

Little Missenden Festival
 COVID-19 risk assessment for:

19/07/2021 version

Little Missenden Festival 61
 October 08 - 17, 2021

St John's Church Little Missenden and Little Missenden Village Hall

Risk area	Who could be affected	Possible mitigations	Responsible	Relevance	Other relevant notes
Preparation / planning					
Attendees bring COVID into the venue					
Aerosols in air					
Droplets on surface	Volunteers Performers Audiences	Attendees asked to not attend if they have symptoms or have been in contact with someone with symptoms in last 7 days Attendees reminded by Notice at Entrance door that they should not enter if they have symptoms or have been in contact with someone with symptoms in last 7 days	Ticket Office Production team		Announce in Brochure & Webb Announce in Brochure & Webb
		Attendees to wear face coverings (unless medical exemption) throughout event. Have some disposable face coverings on hand for those who haven't brought their own	Production team		Announce in Brochure & Webb England
		Contact details collected for track and trace (see Tickets Sales and Entry Exit) If someone at the event develops symptoms after the event - all people who provided contact details contacted and informed within 24 hours	Ticket Office Production team		Announce in Brochure & Webb
Ticket Sales and donations					
Aerosols in air					
Tickets sold on door leads to overcrowding	Volunteers Audiences	Attendance by ticket booked in advance only Households must book together as one party Also see 'Venue - general' ('Exit and Entry' and 'Queueing points') Group bookings of max. 6 people (unless they are a single household / support bubble)	Ticket Office Ticket Office		Announce in Brochure & Webb Announce in Brochure & Webb
Droplets on surface					
Physical tickets		No physical tickets e.g. e-tickets using phone apps	Ticket Office		MM Guidance
Programmes		Email programme notes/information to ticket holders in advance; make it available online (e.g. on your website) or collect in "entrance marquee"	Ex com		MM Guidance
Intervals					
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	Volunteers Audiences	Interval to be kept under review and avoided for some events and for no events in VH Volunteers to help and explain systems	Ex com		
Personal behaviours					
Aerosols in air					
	Volunteers Performers Audiences	Volunteers and performers provided with or bring own face coverings and must wear them (unless medical exemption) when indoors and not performing Audience have to wear face coverings - remind pre-attendance and have disposable ones on hand for those who have forgotten Signage to remind of social distancing	Event lead Production team Production team		Brochure & Webb site
		Markings to show social distancing Signage to remind about wearing face coverings	Production team Production team		
Droplets on surface					
		Hand sanitiser provided throughout venue - e.g. at queueing points and potential high risk contact points (e.g. toilets) Volunteers provided with gloves	Production team Production team		
		Signage to remind of best practice - hand washing, not touching face, coughing/sneezing into tissue/crook of arm	Production team		
People not adhering to rules		Volunteers on hand to help attendees understand and follow measures and procedures			Announce in Brochure & Webb Announce in Brochure & Webb
Venue - general					
Entry and Exit points to venue					
Aerosols in air					
Pinch point of queuing - social distancing difficult	Volunteers Performers Audiences	Clear signage, security measures and staff volunteers blocking off other possible entry points e-ticketing to help with speed of access and flow	Production team Ticket Office		
Droplets on surface					
Register / sign in		Use scannable QR codes for audience members to record contact details (or is booking info enough?) Provide hand sanitiser at door and request all arrivals to use before entering venue	Production team Production team		
Capacity (applies to all rooms / areas)					
Aerosols in air					
Space inside doesn't allow for effective social distancing	Volunteers Performers Audiences	Effective access control measures - see 'Queueing points'	Production team		
Ventilation (applies to all rooms / areas)					

Aerosols in air Rooms don't allow for effective ventilation and flow of air	Volunteers Performers Audiences	High ceilings and large floor space to maximise chances of social distancing Doors opened to allow for cross current	Production team	Ventilation of teaching spaces: Questions you need to ask
Cleaning (applies to all areas)				
Droplets on surface If doing two performances with different audiences	Volunteers Performers Audiences	Clean of all areas before event Remove all rubbish after event Clean after event - concentrating on contact points (tables, door handles, chairs etc.) Clean between performances - concentrating on contact points (door handles, chairs etc.) Remove all rubbish between performances	Production team Production team Production team	
Queueing points (applies to all rooms / areas)				
Aerosols in air Pinch point of queuing - social distancing difficult	Volunteers Audiences	Separate entry and exit points to manage numbers and flow Clear queuing system so people know where to stand Clear signage explaining measures and procedures Dedicated Volunteer to manage area and explain systems in place	Production team Production team Production team Production team	
Moving through the venue (applies to all rooms / areas)				
Aerosols in air Layout doesn't allow for effective social distancing	Volunteers Performers Audiences	Pathways / routes allow for 1m social distancing. One way systems Well marked path ways with directional arrows / flow control measures	Production team Production team Production team Production team	
Seating areas (e.g. auditorium)				
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	Volunteers Performers Audiences	Seating arranged to be 1m apart (seating for individuals on a group booking can be closer) Fixed seating has some blocked off to maintain 1m rule Reserved seating only Clear signage so audience can find seat quickly Volunteer on hand to explain / show seating plan and manage seating areas Signage to remind audience not to interact with anyone not on their booking	Ticket Office Ex com Ticket Office Production team Production team Production team	
Droplets on surface Chairs		Venue has easily cleanable chairs (i.e. not fabric) to reduce risk from previous events or if chairs shared during event Reserved seating to avoid use of multiple chairs (Church only) Volunteer to be available to help audience find correct seat (but not being ushered to them)	 Ticket Office Production team	
Venue - specific areas				
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	Volunteers Audiences	Stagger exit after event Front row at least 2m from performance area (when performers face audience?) Also see 'Venue - general' (Capacity, Ventilation, Queueing points, Moving through the venue, Seating areas)		
Toilets				
Aerosols in air	Volunteers Audiences	External queueing system in place to control access Clear signage to explain systems in place Volunteer to explain systems in place (announced before concert begins)	Production team Production team	
Droplets on surface Contact points / shared surfaces		Doors left open (where appropriate, e.g. not if fire doors) to reduce contact points Hand sanitiser available Clean toilets during event / frequent wipe down of surface	Production team	
On stage				
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	Volunteers Performers Audiences	Wind/brass players and singers distanced at 2 metres and positioned side to side where possible. Everyone else 1m apart Markings on stage to show positions and distances to maintain Front row 2m from performers Also see 'Venue - general' (Capacity, Ventilation, Moving through the venue, Seating areas)	Event lead Production team Production team	
Droplets on surface Handling equipment		Limit use of microphone to one person If multiple people using microphone (e.g. performer and compere) each person has their own microphone If performers need assistance moving the piano or their own equipment there is a dedicated volunteer for this, provided with gloves and cleaning equipment	Production team Production team Production team	

Backstage		Any venue/group equipment to be used by performers moved only by staff wearing gloves and cleaned by staff between use (music stands etc.)	Production team
Aerosols in air	Volunteers	Wearing of face coverings in enclosed public spaces to be encouraged - applies to performers (except 'on stage including rehearsals'), volunteers. Limit performers to backstage area only If separate entry and exit to points not possible - performers arrive before and leave after audience (use rear vestry door?) Keep number of volunteers in area to minimum.	Event lead Event lead Event lead Production team
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		
		Also see 'Venue - general' (Capacity, Ventilation, Moving through the venue, Seating areas)	
Droplets on surface		Only one group performing so no shared equipment / instruments Performers arrive dressed? Keep number of volunteers in area to minimum	Event lead
Multiple artists sharing same space			
Handling of equipment		Performers bring and handle own equipment / instruments If performers need assistance moving their own equipment there is a dedicated volunteer for this, provided with gloves and cleaning equipment Any equipment to be used by performers moved only by volunteers wearing gloves and cleaned in between use	