

HAYWARDS HEATH MUSIC SOCIETY

RISK ASSESSMENT FOR A CONCERT IN A RELIGIOUS BUILDING - May 2021v1

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Area of focus	Controls required	Additional information	Action by	Completed
<p>Deciding whether to hold an indoor concert in a religious institution.</p> <p>Risk: the concert is impracticable in the given circumstances</p>	Review Government guidance for England to identify if a concert indoors is allowed.	Check when latest guidance before the event is available	Committee	Action per concert
	Review the guidelines from the owners of the building on its use and consider whether the society has the resources to achieve them.	Completed	Committee	Complete
	Consider whether the key organisers and staff are clinically vulnerable and if there are sufficient volunteers to assist in organising the event and cleaning.	Season ticket holders have been asked and the number of committee members plus additional volunteers is considered sufficient	Secretary	Complete
	Consider the implications of drawing people from the surrounding area to a common location	Government guidance does not restrict travel. Limited number of attendees restricts it to largely a local season ticket holder. Only publicity will be via the society email list.	Marketing Committee Member	Complete
	Review activities at nearby venues to ensure compatible with gathering people at the location.	Concert to be held on Saturday night in a part of town a substantial distance from other entertainment centres.	N/a	Complete
	Consider whether to discourage clinically extremely vulnerable members of the society or visitors from attending the concert.	Instructions will be included in the email to attendees.	Secretary	Action per concert
	Consider if a booking system is needed, whether for general access or for specific events/services (event limited to 70 people)	Electronic ticketing will be used to limit non season ticket holder numbers. No cash accepted.	Marketing Committee member	Complete
	Consider whether the cost of hiring the venue makes it economically possible to hold a concert with the anticipated reduced size of audience	Performers cost plus the cost of hiring the venue will result in a loss to the Society. However, this will be covered by utilising the Societies reserves.	Committee	Complete

Performers and piano tuners	Consider the distance they will have to travel to get to the location is in line with Government guidelines and appropriate form of travel available	Latest Government guideline to be checked before the event.	Committee	Complete
Unnecessary risk to individuals	Review whether they are clinically vulnerable	They will be reminded of this by email.	Secretary	Action per concert
	Review whether they can assess and act on Covid symptoms	Professional musicians and piano tuner are deemed to be capable of this but will be reminded before the event and told not to mix with attendees.	Secretary	Action per concert
Attendees Risk of uncontrolled activity occurring	Review whether the attendees are of a characteristic which means they will obey and act in accordance with guidelines established by the committee.	Season ticket holders and persons on the Society mailing list have all demonstrated they act correctly.	Committee	Complete
Publicity Risk of spread of Covid to areas outside location	Review the extent and range of publicity that should be undertaken for the event in view of travel restrictions.	To limit numbers and avoid unexpected attendees the publicity will be limited to season ticket holders, people who have paid for other concerts and the society email lists.	Secretary and Marketing Committee Member	Action per concert
Ticketing Risk of excess attendance or lack of understanding by attendees of procedures	Review and consider how tickets can be sold to establish a limit to attendance and social distancing in the building	Only season ticket holders and sales via electronic ticketing allowed. The electronic system limits the number of tickets to be sold.	Secretary and Marketing Committee Member	Action per concert
	Consider how to deal with attendees who turn up without a ticket.	People arriving without a ticket will not be allowed in.	Marshall at entrance.	Complete
	Establish how attendees will be notified of procedures e.g., attendance times, queuing etc	Email prior to the event and guidance from 'Marshalls' at the event.	Secretary	Action per concert
Planning for the concert Risk of contamination of attendees through unrestricted access and contacts in common areas	Review the measures produced by the institution for the preparation of the building and allocate responsibilities to the organisers	Complete	Committee	Complete
	Establish if the institution has adequate signage about the wearing of masks and direction of travel.	The institution runs regular events so it must have these in place.	Secretary to ask	Action as necessary
	Review how an entry and leaving point can be established to minimise traffic in key areas	The event has a defined start and finish with limited reason for movement in and out. The attendees will arrive via the main entrance and exit (if needed) during the event via the rear doors.	Marshall at exit	Action per concert

Consider if the institution needs to remove all books, kneelers, and non-essential items from the location to avoid unnecessary contamination	The institution to remove these if they require this.	Secretary to liaise with Institution	Action as necessary
Review if doors and windows can be opened to allow free flow of air.	Traffic noise etc makes this impractical. Given the size of the building the flow of air would be of limited use.	Committee agreed	Complete
Establish if the institution has formal procedures to ensure social distancing in the seating area e.g., cordoned off sections	Ask the institution for their approach for their events. Potential approach is to mark off seating areas with ribbons and place name tags on seats.	Secretary to liaise with Institution	Action as necessary
Decide how queuing to enter will be organised to ensure social distancing	A Marshall will patrol the queue and ensure social distancing, mask wearing.	Queue Marshall	Action per concert
Review car parking arrangements to identify if social distancing achievable	Car park is large and congestion in this area is not considered an issue.	Committee agreed	Complete
Establish a timetable of events to minimise traffic at entry points and contacts.	Attendees will be reminded by email to arrive early to avoid late crowding.	Secretary	Action per concert
Consider whether to supply programme notes to attendees on the night	No programmes will be available.	Committee agreed	Complete
Consider whether appropriate to supply refreshments in view of Government policy	No refreshments will be provided.	Committee agreed	Complete
Consider policy on availability of toilets	Toilets will be available but users must sanitise after use. Attendees will be warned by email that these will be restricted.	Committee agreed	Complete
Consider how social distancing will be applied to piano moving etc. Note: this will depend on the needs of the performers.	Piano will be slid into position or lifted depending on circumstances. Social distancing to be applied as far as possible.	Marshalls	Action per concert
Review and identify areas of the building that can be safely cordoned off to prevent access	None identified	Committee agreed	Complete

	Establish how long the interval will be and policy of attendees remaining in their seats is applied	The interval will be shortened in agreement with the performers. Attendees will be told at the start of the concert and at the interval to remain in their seats.	Secretary / Chairman	Action per concert
	Identify the essential equipment needed such as cleaning materials, sanitiser etc	Sanitisers, wipes etc to be supplied by the Society.	Committee	Action per concert
	Identify areas of multiple contacts e.g., door handles	Door handles and areas seen to be regularly touched will be wiped at regular intervals by Marshalls.	Marshall	Action per concert
	Establish how the waste materials will be removed after the event	Marshall will be designated to bring black waste bags to collect and remove waste.	Secretary	Action per concert
Concert	Sanitise the institution in accordance with the policies of the building.	Establish if the institution is used in the preceding 48 hours and if not seek confirmation that it was sanitised and locked after use.	Marshalls	Action per concert
Risk of contacts and transmission during concert	Establish planned queuing, entrance, signage, and social distancing measures	Utilise as designed and ensure attendees follow them.	Marshalls	Complete
	Apply regular cleaning procedures to door handles etc	Designate a Marshall to do this.	Marshall	Action per concert
	Position sanitiser bottles at strategic points	Bottles at entrance and attendees told by email to bring their own.	Marshall	Action per concert
	Allocate seating areas with social distancing	Follow procedures. Marshall to prevent people leaving seats.	Marshall	Action per concert
	Allocate duties to ensure policies are applied. (Note: this will change as experience is gained)	Marshalls: one to organise queue, one to check tickets and ensure hands sanitised, two to shepherd people to seats, one to wipe regular contact areas, one to manage exit at start of concert, two available as 'spares' for unexpected situations.	Marshals	Action per concert
Post-concert	Sanitise the church in accordance with requirements	All Marshalls to assist.	Marshalls	Action per concert
Risk of transmission to subsequent users				