

Concerteenies

RISK ASSESSMENT

Activity: Concerteenies Greystones Gigs

Location: Greystones Backroom, Greystones Road, Sheffield S11 7BS

Date/Time of Activity: Two dates in July–August 2021

Date of Assessment: 19th July 2021

Assessment by: Polly Ives (Director) and Hannah Jones (Projects Manager)

Attendees: Children (0–5 year olds), their grown-ups and 1–2 professional musicians per event

LIKELIHOOD OF RISK:

- 1 = Very unlikely
- 2 = Unlikely
- 3 = Possible
- 4 = Likely
- 5 = Very likely

RISK

- 1 = Acceptable, no further action needed
- 2 = Adequate, look to improve at next review
- 3 = Tolerable, look to reduce risk
- 4 = Unacceptable, stop activity and make immediate improvements

Identify Hazard	People at Risk	Existing Control Measures	Likelihood	Risk Rating
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Fall as a result of a slippery floor surface in the building	Participants, staff	Wet floor signs used as necessary. Staff vigilance to deal with spillages quickly.	2	1
Trip hazards / obstructions in access routes, event room and outside	Participants, staff	Staff to ensure wires/ cables/ display banners are clearly secured and/or marked. Children-specific musical instruments are to be used appropriately/ carefully and any notice given to parents when necessary. Staff to ensure that all routes are kept clear at all times. Children are not allowed on the stage area. Parents to be briefed and staff observant.	2	1
Fire	Participants, staff	Staff trained in fire safety and evacuation procedures are carried out in a calm and orderly way. Ensure nothing is blocking fire exits.	1	1
Person taken ill on site	Participants, staff	Staff trained as first aiders	1	2
Injury to babies when moving around the building and during the session	Participants	Parents to supervise children adequately. Event staff to be vigilant and first aid trained.	2	2
Child abuse	Children	Relevant staff DBS checked. Accessible Safeguarding Policy implemented.	2	1
Injury in the kitchen area	Staff	The Concert Manager may use the kitchen area and equipment with caution. Venue staff to ensure equipment is all tested and safely stored.	2	1
Injury to young children with heavy doors	Children	Parents notified to take extra caution.	2	1
Pets	Participants	Pets are not allowed to events except Guide Dogs and in which case, staff to brief the owners.	2	1

EXTRA COVID-RELATED PRECAUTIONS

Concerteenies refers to official advice from the Department for Education and the Musicians' Union. We work in line with the venue's policies and keep informed about any mutual changes. We will update staff, musicians and parents/ carers of any new relevant guidance.

- Entrance is via the main door. Exit is via the Backroom door.
- Audience members and staff are encouraged to wash their hands regularly and antibacterial gel will be provided on arrival.

- Audience members will check in using the contactless Eventbrite app at the front door.
- Audience members can use the venue's Track and Trace system.
- Audience members can make themselves a drink at the end of the bar.
- Where safe to do (ensuring fire regulations and safeguarding considerations are adhered to) doors will be propped open to avoid touching surfaces.
- Audience capacity is restricted to 32 adults plus their children to allow for social distancing. Families will be sat around the room, spaced at 1 metre from others using coloured floor spots. Adults are asked to stay seated throughout the sessions. Children are welcome to move about in the middle of the room.
- Families will be given a box of items for the session that they will leave in place at the end of the session. Fabric materials (scarves) will only be used once per day and then washed before the following week. Metals and wooden instruments can be used and wiped down between sessions (Aquaint, suitable for babies).
- An enhanced cleaning schedule is followed for frequently touched objects such as railings, door, window handles, taps, furniture, floor mats, and bathroom facilities between each session.
- If relevant, adults will be asked to sing at a moderate level.
- Staff, musicians and families are not permitted to attend if they have virus symptoms or if they have come into contact with someone who has tested positive. They will be reminded to self-isolate following current government guidance. Public health advice will be followed regarding whether any groups need to self-isolate as a result of a member of staff or family displaying Covid-19 symptoms.
- Staff, musicians and audience members are required to wear a mask (unless exempt) whilst moving around the building. When seated, they can remove their masks if they wish.
- The musicians will remain on-stage and not go out into the audience.
- Staff and musicians are encouraged to take a Lateral Flow Test within 48 hours before the event.
- Refunds are available up to 1 week before the event. People are welcome to sell their tickets privately.