

October 4th risk assessment NCM				
COVID-19 Risk assessment for:	Norwich Chamber Music			
Event name		Pilot concert (Nash Ensemble)		
Event date and time		Sunday October 4th 9.00 and 6.00		
Event venue		Jahn Innis Conference Centre-JIC		
Completed by		Peter Lawson-PL and Clara Crockett-CC		
Risk area	Who could be affected	Mitigations	Responsible	
Preparation / planning				
Attendees bring Covid into the venue				
Aerosols in air	Audience, Musicians, Volunteer	Audience wear masks throughout	PL/CC	
		Volunteers wear visors throughout	PL/CC	
Droplets on surface		Volunteers wear visors when on duty	PL/CC	
		Hand sanitisation on entry	JIC	
Ticket Sales and donations				
Aerosols in air				
Tickets sold on door leads to overcrowding	Audience, Volunteers	No physical handling of tickets	PL/CC	
		Queuing in marked corridors with 2 metre distal	JIC	
Droplets on surface		No tickets sold on door	KS-KarenStokes	
Physical tickets		No cash	HC-HelenColyer	
		No cash donations accepted	HC	
		No programmes	AB-AndrewBulman	
Intervals and refreshments				
Aerosols in air				
Space inside doesn't allow social distancing	Audience, Musicians, Volunteer	None required		
Pinch point of queuing - social distancing difficult		None required		
Space not well ventilated		None required		
Droplets on surface				
Serving refreshments	Audience, Volunteers	No refreshments	AM-AlanMetcalfe	
	Musicians	Separate arrangements	JD-JuliaDonat	
Personal behaviours				
Aerosols in air				
	Audience, Musicians, Volunteer	Circulate guidance package to all	PL/CC	
Droplets on surface				
	Audience, Musicians, Volunteer	Circulate guidance package to all	PL/CC	
People not adhering to rules				
	Audience, Musicians, Volunteer	Circulate guidance package to all	PL/CC	
		Extensive volunteer training	PL/JIC	
		Eight volunteers on duty	PL/CC	
Venue - general				
Entry and Exit points to venue				
Aerosols in air				
Pinch point of queuing - social distancing difficult	Audience, Volunteers	One way system	JIC	
		No passage in aisles	JIC	
	Musicians	Separate accommodation, entry, exit	JD	
Droplets on surface				
Register / sign in	Audience, Volunteers	Registration by sight of ticket only	KS	
Capacity (applies to all rooms / areas)				
Aerosols in air				
Space inside doesn't allow social distancing	Audience, Musicians, Volunteer	Not applicable		
Ventilation (applies to all rooms / areas)				
Aerosols in air				
Limited ventilation and flow of air	Audience, Musicians, Volunteer	Maintain external air flow when possible	JIC	
		Forced air in at ground level, out at high level	JIC	
Cleaning (applies to all areas)				
Droplets on surface				
	Audience, Musicians, Volunteer	Extensive cleaning before performance	JIC	
Two performances with different audiences	Audience, Musicians, Volunteer	Full cleaning between performances	PL/CC	
Queueing points (applies to all rooms / areas)				
Aerosols in air				
Pinch point of queuing - social distancing difficult	Audience, Musicians, Volunteer	Manage toilet queue one way	PL/CC	
Moving through the venue (applies to all rooms / areas)				
Aerosols in air				
Layout doesn't allow for effective social distancing	Audience, Volunteers	Limit to two entry points and manage	JIC	
		One way system	JIC	
		Socialising discouraged	PL/CC	
Seating areas (e.g. auditorium, interval rooms / area)				
Aerosols in air				
Effective social distancing	Audience, Volunteers	Limit to two points of entry	JIC	
		Fill auditorium back to front in sequence	PL/CC	
		Manage exit through four doors	PL/CC	
		Socialising discouraged	PL/CC	
Droplets on surface				
Chairs	Audience, Volunteers	Full cleaning in advance	JIC	
		JIC cleaning of foyer and toilets between concert	JIC	
		Volunteer cleaning of auditorium between concert	PL/CC	
Venue - specific areas				
Cloakrooms / storage areas				
Aerosols in air				
Layout doesn't allow for effective social distancing	Audience, Volunteers	No use of cloakroom	JIC	
Pinch point of queuing - social distancing difficult		One way system	JIC	
Droplets on surface				
Handling of items	Audience, Volunteers	No paper or refreshments interchanged		
Audience seating area				
Aerosols in air				
Layout doesn't allow for effective social distancing	Audience, Musicians, Volunteer	2 metre separation	PL/CC	
Pinch point of queuing - social distancing difficult		No passage in aisles	PL/CC	
Space not well ventilated		Check air conditioning	JIC	
Toilets				
Aerosols in air				
Layout doesn't allow for effective social distancing	Audience, Musicians, Volunteer	Restrict one way queue to one way	PL/CC	
Pinch point of queuing - social distancing difficult		Manage one way queue	PL/CC	
Space not well ventilated		Maintain two metres in queue	PL/CC	
Droplets on surface				
Contact points / shared surfaces		Regular cleaning including between concerts	JIC	
On stage				
Aerosols in air				
Layout doesn't allow for effective social distancing	Musicians	Not applicable		
Pinch point of queuing - social distancing difficult		Manage entry, exit with audience seated	JD	
Droplets on surface				
Contact points / shared surfaces		No audience access to stage	PL/CC	
Backstage				
Aerosols in air				
Layout doesn't allow for effective social distancing	Musicians	Not applicable		
Pinch point of queuing - social distancing difficult		Manage entry, exit away from audience	JD	
Droplets on surface				
Contact points / shared surfaces		Full clean in advance	JIC	
Multiple artists sharing same space		Green room capacity is six persons	JD	
Handling of equipment		Cases to remain in room	JD	