

Risk Assessment for gigs at Crookes Social Club

Company name: Sheffield Jazz

Assessment carried out by: Paul Thomas

Date assessment was carried out: 07/09/20

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--|-----------------------------------|--|---|------------------------------------|-------------------------------|------|
| Infection by/of bands <ul style="list-style-type: none"> • Aerosols in air • Droplets on surfaces • Prior infection • Handling of items | Audience, volunteers, venue staff | Nothing: no gigs currently | <ul style="list-style-type: none"> • send prior information to bands re need for extreme caution in prior travel, contacts etc. • require them not to come if they have been in contact with any infected or self-isolating person • bands only to bring and use their own equipment • piano touch points to be disinfected before and after gigs • distancing to be observed onstage and when moving around the venue • brass/wind instruments to be played forward (toward the audience) with a 3 metre distance between them and the audience • sanitiser available in dressing rooms | SJ | 23/10/20 | |

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| | | | <ul style="list-style-type: none"> • drinks to be brought to the band by venue staff before the gig and during the interval • any CD or vinyl sales to be conducted by single band member from boxed stocks at front of hall • bands not to mingle with audience • band to be brought through side entrance (fire exit) when returning from pre-gig meal • restricted contact between volunteers and bands • separate microphone to be used for announcements by volunteers | | | |
| Infection by/of volunteers (incl sound engineer) <ul style="list-style-type: none"> • Aerosols in air • Droplets on surfaces • Prior infection | Audience, bands, venue staff | Nothing: no gigs currently | <ul style="list-style-type: none"> • send prior information to volunteers re need for extreme caution in prior travel, contacts etc. • require them not to come if they have been in contact with any infected or self-isolating person • facemasks to be worn by volunteers at all times when doors have been opened except when drinking • Perspex screen to be installed at entry checking desk to separate door team and entering audience • distancing to be observed when moving around the venue | SJ | 23/10/20 | |

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| <ul style="list-style-type: none"> • Use of cash • Handling of CDs, physical tickets, leaflets etc | | | <ul style="list-style-type: none"> • sound engineer to disinfect equipment before and after gig, and to distance self from audience • sanitiser available throughout venue • no use of tablecloths or tea lights • any CD or vinyl sales to be conducted by single band member from boxed stocks at front of hall • no leaflets to be given out • no use of loyalty cards • door team to control access and egress and promote social distancing at all times • announcements to do likewise and to remind audience of requirements at start of each set and of the interval | | | |
| <p>Infection by/of audience</p> <ul style="list-style-type: none"> • Aerosols in air • Droplets on surfaces | Other audience members, volunteers, bands, venue staff | Nothing: no gigs currently | <ul style="list-style-type: none"> • send prior information to audience re anti-Covid-19 precautions and re need for extreme caution in prior travel, contacts etc. • require them not to come if they have been in contact with any infected or self-isolating person • restricted audience capacity respecting distancing requirements | SJ | 23/10/20 | |

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| <ul style="list-style-type: none"> • Prior infection • Lack of distancing • Queuing and pinch points • Use of cash • Handling of CDs, physical tickets, leaflets etc • Dancing, shouting and singing | | | <ul style="list-style-type: none"> • entry by advance booking or (in extremis) contactless payment via iZettle only (no use of cash) • bookings to include specified seats • audience to queue outside the venue except in bad weather when other suitably spaced arrangements will be made • separate entry and exit routes (using fire exit) • audience members expected to wear face coverings on arrival, departure and when moving around the hall seating at suitably distanced tables only • volunteers to help audience to find seats and encourage social distancing • clear corridors and signage to manage movements around the venue • distancing to be observed onstage and when moving around the venue • sanitiser available throughout the venue • no use of tablecloths or tea lights • no use of bar by audience: drinks to be brought to tables by venue staff before the gig and during the interval | | | |

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| | | | <ul style="list-style-type: none"> low volumes used for background music prior to the gig and during intervals to prevent loud talking any CD or vinyl sales to be conducted by single band member from boxed stocks at front of hall dancing, shouting and singing to be banned | | | |
| Infection by/of venue staff <ul style="list-style-type: none"> Aerosols in air Droplets on surfaces Prior infection Serving drinks etc. | Audience, bands, volunteers, venue staff | Nothing: no gigs currently | See extracts from Crookes Social Club risk assessment below | Venue | 23/10/20 | |
| Infection of all / general measures | All: audience, bands, volunteers, venue staff | Nothing: no gigs currently | Venue to ensure: <ul style="list-style-type: none"> good prior and post cleaning of venue regular cleaning of key shared surfaces, touch points etc. | Venue | 23/10/20 | |

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| <ul style="list-style-type: none"> • Audience capacity • Entry and exit arrangements • Inadequate ventilation • Seating layout • Inadequate corridors • Pinch points • Aerosols in air • Droplets on surfaces • Management of interval | | | <ul style="list-style-type: none"> • the risk of aerosol transmission will be reduced by altering the pitch of the fan heaters to prevent them blowing down onto the audience, by ensuring a through-flow of fresh air via the ventilators at the front and rear of the hall, and by limiting the numbers of people using the hall. In addition the overhead rotating fans have been removed • signage to limit traffic in toilets • adequate hot water, soap, drying facilities • sanitiser readily available throughout the venue • no use of bar by audience, volunteers or bands: drinks to be brought to tables by venue staff before the gig and during the interval • seating at suitably distanced tables only • clear corridors and signage to manage movements around the venue • access and egress routes and main corridors clearly marked • separate entry and exit routes (using fire exit) <p>SJ to ensure:</p> | SJ | 23/10/20 | |

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| | | | <ul style="list-style-type: none"> • restricted audience capacity respecting distancing requirements • entry by advance booking or (in extremis) contactless payment only (no use of cash) • bookings to include specified seats • audience to queue outside the venue except in bad weather when other suitably spaced arrangements will be made • audience members expected to wear face coverings on arrival, departure and when moving around the hall • distancing to be observed onstage and when moving around the venue • low volumes used for background music prior to the gig and during intervals to prevent loud talking • any CD or vinyl sales to be conducted by single band member from boxed stocks at front of hall • dancing, shouting and singing to be banned • prompt start, interval to be reduced from 30 to 20 minutes, total performance and interval time not to exceed 2.5 hours | | | |

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| | | | (See also extracts from Crookes Social Club risk assessment below) | | | |
| Track and trace <ul style="list-style-type: none"> inability to follow up audience | All: audience, bands, volunteers, venue staff | Nothing: no gigs currently | <ul style="list-style-type: none"> contact data for all audience members and volunteers to be collected and retained for 21 days entry by advance booking or (in extremis) contactless payment only (no use of cash) bookings to include specified seats advance booking secures contact details via TicketSource. People not using TicketSource to be asked for contact data on entry volunteers to help audience to find seats and encourage social distancing all data to be retained for 21 days and then destroyed (except where audience members have agreed via TS that their data may be retained) | SJ | 23/10/20 | |

Main extracts from Crookes Social Club Risk Assessment of 2/9/20

| Identified Hazards | Who may be affected | Control measures |
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| Catching / Spreading | Employees, client, public | <ul style="list-style-type: none"> • Welfare facilities will contain suitable levels of soap and antibacterial gel. • Employees will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds. • Tissues will be provided for all employees. Employees should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. • Contact with personnel suspected of having caught COVID-19 will be avoided • Employees are reminded to not touch their eyes, nose, or mouth if their hands are not clean. • A cleaning schedule will be implemented throughout the site, ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance hourly. • Employees will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature or other symptoms of Covid19 • Should employees disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance. • we will reduce the risk of aerosol transmission by altering the pitch of the fan heaters to prevent them blowing down onto the audience, by ensuring a through-flow of fresh air via the ventilators at the front and rear of the hall, and by limiting the numbers of people using the hall. In addition, we have removed the overhead rotating fans. |
| Employee foreign travel plans | Employees, client, public | <ul style="list-style-type: none"> • We will ask employees to inform us if they are leaving the country. • We will provide relevant government guidance in line with the area / country that they are visiting. • Self-isolation will be enforced in line with the area / country guidance. |

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| <p>Lack of awareness</p> | <p>employees, client</p> | <ul style="list-style-type: none"> • Toolbox talks will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. • We will continually adopt and review new government / WHO guidance as and when it is available. |
| <p>Spreading the virus through movement around the club</p> | <p>Employees, client, and visitors</p> | <ul style="list-style-type: none"> • At busy times only customers with a prior reservation will be permitted access to the premises. • Access and Egress routes will be clearly marked so as to minimise staff and customer cross-over. • All customers will be required to sit at a table. • If no tables are available, the customers will be refused access to the premises. |
| <p>Transmission of Virus from Live performances Concert Room</p> | <p>Employees, client, public</p> | <ul style="list-style-type: none"> • Prior to any performers arriving all rooms will be sanitised ready for use. • All performers will be required to use their own equipment and instruments. • Performers will be subject to social distancing regulations whilst setting up, performing and dismantling equipment • Spectators will be seated facing the stage. The first row of seats will be situated 3 meters from the front edge of the stage. • The use of brass and wind instruments will be actively discouraged. If these are necessary for the performance players will be required to position themselves so as to direct wind expulsion from the instrument into a clear area. • Any performance volume will be set suitable as to not require the audience to raise voices to communicate. • Seating capacities will be dictated by the space available following correct social distancing. • we will reduce the risk of aerosol transmission by altering the pitch of the fan heaters to prevent them blowing down onto the audience, by ensuring a through-flow of fresh air via the ventilators at the front and rear of the hall, and by limiting the numbers of people using the hall. In addition we have removed the overhead rotating fans. • If no table is available visitors will not be permitted entry to the venue. • Whenever possible visitors will be encouraged to wear a suitable face covering. • Any visitor showing symptoms of Covid-19 will be asked to leave immediately. |

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| | | <ul style="list-style-type: none"> Following all performances, the room will be sanitised prior to reuse. |
| Spreading the virus through movement around the club | Employees, clients, and visitors | <ul style="list-style-type: none"> At busy times only customers with a prior reservation will be permitted access to the premises. Access and Egress routes will be clearly marked so as to minimise staff and customer cross-over All visitors will be required to sit at a table. |
| Spreading the virus during Bar access. | Employees and Clients | <ul style="list-style-type: none"> Customers to be clearly shown where to access the bar and where to wait for bar service. Drinks and cash will be passed from Customer to Staff and Vice Versa via the use of trays. Sanitiser will be located at the bar for both staff and customer use. Protective screens have been installed at all service points. |