

Concerteenies

RISK ASSESSMENT

Activity: Concerteenies Relaxation Concerts

Location: St Andrews Church, Psalter Lane, Sheffield, S118YL

Date/Time of Activity: Multiple dates in June 2021

Date of Assessment: 1st June 2021

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

Attendees: Parents and babies (pre-crawlers) and 1 professional musician

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
Fall as a result of a slippery floor surface in the building	Participants, staff	Staff vigilance to deal with spillages quickly. Wet floor signs used as necessary.	2	1
Trip hazards / obstructions in	Participants, staff	Staff to ensure wires/ cables/ display banners are clearly secured and/or	2	1

access routes or event room and garden		<p>marked.</p> <p>Baby-specific musical instruments are to be used appropriately/ carefully and any notice given to parents when necessary.</p> <p>Staff to ensure that all routes kept clear at all times.</p> <p>Black iron-work in the main room must not be moved and care taken around it – parents to be notified.</p> <p>Awareness regarding the garden area under construction at rear – there are some uneven surfaces and unprotected drops at the extremities! Also the front wall adjacent to new build houses currently has an unprotected drop.</p>		
Fire	Participants, staff	Staff trained in fire safety and evacuation procedures in calm and orderly way. Ensure nothing is blocking fire exits.	2	1
Person taken ill on site	Participants, staff	Staff trained as first aider	2	1
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	1
Child abuse	Children	Relevant staff CRB checked. Accessible Safeguarding Policy implemented.	2	1
Injury in the kitchen area	Staff	<p>The venue to ensure equipment all tested and safely stored.</p> <p>Under current Covid-19 restrictions (lack of space for distancing), the kitchen is currently closed to the public.</p> <p>The Concert Manager will use the kitchen area and equipment with caution.</p> <p>Drinks will be made and taken to audience members once seated.</p>	2	1
Injury to young children with heavy doors	Children	Parents notified to take extra caution.	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.

- There is parking available in the car park at the front of the church or on-street. Attendees are encouraged to use private transport wherever possible.
- Entrance is via the main door.

- Audience members and staff are encouraged to wash their hands regularly and antibacterial gel will be provided on arrival.
- Audience members can use the contactless Eventbrite app to show their tickets.
- Because the kitchen area isn't accessible to audience members (because of social distancing), the Concerteenies Manager will make hot or cold drinks for audience members and carefully take them to them when seated. Adults will be reminded to take great care with their drinks, especially around children.
- Where safe to do (ensuring fire regulations and safeguarding considerations are adhered to) doors will be propped open to avoid touching surfaces. Windows will be open to allow good ventilation.
- Audience capacity is restricted to 25 people to allow for social distancing. Families will be spaced at least 1.5metres from others on their own mats. Adults and babies are asked to stay seated throughout the sessions.
- Equipment and instruments won't shared by families. 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 low-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.
- Staff and musicians are encouraged to take a Lateral Flow Test within 24hours before the event.