made available via website / displayed in large print on display boards	Committee	
	Surface	If collecting cash, secure quarantine for 72 hours before opening	Committee	
Intervals and refreshments				
	Aerosol, droplet, surface	Interval takes place outside / in another room	Committee	
	Aerosol, droplet, surface	Performers and audience in separate rooms to ensure social distancing is possible	Committee	
	Aerosol, droplet, surface	Interval seated or audience asked to remain standing in family groups & retain social distancing	Front of House	
	Aerosol, droplet, surface	No refreshments provided / Audience bring their own refreshments if required	Committee	
Performers				
	Surface	Performers bring their own refreshments	Members	
	Aerosol, droplet, surface	Performers arrive dressed or use separate room to change, in smaller groups	Members	
	Surface	Performers bring own equipment	Members	
	Surface	For shared equipment or where assistance is needed to move equipment hand sanitiser and disposable gloves provided	Committee	