

COVID-19 RISK ASSESSMENT

What are the Hazards?	Who might be harmed and how?	What are we already doing to control this risk?	What further action do we need to take to control the risk?	Risk factor
<p>Crowd Management</p>	<p>All the identified hazards cover:</p> <p>Members of the public, stewards, volunteers, employees</p> <p>And the harm throughout is: COVID-19 Viral infection.</p>	<ul style="list-style-type: none"> • COVID 19 Protocol will be shared with all crew and attendees prior to check in • Stewards and venue management to be included in maximum capacity calculations • Venue capacity to be adhered to at all times • Attendance to be controlled through tickets sales using QR codes/bar codes for entry • Stagger arrival/leaving times to prevent crowds or surges • Temporary barriers to stop surges in the crowd and restrict free movement • Barriers may be required to channel people into rows • Marquees and session structures to keep side panels open, and doors and windows open to increase ventilation • Surrounding land outside of the Selgars Mill site is private land and not covered by the Selgars Mill policy 	<ul style="list-style-type: none"> • Head count system to be in place for stewards to ensure numbers attending do not exceed capacity in sessions 	<p>Low</p>

<p>Person to Person contact</p>		<ul style="list-style-type: none"> • All event crew do COVID test before arriving on site, and also on the Monday ahead of the event • All event attendees advised to take a lateral flow test within 24 hours of their arrival • Staff wear face masks inside when working with others, showing visitors around and interacting with public • Cleaners are advised to wear face coverings and gloves whilst cleaning • COVID 19 protocol and risk assessment are posted on our website for all guests and public to see • Hand washing and respiratory hygiene guidance communicated to guests/attendees in advance or booking or attending an event • Soap dispenser pumps and clean hand towels are available at all basins within the property • Clear signage in and around site to assist guests with health and safety precautions and reminders of COVID 19 guidance • Reception staff wear masks, ask public to wear masks, sanitise on arrival and scan QR code • Track and trace form available for those who do not have the track and trace app • Gel sanitisers available in high touch point areas such as reception, catering tent, and marquee 	<ul style="list-style-type: none"> • Consideration of the health of guests prior to attending the event; courtesy check in with ticket holders as to the health of people in the group before arrival • Regular communication contact between event organisers and attendees to communicate any changes to government guidance that could affect the event • Attendees coming onto site will be reminded about handwashing, hand sanitising and social distancing • Social distancing signage will be visible within properties and outside • Members of the team will be reminded to wash their hands regularly with soap and water for 20 seconds and dry with disposable paper towels • Members of the team 	<p>Low</p>
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			<p>to be reminded of the importance of keeping to social distancing measures both within the workplace and outside of it</p> <ul style="list-style-type: none"> • Ongoing checks for the staff team related to their mental health and wellbeing 	
Social Distancing		<ul style="list-style-type: none"> • When working together, people are reminded to work 1-2 metres apart and work in different areas if possible • Event crew meetings are conducted outside wherever possible or in a ventilated area undercover if needed • All residential guests have contactless check in with keys left in the door / post box. Guests are informed of this prior to check in • Enable all present to adhere to social distancing – floor marking, posters including in toilets, refreshment areas or other pinch points. • Stagger access and egress into and out of the site. • Groups of people not to exceed 6 • One way or keep left systems to be implemented and managed social distancing to be maintained within any queue or barrier system including sideways queuing • Social distancing to be maintained 	<ul style="list-style-type: none"> • Attendees coming onto site will be reminded about handwashing, hand sanitising and social distancing • Social distancing signage will be visible within properties and outside • Members of the team to be reminded of the importance of keeping to social distancing measures both within the workplace and outside of it • Consider having a pre ordering and collection or delivery service for food. 	Low

		<p>around parked vehicles and in camping area</p> <ul style="list-style-type: none"> • Maximum occupancy numbers to be displayed outside of session areas • Seating, tables and spectator areas to be socially distanced. 2m or 1m with other mitigation measures. 		
Transport to/from site Vehicles		<ul style="list-style-type: none"> • Attendee numbers to be kept low so as to not place additional pressure on any form of public transport • Parking allocations by pre-booked permit only to ensure no overflow for all car parks, cycle bays, motor bikes • Managed car parking, taxi drop off, and site vehicles to ensure no pinch points or queues • Overflow parking and event shuttle booked ahead of time to allow for if car parks become full 	<ul style="list-style-type: none"> • Find out from ticket holders how they intent to travel to the event to understand numbers of vehicles or type of arrival in advance 	Low
Welfare, hygiene and toilets		<ul style="list-style-type: none"> • Quarantine areas close to medical/first aid locations to hold those who become ill • Stewards and crew to have access to hand washing facilities or hand sanitiser/wipes to allow for continual hand hygiene throughout the event • Increase cleaning of all high contact points such as door handles, chairs, microphones • Hygiene stations at all access and egress points – hand sanitiser or 		Low

		<ul style="list-style-type: none"> wipes • Adequate toilet provision and regular cleaning. • Regular cleaning of any tables etc at refreshment points. • Provision of individual condiments and tables to be cleaned between customers. • Where possible cashless systems to be implemented, (cash cannot be refused) • Frequent washing or sanitising of hands when handling cash, during cashing up and when changing 		
<p>Provision of PPE</p> <p>Wearing of face coverings</p>		<ul style="list-style-type: none"> • Where 2m distancing cannot be maintained or controlled, PPE will be provided for staff • Face coverings will be required in shared indoor areas (unless exempt) • Where required - signage will be posted requesting that face coverings are worn. 		Low
<p>Accidents, security, fire and other incidents</p>		<ul style="list-style-type: none"> • Social distancing will be enforced when evacuating. Where this is not possible, evacuate as normal during an emergency, social distancing to be reinstated once clear of the location and safely at the meeting point. • Non emergency first aid to inform on-site first aid responders and ring 111 • All emergencies to ring 999 		Low

<p>Music and dancing</p>		<ul style="list-style-type: none"> • Singing, shouting, screaming and dancing by audiences will not be encouraged. • Musical performances will be enjoyed by seated, socially distanced audience. 		<p>Low</p>
<p>Waste and waste removal</p>		<ul style="list-style-type: none"> • All waste to be double bagged and held for 72 hours prior to going into the general waste stream 		<p>Low</p>