

Witney Music Society

Covid-19 Risk Assessment for Witney Winter Concert – Craig Ogden

9 October 2020 at 7.30pm at High Street Methodist Church

1. PREPARATION AHEAD OF CONCERT

Area of focus	Mitigation to reduce risk <i>What changes could be made in each scenario to reduce the spread of Covid-19</i>	Action Plan <i>What needs to be done and by whom?</i>
Attendees bring Covid into venue	<ul style="list-style-type: none"> • Attendees asked to not attend if they have symptoms or have been in contact with someone with symptoms in last 7 days • Attendees advised that it is mandatory to wear approved face coverings throughout event (unless medically exempt) • Clear information sent before the event explaining measures and processes, and the reasons for them 	WMS to: <ul style="list-style-type: none"> - send details of Covid precautions with initial mailing - reinforce this message when confirming reservations - put details of Covid precautions and copy of risk assessment document on website
Ticket sales	<ul style="list-style-type: none"> • Audience number strictly limited to ensure social distancing • Reservations made in advance and pre-paid • Attendance by ticket booked in advance only • Contact details collected for test and trace 	High Street to advise on numbers and set up socially distanced seating WMS to manage ticket bookings to ensure correct number reserved WMS to obtain contact details for all attendees
Interval & refreshments	<ul style="list-style-type: none"> • No interval or refreshments for audience • Refreshments not provided for artist 	WMS to advise audience in advance WMS programme secretary to advise artist
Venue suitability	<ul style="list-style-type: none"> • Venue to carry our risk assessment • Socially distanced seating • Rooms ventilated (doors and/or windows opened) when not in use • Clean all areas before event • Hand sanitisers available at entrance and elsewhere 	High St risk assessment to be made available to all WMS volunteers Prior to concert, High St to: <ul style="list-style-type: none"> - ensure maximum ventilation - clean all areas prior to concert WMS to provide hand sanitisers for entrance and elsewhere

2. ON DAY OF CONCERT – UP TO 7PM

Area of focus	Mitigation to reduce risk <i>What changes could be made in each scenario to reduce the spread of Covid-19</i>	Action Plan <i>What needs to be done and by whom?</i>
Event management	<ul style="list-style-type: none"> • Check volunteers are available and aware of roles • Ensure that volunteers are identifiable in case of questions 	WMS roles agreed in advance WMS volunteers to wear badges
Entry to church	<ul style="list-style-type: none"> • Check entry doors are closed to prevent public access ahead of 7pm • Check signage outside front and back door • Ensure doors are not left open after allowing in WMS volunteers and artist 	WMS to carry out these checks prior to concert
Inside precautions	<ul style="list-style-type: none"> • Check all signage in venue • Check hand sanitisers • Check gloves/cleaning materials available • Check toilets 	WMS to carry out these checks prior to concert
Pre-concert queue	Volunteers outside to manage queue	WMS at door to explain process WMS to manage queue
Pre-concert interaction with performer	<ul style="list-style-type: none"> • Performer to wear face covering whilst in the church except for when performing on stage • Performer bring own food/drink • Minimise movement between 'green room' and other areas of venue 	WMS to advise performer of Covid measures before concert date
Items for performer	<ul style="list-style-type: none"> • Performer to move own equipment on and off stage • Any equipment used by performer cleaned beforehand and moved by staff wearing gloves 	WMS volunteer to be equipped with gloves and cleaning materials

3. ON DAY OF CONCERT – 7PM ONWARDS

Area of focus	Mitigation to reduce risk <i>What changes could be made in each scenario to reduce the spread of Covid-19</i>	Action Plan <i>What needs to be done and by whom?</i>
<i>Personal behaviour</i>		
Risk of virus aerosols in air	<ul style="list-style-type: none"> • Everyone must wear face covering when indoors (except for the performer who is not required to wear a mask when performing but must do so the rest of the time) • remind pre-attendance and have disposable ones on hand for those who have forgotten • Signage to remind of social distancing • Signage to remind audience not to mingle in groups larger than 6 	<p>WMS to:</p> <ul style="list-style-type: none"> - remind attendees before the concert - have some disposable face coverings on hand for those who haven't brought their own <p>High St to provide suitable signage</p>
Risk of virus on surfaces	<ul style="list-style-type: none"> • Hand sanitiser provided throughout venue e.g. at queueing points and potential high-risk contact points (e.g. toilets) • Volunteers to wear gloves where necessary • Signage to remind of best practice - hand washing, not touching face, coughing/sneezing into tissue/crook of arm 	<p>High St to provide suitable signage</p> <p>WMS to provide hand sanitiser as required</p> <p>WMS volunteers to have gloves where required</p>
People not adhering to rules	<ul style="list-style-type: none"> • Clear signage on the day explaining measures and processes, and the reasons for them • Volunteers on hand to help attendees understand and follow measures and procedures • People not adhering to rules asked to leave 	<p>High St to provide suitable signage</p> <p>WMS volunteer to supervise attendees and enforce rules as required</p>
<i>Entering venue</i>	<ul style="list-style-type: none"> • Clear queueing system so people know where to stand • Clear signage explaining measures and procedures • Dedicated volunteer to manage area and explain systems in place • Attendees reminded at door that they should not enter if they have symptoms or have been in contact with someone with symptoms in last 7 days 	<p>WMS to provide suitable signage at entrance</p> <p>WMS volunteer to manage entry</p>

Checking reservations	<ul style="list-style-type: none"> • Clear queueing system so people know where to stand • Checking that everyone arriving has a pre-paid reservation 	WMS to check names of people arriving against reservation list
<i>Moving through venue</i>		
Aerosols in air	<ul style="list-style-type: none"> • Well-marked routes that allow for 2m social distancing • Ask audience to move through area without loitering 	High St to provide signage WMS to monitor movement
Droplets on surface	<ul style="list-style-type: none"> • Leave internal doors open wherever possible to reduce number of touch points • Wipe down any unavoidable touch points regularly 	WMS to check doors WMS to wipe down touch points
<i>Seating area</i>		
Aerosols in air	<ul style="list-style-type: none"> • Seating arranged to be 2m apart (seating for couples can be closer) • Front row at least 3m from performance area • Volunteer to help audience find correct seat • Signage to remind audience not to interact in groups larger than 6 / with anyone not on their booking 	High St to: - set up seating with appropriate distancing - provide signage WMS to manage audience movement to seats
Droplets on surfaces - chairs	<ul style="list-style-type: none"> • Only chairs without arms are provided – less to touch • Seating area unused since previous Sunday so nothing remaining on chairs from other users 	
<i>Toilets</i>		
Aerosols in air	<ul style="list-style-type: none"> • Queueing system in place to control access • Clear signage to explain systems in place • Volunteer to explain systems in place 	High St to provide signage WMS to manage access
Droplets on surface - contact points	<ul style="list-style-type: none"> • Doors left open (where appropriate, e.g. not if fire doors) to reduce contact points • Soap and disposable towels available • Hand sanitiser available • Clear signage reminding people to wash hands and showing good technique for doing so • Clean toilets during event / frequent wipe down of surface 	High St to: - provide signage - provide hand sanitiser, soap and disposable towels - to clean toilets prior to concert WMS to organise additional cleaning of toilets as necessary

<i>Exit from venue</i>		
Aerosols in air	<ul style="list-style-type: none"> • Use both the front and back doors as exits to reduce crowding at each • Ask people to stagger their exit times then leave in a socially distanced fashion and to go straight to exit without socialising 	WMS concert announcer to give exit instructions
Droplets on surface - contact points	<ul style="list-style-type: none"> • Fix doors open where possible to reduce contact points • Contact points at exits wiped down regularly (every 15 mins) 	<p>WMS to ensure exit doors are fixed open</p> <p>WMS to wipe down contact points</p>

4. AFTER CONCERT

Area of focus	Mitigation to reduce risk <i>What changes could be made in each scenario to reduce the spread of Covid-19</i>	Action Plan <i>What needs to be done and by whom?</i>
Contact tracing	Keep contact details for 21 days after concert	WMS treasurer to manage this