

Risk Assessment for gigs at Crookes Social Club

Company name: Sheffield Jazz

Assessment carried out by: Paul Thomas

Date assessment was carried out: 15/08/21

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	These measures are mainly an alleviation (in line with Government guidance) of the measures taken during the June	<ul style="list-style-type: none"> • send prior information to bands re need for 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 when moving around the venue • brass/wind instruments to be played with a 3 metre distance between them and the audience • sanitiser available in dressing rooms • drinks to be brought to the band by volunteers before the gig and during the interval 	SJ	Done	Yes

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		2021 season	<ul style="list-style-type: none"> any CD or vinyl sales to be conducted by band from boxed stocks at front of hall restricted contact between volunteers and bands separate microphone to be used for announcements by volunteers use of CO2 monitor to assess adequacy of ventilation and trigger additional ventilation if necessary 			
Infection by/of volunteers (incl sound engineer) <ul style="list-style-type: none"> Aerosols in air Droplets on surfaces Prior infection Use of cash Handling of CDs, physical 	Audience, bands, venue staff	These measures are mainly an alleviation (in line with Government guidance) of the measures taken during the June	<ul style="list-style-type: none"> send prior information to volunteers re need for 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 and/or visors to be worn by volunteers at all times when doors have been opened except when drinking or seated behind Perspex screen 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 sound engineer to disinfect equipment before and after gig, and to distance self from audience 	SJ	Done	Yes

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<p>tickets, leaflets etc</p>		<p>2021 season</p>	<ul style="list-style-type: none"> • sanitiser available throughout venue • no use of tablecloths or tea lights • any CD or vinyl sales to be conducted by band from boxed stocks at front of hall • leaflets available at rear of hall only. • door team to control access and egress and promote social distancing at all times • announcements to do likewise • use of CO2 monitor to assess adequacy of ventilation and trigger additional ventilation if necessary 			
<p>Infection by/of audience</p> <ul style="list-style-type: none"> • Aerosols in air • Droplets on surfaces • Prior infection 	<p>Other audience members, volunteers, bands, venue staff</p>	<p>These measures are mainly an alleviation (in line with Government guidance) of the measures</p>	<ul style="list-style-type: none"> • send prior information to audience re anti-Covid-19 precautions and re need for 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 	<p>SJ</p>	<p>Done</p>	<p>Yes</p>

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<ul style="list-style-type: none"> • Lack of distancing • Queuing and pinch points • Use of cash • Handling of CDs, physical tickets, leaflets etc • Dancing, shouting and singing 		<p>taken during the June 2021 season</p>	<ul style="list-style-type: none"> • entry by advance booking (preferred) or contactless payment via iZettle (use of cash to be avoided so far as possible) • bookings to include specified seats • audience to queue outside the venue except in bad weather when other suitably spaced arrangements will be made • additional exit route (using fire exit) • audience members encouraged to wear face coverings on arrival, departure and when moving around the hall • seating at suitably distanced tables only • groups of more than 6 to be discouraged • volunteers to help audience to find seats and encourage social distancing • clear corridors to facilitate movement around the venue • distancing to be observed when moving around the venue • sanitiser available throughout the venue • no use of tablecloths or tea lights • low volumes used for background music prior to the gig and during intervals to prevent loud talking 			

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			<ul style="list-style-type: none"> any CD or vinyl sales to be conducted by band from boxed stocks at front of hall dancing, shouting and singing to be discouraged use of CO2 monitor to assess adequacy of ventilation and trigger additional ventilation if necessary 			
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	These measures are mainly an alleviation (in line with Government guidance) of the measures taken during the June 2021 season	See Crookes Social Club risk assessment	Venue	Done	Yes

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			<ul style="list-style-type: none"> • entry by advance booking (preferred) or contactless payment via iZettle (use of cash to be avoided so far as possible) • 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 encouraged to wear face coverings on arrival, departure and when moving around the hall • distancing to be observed 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 band from boxed stocks at front of hall • dancing, shouting and singing to be discouraged • prompt start, interval to be reduced from 30 to 20 minutes, total performance and interval time not to exceed 2.5 hours • use of CO2 monitor to assess adequacy of ventilation and trigger additional ventilation if necessary 			

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			(See also Crookes Social Club risk assessment)			
Track and trace <ul style="list-style-type: none"> inability to follow up audience 	All: audience, bands, volunteers, venue staff	These measures are mainly an alleviation (in line with Government guidance) of the measures taken during the June 2021 season	<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 (preferred) or contactless payment via iZettle (use of cash to be avoided so far as possible) bookings to include specified seats advance booking secures contact details via TicketSource audience members paying onsite (and volunteers) will be asked to check in using NHS app. Those not doing so will be asked for contact details 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	Done	Yes