

MUSIC-AT-HILL CONCERT SOCIETY

Risk Assessment (Risk Reduction Plan) for the Friday lunchtime concert series

**to be held in the COVID-Secure Venue
of St Giles-in-the-Fields Church, London WC2**

OUR TWENTY-TWO POINT PLAN

1. The Society's publicity will ask its supporters not to attend if they exhibit any symptoms of COVID-19 or have tested positive for COVID-19 within the past 14 days.
2. Performing musicians will be required to declare in advance of concert day that they are free of COVID-19 symptoms and have not tested positive for COVID-19 within the past 14 days.
3. This risk assessment will be placed on the Society website and will also be emailed to all performers in advance of their concert appearance.
4. Each Friday, a Music-at-Hill Committee member (usually the Artistic Director) will be pre-designated as the main duty officer for the day, and will check in with the Parish Office on initial arrival and check out with the Parish Office once post-concert cleaning, clearing and tidying has been completed.
5. The Artistic Director will liaise with the relevant musicians in advance of concert day and pre-agree a start time for their rehearsal at the church, normally not before 11.30, and will meet & greet them at the agreed time, remaining in the church with them from then onwards to ensure good practice with COVID safety.
6. On performance days, official 'doors open' time for the audience will be 12:40, half an hour before the start of the concert at 13:10. Concert programmes, agreed in advance with performers, will be no longer than 45 minutes, with the aim that music will finish and the event start to enter 'wind-down' mode by 14:00.
7. All audience attendees will be required to wear a face covering (mask or visor) unless exempt, and performers will be expected to wear a face covering except while actually rehearsing or performing.
8. A one-way system will be used, with separate doors for entry and exit to the main body of the church, and attendees will be advised to circulate in a clockwise direction when entering and leaving the pew blocks. Entry will be via the NW door and exit will be via the centre door (and out of the building through the main west doors).
9. Attendees will be asked to sanitise their hands on arrival using the dispenser kept beside the NW door.
10. In order to maximise ventilation, one inner door will be kept open at the relevant entry and exit points to the main body of the church before and after the concert (during audience arrival and departure phases), but these doors will be shut during the performance itself.

11. A Committee member will be on door duty from 12:40 pm on Fridays, keeping a record of all attendees' names and phone numbers in a book purchased for the purpose, and this information will be available for inspection for up to three weeks to support any required track & trace.
12. The door marshal will also keep a tally of people arriving, ensuring that the total audience size does not exceed 25 (= 21 in the main blocks of pews and 4 in the rear pews). Once the building has reached capacity, new arrivals will be advised that they cannot be accommodated and will be encouraged to return the following week but to arrive accordingly earlier.
13. Attendees will be asked by the door marshal to sanitise their hands before entering the main church space. They will be advised to follow the Government's social distancing guidance to maintain a 2-metre gap between members of different households (or, at pinchpoints while circulating, 1 metre with risk mitigation including face coverings). They will be directed to sit in a marked spot in one of the non-rope off pews (already measured to be at least 2 metres apart), and will be discouraged from mingling on arrival and departure.
14. The chancel area and SE (round table) corner will be reserved for the musicians, supported by a duty Committee member. Normally the total number of people using this area will never exceed four. The SE corner will be screened off as a musicians' preparation and quiet area (using the two portable lobby screens), and performers will be reminded to socially distance by the duty Committee member. Musicians will be encouraged to leave the building and take some fresh air between their rehearsal and the performance.
15. The Artistic Director will liaise with musicians to ensure that appropriate distancing is observed in the way they set up their performing positions in the chancel area.
16. Where church music stands are being used, each particular musician should be allocated a dedicated stand, with no subsequent swapping of stands.
17. Written programmes will be confined to a single sheet of A4 paper, which will be placed in position on permitted pew spots in advance of audience arrival, thus highlighting correct seating positions. Before distributing the programmes in the pews, the duty Committee member will make a point of resanitising his hands. The audience will be asked to take their programme sheets away with them at the end of the concert (and are normally very good about doing so).
18. At the end of the concert, a Committee member will be posted at the exit as a door marshal and will encourage people to leave the building promptly without mingling. The aim will be to clear the building of audience within 5 minutes of the end of the concert.
19. The Society will set up an online giving facility on its website to minimise the need for cash handling on concert days. However, a retiring cash collection will still be taken, using the Society's own baskets and supervised by the door marshal. After the audience have departed, the money will be counted by two Committee members at the round table and isolated in a red bank sack, after which both people involved in the counting will resanitise their hands.
20. Access to the indoor toilets in the NE corner will be available; users will be encouraged to use the anti-viral wipes supplied within the cubicles.

21. In departure from our usual practice, we will not serve refreshments inside the building on concert days. Audience members will be encouraged to use the coffee stall in the NW corner of the churchyard, assisted by a special 'coffee & nibble' deal already negotiated with the stallholder.
22. After the audience have left, the duty Committee members will wipe down - using appropriate cleaning substances - all previously occupied seat places, the edges of the screens, music stands, the round table and (if the pianoforte is used) the piano keys and their surrounds.

[Document agreed between Music-at-Hill and St Giles-in-the-Fields, 20 October 2020]