

RISK ASSESSMENT

Context

KATHLEEN FERRIER AWARDS 2020 including postponed Preliminary Auditions, Semi-Final and Final

This Risk Assessment addresses the scenarios and mitigations necessary to undertake the Kathleen Ferrier Awards 2020 according to current “covid-secure” legislation from Government, with particular reference to guidance from the Department for Digital, Culture, Media and Sport. The aim is to fulfil the expectations around resuming the Awards, delivering face-to-face auditions whilst taking all reasonable measures to limit the transmission of coronavirus. This does not include occurrences such as slips, trips and falls, which should be covered under existing venue Risk Assessments.

Organisation	RA completed by	Date of completion	Date of next review
Kathleen Ferrier Awards (KFA)	Amanda Arnold, Administrator	9 November 2020	17 November 2020

Activity

Venue	Date of event	Type of event	Anticipated attendance
Henry Wood Hall (HWH) Trinity Church Square London SE1 4HU	12 November 2020	Preliminary audition	31
	13 November 2020	Preliminary audition	34
	19 November 2020	Semi-Final	35
	20 November 2020	Final	23

Planning and preparation

Risk identified	Persons at risk	Risk level	Mitigations	Additional measures	Action
Exposure of vulnerable persons to coronavirus	Vulnerable persons	M	To prevent inadvertently pressuring those who, for their own reasons, would be best not attending, make attendees aware that the event is not compulsory. This would include those who are at higher risk or who live with clinically extremely vulnerable.	Enable candidates to withdraw from this year's Awards and refund their entry fee where appropriate.	AA
Spread of coronavirus via aerosols and droplets whilst travelling	Performers, staff, jurors, general public	M	Follow current coronavirus legislation including: - staying at home if unwell - safe travel - social distancing - personal hygiene (e.g. single-use tissues) Travel directly from home to venue.	Expectations and reminders communicated to all attendees prior to the event. Bring adequate refreshments from home.	All All
Attendees bringing coronavirus into the venue	Performers, staff, jurors, subsequent building users	M	As above plus: If a performer, member of staff or juror has had a positive covid test within ten days before the event, or has experienced <i>any</i> of the below symptoms within the previous ten days, they <u>must not attend</u> and should <u>seek immediate medical advice</u> . - a temperature of above 37.8°C - a new, continuous cough - a loss of, or change to, sense of smell or taste (anosmia). If a performer, member of staff or juror lives in the same household or is in the same support bubble as someone with Covid-19 symptoms or someone who has had a positive covid test they must not attend if it is within 14 days of that person developing symptoms or receiving the test result. If a performer, member of staff or juror is currently self-isolating having been told by NHS Test and Trace or the NHS Covid-19 app to self-isolate for 14 days from the day they were last in contact with that person they must not attend.	Participants are also advised to give due consideration to the mitigations so far listed before rehearsing.	All All All

			If a performer, member of staff or juror has arrived in the UK within the previous 14 days from a country which is not listed by the Government as a travel corridor they must not attend.		All
		M	Signage immediately outside the venue to remind participants of the above conditions <i>and</i> outlining the processes and procedures in place for the duration of the event.	Communicate as much information as possible in advance.	AA
		M	Circulate a screening checklist (provided by HWH), which everyone must complete prior to arrival.	Checklists to be submitted via a box in the entrance area, which can be checked by the steward without direct contact. Checklists will be retained by KFA and only examined further after a suitable quarantine or with appropriate PPE.	All
Increased risk of exposure to coronavirus through close / prolonged contact	Participants, staff, jurors	M	<p>Check all spaces to ensure that appropriate distance can be maintained.</p> <p>Communicate as much information as possible in advance.</p> <p>Display reminders about maintaining an appropriate distance throughout venue.</p> <p>Maintain appropriate distancing.</p>	<p>Remind everyone of the conditions of attending <i>and</i> outlining the processes and procedures in place for the duration of the event by placing signage <i>outside</i> the venue (see also 'Attendees bringing coronavirus into the venue' above).</p> <p>Where there is risk of distance being compromised, e.g. in smaller rooms or on staircases, additional mitigations such as face coverings and / or screens will be required.</p>	<p>AA</p> <p>AA</p> <p>AA</p> <p>All</p>
Transmission of coronavirus through contact with shared documents	Staff and jurors	L	<p>Where possible, information communicated in advance.</p> <p>Where documents, e.g. programmes, are provided, these will be printed in advance and quarantined for five days prior to the event.</p> <p>Any additional documents to be handled as little as possible and given to individual jurors to file on the day so that no person handles someone else's folder.</p> <p>Administrator and any other staff to maintain excellent personal hygiene in the run-up to and throughout the event.</p>	Jurors given personal hand sanitizer for use throughout the event.	AA

Spread of coronavirus	Participants, staff, jurors, general public	M	Risk Assessments and all appropriate procedural documents circulated to staff in advance and available to jurors on request.	Reiterate key points via signage and appropriate briefing of all attendees during event.	AA
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Processes and procedures

When attendees arrive at the venue...

Risk identified	Persons at risk	Risk level	Mitigations	Additional measures	Action
Transmission of aerosols and droplets between attendees arriving at the venue	All	L	<p>Minimal car parking is available at venue; it is anticipated that most performers and stewards will use public transport.</p> <p>Jurors to be advised not to use public transport.</p> <p>Anyone who asks for parking will be reminded to position their vehicles according to appropriate distancing.</p> <p>Door steward to monitor parking and arrivals.</p>	Attendees can put masks on if they feel the parking area becomes unduly busy.	<p>All</p> <p>VB</p> <p>Steward</p> <p>Steward</p>
Spread of coronavirus	All	L	<p>Entrance steward checks the temperature of all attendees before they enter the building.</p> <p>Anyone with a temperature above 37.8°C will not be permitted access to the building and advised to travel home via the safest possible means and seek immediate medical advice.</p> <p>No unknown or unexpected persons to enter building.</p> <p>If a participant, member of staff or juror begins to feel unwell during the event, they should leave the venue immediately, inform the KFA by texting 07751 069551, travel home via the safest possible means and seek immediate medical advice.</p> <p>Clean all surfaces that the person has been in contact with immediately.</p>	<p>Digital infrared thermometer and spare batteries provided by KFA.</p> <p>Stewards to wear face coverings throughout and provided with hand sanitizer for personal use in addition to sanitizer available at venue.</p> <p>Entrance steward to hold register of all expected persons and to contact KFA Administrator or venue representative <i>before</i> allowing anyone else to enter the building.</p> <p>Inform all attendees of this procedure prior to event.</p>	<p>Steward</p> <p>Steward</p> <p>Steward</p> <p>All</p> <p>HWH Stewards</p>

Attendees forget about safety protocols over time, increasing the possibility of spreading coronavirus	All	M	<p>Signage.</p> <p>Regular briefing and reminders to staff and jurors.</p> <p>Increased number of stewards than usually present for this event.</p> <p>Monitor participant behaviour throughout.</p> <p>Regular sanitization of surfaces and equipment.</p> <p>Regular ventilation of rooms.</p> <p>Performers to spend as little time in the building as possible.</p> <p>Monitor attendees throughout, ensuring no mingling or inappropriate social interaction.</p>		<p>HWH & AA AA</p> <p>AA</p> <p>Stewards</p> <p>Stewards</p> <p>Stewards</p> <p>Stewards</p> <p>Staff & Stewards</p>
Increased risk of exposure to coronavirus through close / prolonged contact	All	L	<p>Clear arrival times and procedures communicated in advance.</p> <p>No-one is permitted to arrive early.</p> <p>Completion of screening checklist as outlined above.</p> <p>Floor markings to indicate appropriate distancing in key areas.</p>	<p>Signage as outlined above.</p> <p>Restricted handling of checklists as outlined above.</p> <p>If necessary, remind attendees about distancing protocols verbally.</p>	<p>AA</p> <p>All</p> <p>All</p> <p>HWH/ Stewards</p>
Spread of coronavirus through aerosols	All	M	<p>Face coverings are mandatory indoors, other than for those who are medically exempt.</p> <p>Everyone will wear face coverings when moving between spaces, particularly using staircases, when passing in close proximity is most likely.</p> <p>Stewards to ensure performers proceed directly to allocated, appropriately spaced, table and chairs, which will only be used once per session and cleaned after use.</p> <p>Stewards to monitor performers and prevent socialising.</p> <p>Administrator to monitor jurors.</p>		<p>All</p> <p>All</p> <p>Stewards</p> <p>Stewards</p> <p>AA</p>

Spread of coronavirus through aerosols and droplets settling on shared contact points	All		Stewards to direct performers to allocated table space and chairs, which will only be used once per session and cleaned after use.		Stewards
Spread of coronavirus through touching shared contact points	All	M	<p>Main entrance door may only be opened from inside the building by the steward on duty.</p> <p>Attendees sanitize hands on arrival and regularly throughout their time in the building.</p> <p>Stewards and venue staff sanitize stair rails, door handles, etc. regularly.</p> <p>Stewards to direct performers to allocated table space and chairs, which will only be used once per session and cleaned after use.</p>	Signage outside the building to remind all attendees of the protocols necessary to reduce the spread of coronavirus.	<p>All</p> <p>All</p> <p>HWH & Stewards</p> <p>Stewards</p>

Using the washrooms...

Risk identified	Persons at risk	Risk level	Mitigations	Additional measures	Action
Transmission of aerosols when using washrooms	All	M	<p>Face coverings to be worn by everyone inside the building.</p> <p>Maximum of two people per washroom at any one time.</p> <p>Maintain appropriate distance when using the washroom.</p>		<p>All</p> <p>All</p> <p>All</p>
Transmission of faecal particles and other droplets when flushing toilets	All	L	Put the lid down when flushing the toilet.	Display signage if deemed necessary.	All
Spread of coronavirus via aerosols and droplets settling on shared contact points	All	M	As above plus regular cleaning and sanitization.		All HWH Stewards

Spread of coronavirus via shared contact points	All	M	<p>As above plus use of hand sanitizers on entering and at regular intervals throughout the building.</p> <p>Emphasis on personal hygiene, particularly hand washing and sanitizing after using the washrooms.</p> <p>Provision of adequate soap, hand sanitizer, single-use hand towel and suitable disposal facility, which will be emptied regularly.</p> <p>Performers asked to spend as little time inside the venue as possible.</p>		<p>All HWH Stewards All</p> <p>HWH</p> <p>Stewards</p>
Prolonged use of facilities increases possibility of exposure to coronavirus	All	L	<p>As above plus performers asked to spend as little time inside the venue as possible.</p> <p>For preliminary auditions, performers are not permitted to change their clothing within the venue.</p>		<p>AA</p> <p>Performers</p>

During warm-up...

Risk identified	Persons at risk	Risk level	Mitigations	Additional measures	Action
Increased transmission risk through aerosols in spaces with limited ventilation	Performers, staff	H	Doors are to be left open during rehearsals.	<p>Performers may <i>choose</i> to wear their face covering throughout.</p> <p>Monitor position and cleanliness of screens; clean if necessary.</p>	Stewards
			Performers to wear face coverings unless rehearsing		Performers
			Screens positioned between singer and pianist.		AA Stewards
			Staff to wear face coverings throughout.		Staff
			Limit rehearsal time to 15 minutes.		Stewards
			'Fog' warm-up rooms between rehearsals.		Stewards
Alternate use of rehearsal rooms to increase time for ventilation.	AA Stewards				

Increased transmission risk due to performers facing each other	Performers	M	<p>Set rooms so that singers do not directly face pianist.</p> <p>Provide screens between singer and pianist.</p> <p>All performers are required to wear face coverings up to the point of commencing rehearsal and must put them back on immediately afterwards.</p> <p>Limit rehearsal time.</p>	Stewards to check rooms between auditions to ensure safest possible layout is maintained.	<p>AA</p> <p>AA</p> <p>Performers</p> <p>Stewards</p>
Spread of coronavirus through use of shared equipment	Pianists	M	<p>All performers to sanitize hands on entering building and at regular intervals throughout their time at the event.</p> <p>Sanitize keyboards, music stand and piano stool between users.</p> <p>Performers to prepare and use own music, i.e. no passing or sharing of sheet music.</p> <p>Clean and sanitize additional equipment deemed necessary.</p>		<p>Pianists</p> <p>Stewards</p> <p>Performers</p> <p>Stewards</p>
Spread of coronavirus through shared contact points	Performers, staff	M	<p>Everyone sanitizes hands on entering building and at regular intervals throughout their time at the event.</p> <p>Doors kept open throughout rehearsals.</p> <p>Clean and sanitize additional contact points deemed necessary.</p>		<p>Pianists</p> <p>Stewards</p> <p>Stewards</p>

During performances...

Risk identified	Persons at risk	Risk level	Mitigations	Additional measures	Action
Increased transmission risk through aerosols indoors	Performers, jurors, Administrator	L	<p>Performance space is very large with mechanical ventilation.</p> <p>Ensure singers' performance position is appropriately distanced from other persons.</p> <p>Administrator to wear face covering.</p>	Scheduled breaks between sessions, during which the mechanical ventilation will be running, and the doors will be opened to provide additional ventilation whenever possible.	<p>HWH</p> <p>AA</p> <p>AA</p>

			<p>Performers to wear face coverings up to the point of commencing performance and immediately afterwards.</p> <p>Jurors advised to wear face coverings.</p> <p>Limit interaction with performers to performance only.</p> <p>Jurors to be distanced from one another and from the Administrator.</p> <p>No page turners provided</p>		<p>Performers</p> <p>Jurors</p> <p>Jurors</p> <p>AA</p>
Increased transmission risk due to performers facing other people	Performers, jurors, Administrator	L	As above plus directing singers to perform at an angle to pianists and at an appropriate distance from the jurors (at least 5 metres). (Administrator will be 'behind' performers).		AA
Spread of coronavirus through use of shared equipment	Pianists	M	<p>All performers to sanitize hands on entering building and at regular intervals throughout their time at the event.</p> <p>Sanitize keyboards, music stand and piano stool between users.</p> <p>Clean and sanitize additional equipment deemed necessary.</p> <p>Jurors to use designated stationery and bottled water provided, or their own, and not share equipment.</p>		<p>Pianists</p> <p>AA</p> <p>AA</p> <p>AA Jurors</p>
Spread of coronavirus through shared contact points	Performers, staff	M	<p>Everyone sanitizes hands on entering building and at regular intervals throughout their time at the event.</p> <p>Strict procedure for using double 'airlock' door into main hall – steward to open and close the <i>outside</i> of the outside door / Administrator to open and close the inside door <i>and</i> the <i>inside</i> of the outside door.</p> <p>Clean and sanitize additional contact points deemed necessary.</p> <p>No page turners provided</p>		<p>Pianists</p> <p>AA & Steward</p> <p>Stewards</p>

After performances...

Risk identified	Persons at risk	Risk level	Mitigations	Additional measures	Action
Spread of coronavirus through airborne particles and droplets	All	M	See all mitigations above for persons inside the building, in particular those outlined for the arrival of attendees at the venue and the movement of performers around the building. IN ADDITION, performers are instructed to leave the building as soon as possible after their performance, with no dawdling, mingling or socialising. Door steward to monitor persons leaving the building, ensuring they disperse promptly and, in so far as is possible, follow all current directives to reduce the spread of coronavirus.		AA Stewards Door steward
Increased risk due to proximity or duration of contact	All	M	As above.		As above
Transmission of coronavirus via use of shared equipment and furniture or shared contact points	All	M	As above plus all equipment, rooms and communal spaces / shared contact points to be sanitized by staff after performances.		Staff HWH

Breaks and refreshments

Risk identified	Persons at risk	Risk level	Mitigations	Additional measures	Action
Spread of coronavirus through airborne particles and droplets	All	M	Unless medically exempt, consuming refreshments is the <u>only</u> activity for which attendees are permitted to remove face coverings. Refreshments are only available for staff and jurors who are unable to leave the building; performers are discouraged from consuming food and drink on the premises unless absolutely necessary. Those partaking in refreshments provided by KFA will have designated seats and tables to use throughout the event. Seating will be appropriately distanced and anyone on		All All Jurors Stewards

			<p>opposite sides of a table will be staggered to ensure no face-to-face positioning.</p> <p>Meals served at tables so staff and jurors are not passing one another moving towards and away from service area, nor is there a risk of distancing being compromised in a queue.</p> <p>Teas/coffees etc to be served at table and not made available for self-service.</p> <p>Used equipment / unwanted food to be left on tables until jurors and staff are clear of the area, then cleared by designated catering steward. This reduces contact between steward and staff / jurors, and prevents passing or mingling during the clearing process.</p>		<p>Jurors Stewards</p> <p>Catering Steward</p> <p>Catering Steward</p>
Transmission of coronavirus via use of shared equipment and furniture	Jurors and staff	M	<p>Those partaking in refreshments provided by KFA will have a designated seat and table to use throughout the event, which will be appropriately spaced and sanitized after use.</p> <p>Due consideration will be given to the provision of cutlery, utensils, crockery, condiments, etc. as per current guidelines for event catering.</p> <p>Behaviour of jurors and staff will be monitored throughout.</p> <p>All jurors and staff to be given own hand sanitizer for use throughout the event.</p>		<p>AA</p> <p>Caterer</p> <p>AA</p> <p>AA</p>
Presence of coronavirus on furniture or equipment	All	M	<p>Exemplary hygiene to be maintained by catering steward throughout, including regular cleaning and sanitization of tables, chairs and equipment used during service or consumption of refreshments.</p> <p>Jurors and staff to use same positions for each break / lunch.</p> <p>All jurors and staff to be given own hand sanitizer for use throughout the event.</p>		<p>Catering Steward</p> <p>Jurors Stewards</p> <p>AA</p>

At the end of the event...

Risk identified	Persons at risk	Risk level	Mitigations	Additional measures	Action
Spread of coronavirus through airborne particles and droplets	All	M	See all mitigations above for persons inside the building, in particular those outlined for the arrival of attendees at the venue and the movement of performers around the building. IN ADDITION, performers are instructed to leave the building as soon as possible after their performance, with no dawdling, mingling or socialising. Door steward to monitor persons leaving the building, ensuring they disperse promptly and, in so far as is possible, follow all current directives to reduce the spread of coronavirus.		AA Stewards Door Steward
Increased risk due to proximity or duration of contact	All	M	As above.		As above
Transmission of coronavirus via use of shared equipment and furniture or shared contact points	All	M	As above plus all equipment, rooms and communal spaces / shared contact points to be sanitized by staff and subsequently thoroughly cleaned by the venue team.		Staff HWH

After the event...

Risk identified	Persons at risk	Risk level	Mitigations	Additional measures	Action
Spread of coronavirus	All	L	If a participant, member of staff or juror develops any of the aforementioned coronavirus symptoms after the event, they should follow all current guidelines and seek immediate medical advice. Details of attendees will be retained by KFA and submitted for the purpose of 'track and trace' if requested.	Inform all attendees of this procedure prior to event.	All
Transmission of coronavirus via use of shared equipment	Administrator	L	Ensure fastidious personal hygiene.		AA

			Where possible, collect all stationery, paperwork and other items in large bags or boxes that can be quarantined for an appropriate period of time before re-handling.		
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References

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

**Sections to be added for 20th and 22nd November:
Photographer and Film Company on-site (AJA to complete)**