

WHITTINGTON MUSIC FESTIVAL 2021  
RISK ASSESSMENT

1. Preparation before Concerts

<b>Area of focus</b>	<b>Mitigation to reduce risk</b> <i>What changes could be made in each scenario to reduce the spread of Covid-19</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
Attendees bring Covid into venue	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 it is mandatory to wear approved face coverings throughout event unless they have a medical exemption  Clear information given before the event explaining measures and processes, and the reasons for them	<b>WMF team to:</b>  1. Give details of Covid precautions in emails  2. Give details when tickets are booked  3. Put details of Covid precautions and copy of risk assessment document on website
Ticket sales	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: Name, email or conventional address or phone number	<b>WMF team to:</b>  1. Decide on number of seats and organise seating plan with options to book only single or paired seats  2. Tickets booked only via Little Box Office or by phone  3. Little Box Office system automatically sets up 1.5m gaps on either side of a single or pair of seats  4. Obtain contact details for all attendees when tickets booked and confirmed on arrival
Interval & refreshments	No interval or refreshments for audience  No refreshments provided for musicians	<b>WMF team to:</b>  1. Advise audience of this in advance in

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		<p>emails and when tickets are booked</p> <p>Advise Musicians of this in advance</p>
<p>Venue suitability</p>	<p>Holy Trinity Church (HT) has its own risk assessment for services</p> <p>Vicar and his team to be shown our own risk assessment</p> <p>Socially distanced seating</p> <p>Church ventilated - doors +/- windows open</p> <p>Clean all areas before event; the piano tuner will clean the keys after tuning</p> <p>Hand sanitisers available at entrance and in WC area</p>	<p>WMF team have seen the HT risk assessment &amp; have edited it and will show our version to HT team. Our document includes all the safety requirements in the HT document but omits items relevant to religious services e.g. communion</p> <p>WMF risk assessment will be available to WMS stewards on website. They will be briefed and given a one-page list of their duties beforehand.</p> <p>Prior to concert, HT team and/or WMF team will ensure maximum ventilation &amp; clean all areas</p> <p>WMF team to provide hand sanitisers for entrance and in WC area (if not already in place)</p>

2. Actions *before* admittance of audience to 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>
		WMF team to:

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Event management	<p>Check stewards are available and are aware of their roles</p> <p>Ensure that stewards are identifiable in case of questions</p>	<p>Define roles of stewards in advance and organise briefing session</p> <p>WMF stewards to wear badges</p>
Entry to church	<p>Ensure that there is no entry to Church by public other than supervised by stewards, including during period between entry of musicians &amp; stewards and that of audience</p> <p>The rear of the Church has been divided by a central barrier to ensure one-way system</p>	<p>WMF to advise in emails and when tickets are booked that this will happen</p> <p>Have "No Entry" or similar sign on entrance doors other than the main one</p>
Within Church	<p>Check all information signs and seat numbering present in Church</p> <p>Check hand sanitisers</p> <p>Check gloves/cleaning materials available</p> <p>Check toilets</p>	<p>WMF team to carry out these checks prior to concert</p>
Pre-concert queue	<p>Volunteers outside to manage queue</p>	<p>WMF team at door and entry to Church premises from pavement to explain and supervise the process, including advice to queue on opposite pavement if necessary</p>
<b><i>Related to musicians</i></b>		
Travelling with musicians by private car	<p>We believe that all musicians will be arriving in their own cars so this is unlikely to happen</p>	<p>In the event that it does happen all occupants of the car will comply with any government advice in place at the time</p>

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Pre-concert interaction with musicians		WMF team to advise musicians of Covid measures before concert date
Items for musicians		<p>Musicians to handle their own instruments &amp; music stands</p> <p>WMF stewards to have gloves and cleaning materials available</p>

3. Actions for admittance of audience and during concerts.

<b>Area of focus</b>	<b>Mitigation to reduce risk</b> <i>What changes could be made in each scenario to reduce the spread of Covid-19</i>	<b>Action Plan</b> <i>What needs to be done and by whom?</i>
<b><i>Personal behaviour</i></b>		
Risk of virus aerosols in air	<p>Everyone must wear face covering when indoors (except for the musicians who are not required to wear a mask when performing but must do so the rest of the time)</p> <p>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> <p>Signs at entrance &amp; WC area to remind everyone of requirement for social distancing</p> <p>Signs to remind audience not to mingle in groups</p> <p>Contact details for test and trace checked. QR code available for NHS Test &amp; Trace app users</p>	<p>WMF team to:</p> <p>Inform Audience of requirement for wearing of masks in emails, on website and when tickets booked. Spare masks will be available</p> <p>WMF team have seen that HT team have appropriate signs in place</p> <p>WMF team to check that those provided by HT team are in place</p> <p>WMF to have record of registered contact details available for checking. Produce QR code image if not already provided by HT team</p>

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<p>Risk of virus on surfaces</p>	<p>Hand sanitiser provided at Church entrance and WC area</p> <p>We will not be providing paper copies of the programme and Chris Symons' notes on the works. They will be posted on the website and people will be advised to print off a copy themselves if they wish</p> <p>Volunteers to wear gloves when cleaning</p> <p>Signs to advise cleaning of surfaces in WC area</p>	<p>HT team have sanitiser at Church entrance and in WC area. WMF team to ensure that they have reserve hand sanitiser if required</p> <p>WMF team to put the programme and Chris Symons' notes on the works on website with notice there and in emails that no hard copies will be provided at the Church</p> <p>WMF team to have gloves for use when required</p> <p>HT team have appropriate signs in WC area. WMF team to check that these are in place and, if not, provide their own</p>
<p>People not adhering to rules</p>	<p>Clear advice on safety requirements and obligations of audience provided on emails, website and when tickets are booked</p> <p>Stewards to reinforce measures and procedures on entry and as required</p> <p>People not adhering to rules asked to leave</p>	<p>WMF team to undertake</p> <p>WMF stewards on hand and aware of measures</p> <p>Stewards to do this (We need someone to be "senior enforcer")</p>
<p>Entering venue</p>	<p>Clear queueing system so people know where to stand</p> <p>Clear signs indicating seat rows and numbers. Remove all chairs except those which are to be used</p> <p>Planned spacing of seats will allow access for latecomers without disturbing those already seated</p>	<p>Little Box Office system will provide numbered seats. Maximum audience of 70 will reduce the risk of large numbers gathering outside the Church at the same time</p> <p>WMF stewards at entrance to Church to supervise appropriate queuing</p>

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		WMF stewards in Church to help guide audience to their seats
<b><i>Moving through venue</i></b>		
Aerosols in air	Defined route to and from seats that allows for 2m social distancing  Ask audience to move through area without stopping	Central aisle 2m wide
Droplets on surface	Leave internal doors open wherever possible to reduce number of touch points  Wipe down any unavoidable touch points regularly	WMF team to wipe down touch points before concerts and as required subsequently
<b><i>Seating area</i></b>		
Aerosols in air	WMF concert announcer to address audience at start of concert:  1. Emergency exits: at rear of Church through main Church doors and WC area and at front of Church through musicians' area and vestry 2. To inform them that if they need to use the WC they should follow a one-way system, exiting the WC area to the Church grounds then re-entering through the main doors 3. To advise people to turn off mobile phones	
Droplets on chairs	The chairs are without arms and have fabric seats	
<b><i>Toilets</i></b>		
Aerosols in air	No interval to reduce need for toilets	WMF steward to manage distanced access

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	<p>Queueing system in place to control access</p> <p>Signs in WC area and cubicles with advice on hand washing, use of paper towels, avoidance of hand dryers and cleaning surfaces</p>	<p>Steward to explain need to exit to Church grounds and re-enter via main doors</p>
<p>Droplets on contact points</p>	<p>Doors left open where appropriate to reduce contact points</p> <p>Soap and disposable towels and hand sanitiser available</p> <p>Signs reminding people to wash hands</p>	<p>WMF team to: Check HT signs are in place Check adequate hand sanitiser, soap and disposable towels are available Clean toilets and sanitise surfaces prior to concert and sanitise touch points / surfaces as required</p>
<b><i>Exit from venue</i></b>		
<p>Aerosols in air</p>	<p>Exit through main Church doors. Ask people to leave in a socially distanced fashion and to go straight to exit without socialising</p>	<p>WMF concert announcer to give exit instructions: to leave the Church in orderly manner with people in rear seats leaving first and not to congregate within or outside the Church and to avoid impeding the progress of others</p>
<p>Droplets on surface contact points</p>	<p>Fix doors open where possible to reduce contact points</p> <p>Contact points at exits wiped down periodically as required</p>	<p>WMF stewards to manage this</p>

**4. After Concerts**

<b>Area of focus</b>	<b>Mitigation to reduce risk</b>	<b>Action Plan</b>
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	<i>What changes could be made in each scenario to reduce the spread of Covid-19</i>	<i>What needs to be done and by whom?</i>
Prepare for following day's concert	Arrange chairs according to seating plan and check spacing. Check that all surfaces and touch points have been wiped down. Remove any litter or lost property	WMF stewards
Contact tracing	Keep contact details for 21 days after concert then destroy in line with GDPR	WMF team member to manage this