

Andover Music Club Risk Assessment for use of The Lights under Covid-19 Restrictions

To be reviewed before each concert in the 75th Season (2021/22). First concert: 28th October 2021.

As occasional users of the facilities at The Lights we are bound to follow the guidance provided on The Lights website at <https://www.thelights.org.uk/visiting/covid-19> and to conform with the Covid-19 elements of the Risk Assessment already prepared by The Lights's staff and included as Table 2 below. This Risk Assessment (Table 1) is subordinate to both these documents and does not repeat information contained in them.

Table 1: AMC Risk Assessment

Risk	Who affected?	Level of Risk	Mitigations	Responsible
Aerosol transfer of virus	Staff/volunteers Performers Attendees	Low/Medium	<ul style="list-style-type: none"> Reinforce guidance on use of masks, social distancing, NHS Track & Trace etc by referring Members and visitors to The Lights website. 	Webmaster Membership Sec
			<ul style="list-style-type: none"> Committee members self-test negative within 24 hrs of concert 	All
			<ul style="list-style-type: none"> Have disposable face coverings available for those who haven't brought their own 	Treasurer Membership Sec
			<ul style="list-style-type: none"> Single concert tickets to be booked in advance, through either Box Office or Membership Sec 	Webmaster Membership Sec
			<ul style="list-style-type: none"> Committee members provide own masks and gloves and use them outside auditorium 	All
			<ul style="list-style-type: none"> Confirm stocks of hand gel throughout venue with The Lights staff 	Ops Manager
			<ul style="list-style-type: none"> Use all auditorium entrances/exits to reduce queueing 	All, plus Bright Sparks
			<ul style="list-style-type: none"> Encourage attendees to pre-order interval drinks 	All
			<ul style="list-style-type: none"> On-stage separation of performers, plus 3m separation from nearest audience members 	Ops Manager
			<ul style="list-style-type: none"> Minimise traffic between front of house and backstage. Lights staff, Ops Manager, Chairman 	Ops Manager
Droplet transfer of virus	Staff/volunteers Performers Attendees	Low/Medium	<ul style="list-style-type: none"> Reinforce guidance on use of masks, social distancing, NHS Track & Trace etc by referring Members and visitors to The Lights website. 	Webmaster Membership Sec
			<ul style="list-style-type: none"> Committee members self-test negative within 24 hrs of concert 	All
			<ul style="list-style-type: none"> Minimise cash payments, exact amount only 	Treasurer
			<ul style="list-style-type: none"> Investigate and, if appropriate, buy/hire card payment machine for ticket sales 	Treasurer

Risk	Who affected?	Level of Risk	Mitigations	Responsible
			<ul style="list-style-type: none"> Put programme on line, encourage attendees to print at home 	Webmaster Membership Sec
			<ul style="list-style-type: none"> Free programmes for audience to pick up (i.e. without contact risk) 	Ops Manager
			<ul style="list-style-type: none"> No donation buckets for programmes etc (quarantine, cleanliness issues) 	
			<ul style="list-style-type: none"> Encourage attendees to pre-order interval drinks 	All
			<ul style="list-style-type: none"> On-stage separation of performers, plus 3m separation from nearest audience members 	Ops Manager Performers
			<ul style="list-style-type: none"> Performers move their own equipment into/out of building, on/off stage 	Ops Manager
			<ul style="list-style-type: none"> Performers bring their own refreshments 	Performers
			<ul style="list-style-type: none"> Minimise traffic between front of house and backstage. Lights staff, Ops Manager, Chairman 	Ops Manager
			<ul style="list-style-type: none"> Control use of on-stage microphone from Techs box 	Ops Manager Tech Manager

Table 2: Covid-19 elements of The Lights Risk Assessment

Hazard?	Who might be harmed & how?	What are we doing already?	Further Action?	Risk Level
<p>Coronavirus (Covid-19)</p>	<p>Staff, Hirers/Users, Members of the Public throughout Venue</p> <p>Serious illness, hospitalisation or death.</p> <p>Long Covid symptoms</p>	<p>Adequate Ventilation: Windows opened at all levels when venue in use to provide ample passive air flow throughout all areas. An air handling unit provides fresh air into the auditorium.</p> <p>Enhanced Cleaning: TVBC’s cleaning staff operates daily with rigorous cleaning regime. All hard surfaces are wiped with suitable products. This includes door handles and railings. Floors are vacuumed daily. Electronic equipment is cleaned after every event. The auditorium and back stage areas will be thoroughly cleaned and disinfected after each performance using a fogging machine.</p> <p>Good Hand Hygiene: Handwashing facilities well maintained with gel and paper towels. Information on handwashing provided. Hand sanitisers provided at entrances and throughout the venue near to key touch points. Staff advised to wash hands and use hand sanitiser regularly, this is provided near to key touch points and in the offices.</p> <p>Communications: Covid secure arrangements highlighted on website and emailed to customers prior to event. Signage at front of building reminding customers not to enter if symptomatic. Face coverings encouraged in public areas Appropriate signage in place such as hygiene and face coverings.</p>	<ul style="list-style-type: none"> • Additional cleaning products available to hirers on request. • The use of CO2 monitors is currently under consideration • Hirer’s responsibility to ensure that all events are managed with special care to prevent the spread of coronavirus while using the venue. • Hirers/Users can provide information and direction on reducing the spread of coronavirus. This includes use of NHS Track and Trace Barcode. • Staff/Hirers/Visitors will be turned away if displaying symptoms of coronavirus and must comply with government self-isolation guidance 	<p>Low to Medium</p>

		<p>NHS QR code posters displayed.</p> <p>Risk assessment shared with staff.</p> <p>Staff, “covid what to do guidance” available on intranet.</p> <p>Staff testing guidance encourages staff to test twice a week if coming into work regularly or prior to coming to work.</p> <p>Reducing touch points & congestion:</p> <p>Electronic ‘Dorguards’ used to keep open doors and reduce touch points.</p> <p>The theatre will open one hour before the start of the performance to allow time for people to arrive naturally and minimise queues. There are three exits out of the auditorium to reduce crowding.</p> <p>To reduce crowding at pinch points customers requested to print tickets at home or show on smart-phone where possible.</p> <p>Cloakroom facility removed.</p> <p>Café/Bar:</p> <p>Payment by card is promoted.</p> <p>Queuing system in place.</p> <p>Interval drinks to be pre-booked.</p>		
--	--	---	--	--