

Group name Capriol Chamber Orchestra

COVID-19 risk assessment for:

Event name Rehearsal

Event date and time Sunday October 18 2020, 7.15pm

Event venue Lansdown Hall, Stroud

Risk area	Who could be affected	Possible mitigations
Preparation / planning		
Attendees bring COVID into the venue		
Aerosols in air		
Droplets on surface	Performers	<p>Attendees asked to not attend if they have symptoms or have been in contact with someone with symptoms in last 7 days</p> <p>Attendees advised that each individual is a sub-group of 1 and should not mingle with any other individual and should maintain 2 metres social distancing at all times</p> <p>Start time staggered to enable separate rehearsal times for strings and wind/brass/percussion</p> <p>Ask all attendees to wear face coverings when entering and leaving the venue. String players may wear them all the time though this is not mandatory</p> <p>Parking information provided Disabled car parking spaces provided</p>

QR code available to scan for those using the NHS app
Contact details collected for track and trace
If someone at the event develops symptoms after the event - all people who provided contact details contacted and informed within 24 hours

Ticket Sales and donations

Aerosols in air

Tickets sold on door leads to overcrowding N/A

Droplets on surface

Physical tickets

Cash

Programmes

Donations

Intervals and refreshments

Aerosols in air

Space inside doesn't allow for effective social distancing

Performers

No interval required

Layout doesn't allow for effective social distancing

Pinch point of queuing - social distancing difficult

Space not well ventilated

Droplets on surface

Serving refreshments

No refreshments provided. Individuals to bring own water, if required.

Personal behaviours

Aerosols in air

Performers	Performers to wear face coverings on entry/exit. String players may wear them for rehearsal, but not mandatory. Sanitised chairs will have been set out at least 2 metres apart by Committee prior to rehearsal.
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Droplets on surface

Performers	Hand sanitiser provided throughout venue at entry to hall, and potential high risk contact points (e.g. toilets) Committee members offered gloves while setting out venue Disposal bag provided in venue
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People not adhering to rules

Performers	Clear information sent before the event explaining measures and processes, and the reasons for them Verbal information on the day prior to start of rehearsal, explaining measures and processes, and the reasons for them People not adhering to rules asked to leave
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Venue - general

Entry and Exit points to venue

Aerosols in air

Pinch point of queuing - social distancing difficult

Performers	Clear signage, and blocking off other possible entry points Copies of QR code available for those using the NHS app
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	Performers	Stagger arrival times: 6.45 Committee members arrive to prepare venue 7.15 String players arrive; 8.15 Wind/brass/percussion players arrive Stagger exit times: 8.00 String players leave; 9.00 Wind/brass/percussion players leave; Committee members leave.
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Droplets on surface

Register / sign in	Performers	<p>Players asked to sign register after reading disclaimer - ask them to use hand sanitizer first Provide hand sanitiser for all arrivals to use before entering venue Committee members managing entry / exit points have cleaning equipment to wipe down chairs</p> <p>Venue has easily cleanable chairs (i.e. not fabric) Committee members will have sanitized chairs and set them out at least 2 metres apart</p>
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Capacity (applies to all rooms / areas)

Aerosols in air

Space inside doesn't allow for effective social distancing	Performers	<p>There is sufficient space inside the venue to allow for at least 2 metre social distancing for all performers at all times</p> <p>All players will have individual music stands, ie, no sharing All players asked to keep personal belongings with them Performers in horseshoe arrangement (strings) or side-by-side (woodwind/brass)</p>
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Conductor faces players behind a transparent pop-up screen

Ventilation (applies to all rooms / areas)

Aerosols in air

Rooms don't allow for effective ventilation and flow of air

Performers

High ceilings and large floor space to maximise chances of social distancing
Windows opened on arrival and closed on departure

Cleaning (applies to all areas)

Droplets on surface

Performers

Committee members will have sanitized the chairs and set them out at least 2 metre apart beforehand
Players asked to sanitize their chairs after rehearsal;
committee members to stack chairs
Remove all rubbish after event

If doing two performances with different audiences

N/A

Queueing points (applies to all rooms / areas)

Aerosols in air

Pinch point of queuing - social distancing difficult

Performers

Separate entry and exit points to manage numbers and flow
Chairs already set out so players know where to sit
Committee members on hand to answer questions and advise

Moving through the venue (applies to all rooms / areas)

Aerosols in air

Layout doesn't allow for effective social distancing

Performers

Pathways / routes allow for 2m social distancing.
One way systems
Well marked routes and exit points (e.g. toilets, auditorium)

Chairs already set out so players know where to sit
Ask all players to keep their personal belongings by/under their seats

All players will have individual music stands, ie, no sharing

Seating areas (e.g. auditorium, interval rooms / area)

Aerosols in air

Space inside doesn't allow for effective social distancing

Performers

Pathways / routes allow for 2m social distancing.
One way systems

All players will have individual music stands, ie, no sharing

Layout doesn't allow for effective social distancing

Pinch point of queuing - social distancing difficult

Chairs already set out so players know where to sit
Well marked routes and exit points (e.g. toilets, auditorium)
Performers arranged in horseshoe (strings) or side by side (wind/brass)
Conductor faces players behind a transparent pop-up screen
Windows open

Space not well ventilated

Droplets on surface

Chairs

Committee members will have sanitized chairs and set them out at least 2 metres apart
Wind/brass players asked to provide towels to collect condensation from instruments

Venue - specific areas

Cloakrooms / storage areas

Aerosols in air

Layout doesn't allow for effective social distancing
Pinch point of queuing - social distancing difficult

Performers

No cloakroom provided
Ask all players to keep their personal belongings by/under their seats

Droplets on surface

Handling of items

No cloakroom provided
Ask all players to keep their personal belongings by/under their seats

Audience seating area

Aerosols in air

Space inside doesn't allow for effective social distancing
Layout doesn't allow for effective social distancing
Pinch point of queuing - social distancing difficult
Space not well ventilated
Dancing

N/A

N/A

Toilets

Aerosols in air

Space inside doesn't allow for effective social distancing
Layout doesn't allow for effective social distancing
Pinch point of queuing - social distancing difficult
Space not well ventilated

Performers

Players advised of location of toilets
Players asked (verbally) to wipe down toilet and basin with sanitizers (provided) after use

Droplets on surface

Contact points / shared surfaces

Players advised of location of toilets
Soap and disposable towels available
Hand sanitiser available
Clear signage reminding people to wash hands and showing good technique for doing so
Players asked (verbally) to wipe down toilet and basin with sanitizers (provided) after use

Lifts

Aerosols in air

Space inside doesn't allow for effective social distancing

N/A

Droplets on surface

N/A

Pressing buttons

Volunteer area

Aerosols in air

Space inside doesn't allow for effective social distancing

N/A

N/A

Layout doesn't allow for effective social distancing

Pinch point of queuing - social distancing difficult

Space not well ventilated

Droplets on surface

Chairs

N/A

N/A

Surfaces

Refreshments

On stage

Aerosols in air

Space inside doesn't allow for effective social distancing
Performers N/A

Layout doesn't allow for effective social distancing

Pinch point of queuing - social distancing difficult

Space not well ventilated
N/A N/A

Droplets on surface

Handling equipment

Backstage

Aerosols in air

Space inside doesn't allow for effective social distancing N/A N/A

Layout doesn't allow for effective social distancing

Pinch point of queuing - social distancing difficult

Space not well ventilated

Droplets on surface

Multiple artists sharing same space N/A

Handling of equipment

