

**Letchworth Educational Settlement,
229, Nevells Road, Letchworth Garden City, Herts, SG6 4UB
Registered Charity No: 311085**

Risk assessment of proposed Friday night concerts in Kincaid Hall – EAGLE 3 21/5/21

Is this a permitted activity under Covid regulations?

This risk assessment is based upon the continued success of the Government's Roadmap out of lockdown, and specifically that as from 17th May 2021 concerts will be a permitted activity based up 50% occupancy of the Kincaid Hall (stage 3 of Roadmap). This risk assessment will be updated as soon as there is clarity upon opening on 17th May 2021 and tickets will be sold on the basis that nothing changes to prohibit this concert (which will be rearranged if things do not go in accordance with plan)

Hazards – transmission of coronavirus due to congregation of people, pinch points, wind and brass instrument playing, singing.

Occupancy

1. Kincaid Hall total occupancy should not exceed 50, this includes performers, event staff required in the hall and audience members. Additional staff can be present on site to assist with managing entrance and exit of audience if required but must remain outside Kincaid Hall if the total occupancy will exceed 50. Only 40 tickets will be sold to allow for 3 artists and those staff members facilitating the concert. No more than 50 people will be allowed in the Hall at any one time
2. Access to the concert to be extended by providing online access to the live concert via Zoom transmission.

Pinch points

1. Entrance and exit to the hall and access to toilet areas are pinch points.
2. To be managed by staff/volunteers positioned outside entrance and exit points to remind attendees about maintaining social distancing.
3. Access to toilets to be managed -one in one out.

Hand sanitiser

1. Hand sanitiser stations available at entrance and exit and in washroom areas.
2. All attendees must use sanitiser prior to entry to the hall.

Face coverings

1. In line with government advice all attendees must wear a face covering at the event.
2. Performers playing wind and brass instruments are exempt when playing the instruments but must wear a face covering at all other times.

3. Children under 11 are not required to wear a face covering as per government advice.
4. Persons with a medical exemption from wearing a face covering are allowed to attend.
5. Masks can be removed to allow consumption of fluids but must be replaced in the interim and when moving about the hall.

Online booking

1. A booked ticket event only.
2. All ticket bookings will be made sold online via the website or via telephone to the office.
3. No tickets will be sold at the event.

Food and drink including alcohol.

1. No food will be sold at the event.
2. Alcohol can only be served if the order is made in advance (at time of booking ticket) and served when seated at a table. Alcohol and any other drinks will only be served if ordered in advance at time of booking the ticket. This meets licensing requirements.
3. Attendees can bring in their own water to consume in the event of no refreshments being served however alcohol cannot be consumed on the premises until licensing regulations are met (see above).

Ventilation

1. Additional ventilation is recommended to reduce the risks of Coronavirus transmission.
2. Doors and window to be opened to enhance air flow.
3. The added ventilation may be uncomfortable for some people. Attendees to be informed prior to the event and asked to bring additional layers to enhance their comfort.

Performers/ Performances

1. Performers must be socially distanced on the stage.
2. Performers must wear face coverings unless exempt or playing a wind or brass instrument.
3. If wind or brass instruments are to be played these must be positioned so that they do not direct towards another performer or towards soft furnishings.
4. There must be at least 2 meters from the position of the wind or brass instruments to that of an audience member or staff engaged in filming etc
5. If wind and brass instruments are placed on the floor, stage surface or other surfaces during the performances they placed on an absorbent fabric (such as a towel) to

absorb any droplet leakage. Such instruments must not be cleaned on site but taken off site for post-performance cleaning.

6. Hand sanitiser to be used by performers.
7. This performance includes a Soprano singing. Government safer singing guidelines suggest a 2metre minimum distance between singers and other members of the performance (unless part of established support/household bubble). The pianist and cellist will be seated 2m apart. In addition, there must be at least 2 m between the soprano and any audience member, the soprano will be positioned nearest to the open window to mitigate any droplet spread.
8. The Settlement is exploring the option of a microphone that transmits to both the hall attendees and zoom members to aid in mitigation against droplet spread

Track and trace

1. The Settlement has acquired a QR code that can be used with the NHS Covid app this is displayed in each building.
2. Attendees contact details will be collected and retained by the Settlement for 21 days.
3. **All** attendees names and contact numbers will be collected, and is a requirement of ticket sales, by office staff at the time of booking.