

Witney Music Society

Covid-19 Risk Assessment for Witney Winter Concerts 2021-22

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 (including WMS volunteers) bringing Covid into venue	<ul style="list-style-type: none"> • Attendees asked not to attend if they have symptoms or have been in contact with someone with symptoms in last 7 days • Attendees advised that the wearing of face masks is encouraged • WMS volunteers encouraged to take Lateral Flow test prior to concert 	WMS to: <ul style="list-style-type: none"> - send details of Covid precautions with initial mailing - put details of Covid precautions and copy of risk assessment document on website
Interval & refreshments	<ul style="list-style-type: none"> • No refreshments provided for audience 	WMS to advise audience in advance
Venue suitability	<ul style="list-style-type: none"> • Venue to carry our risk assessment • Rooms ventilated (doors and/or windows opened) when not in use • Clean all areas before event – where the piano is to be used, the piano tuner will clean the keys after tuning • 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>
Entry to church	<ul style="list-style-type: none"> • Check QR codes are visible at front and back door 	WMS to check prior to concert
Inside building	<ul style="list-style-type: none"> • Check all signage in venue • Check hand sanitisers 	WMS to carry out these checks prior to concert

	<ul style="list-style-type: none"> • Check gloves/cleaning materials available • Check toilets 	
<i>With performers</i>		
Transporting artists by private car between Hanborough railway station and High Street	<ul style="list-style-type: none"> • Artist(s) to sit in back of car • Artist(s) to load and unload their own belongings • Driver to wipe down touch points (door handles, etc) before and after use • Everyone in car to wear face coverings 	WMS to: - advise artists of these precautions in advance - ensure all volunteer drivers are aware of these mitigations
Pre-concert interaction with artist(s)	<ul style="list-style-type: none"> • Artist(s) to wear face covering whilst in the church except for when performing on stage • Minimise movement between 'green room' and other areas of venue 	WMS to advise performer of Covid measures before concert
Items for artist(s)	<ul style="list-style-type: none"> • Artist(s) to move own equipment on and off stage • Any equipment used by performer cleaned beforehand and moved by personnel wearing gloves 	WMS volunteers 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 encouraged to wear face covering when indoors • remind pre-attendance and have disposable ones on hand for those who have forgotten 	All WMS volunteers to wear face coverings WMS to: - remind attendees before the concert - have some disposable face coverings on hand
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) • Signage to remind of best practice - hand washing, not touching face, coughing/sneezing into tissue/crook of arm 	High St to provide suitable signage WMS to provide hand sanitiser as required
Checking reservations	<ul style="list-style-type: none"> • Clear queueing system to reduce congestion • Checking for pre-paid reservations and subscriptions 	WMS to check names of people arriving against reservation list

<i>Moving through venue</i>		
Aerosols in air	<ul style="list-style-type: none"> • Ask audience to move through area without loitering 	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 	<p>WMS to check doors</p> <p>WMS to wipe down touch points</p>
<i>Seating area</i>		
Aerosols in air	<ul style="list-style-type: none"> • Seating capacity reduced • Front row suitable distance from performance area • Volunteer available to help with seating audience members 	High St to set up seating and provide A4 'Please do not use' notices
<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 	High St to provide signage
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 	<p>High St to:</p> <ul style="list-style-type: none"> - provide signage - provide hand sanitiser, soap and disposable towels - to clean toilets prior to concert
<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 leave in a socially distanced fashion and to go straight to exit without socialising 	WMS volunteer to encourage orderly exit
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 as necessary 	<p>WMS to ensure exit doors are fixed open</p> <p>WMS to wipe down contact points</p>