

# COVID-19 RISK ASSESSMENT FORM – THAMES DITTON HIRERS

| SECTION A  |  |                    |   |  |   |   |  |         |
|--|--|--------------------|---|--|---|---|--|---------|
| LOCATION: Thames Ditton Centre   |  |                    | ACTIVITY: Kingston Philharmonia – amateur orchestra |  |   |   |  |         |
| DATE CARRIED OUT: Approved by Kingston Philharmonia Committee 8 September 2021 |  |                    | TIME: Fridays 7.15pm – 10.15 pm                     |  |   |   |  |         |
| COMPLETED BY: Chair Kingston Philharmonia                                      |  |                    | DATE TO BE REVIEWED: Mid October                    |  |   |   |  |         |
| SECTION B  |  |                    |   |  |   |   |  |         |
| 1. Area  | 2. What are the risks?                         | 3. Who is at risk? | 4. Factors to control                               | 5. Additional Controls   | 6. Risk Rating: low, medium or high                   | 7. Action by whom?  | 8. Action by when?   | 9. Done |
| Reception/entrance   | Queues build up enabling transmission of virus | Those attending    | Queues  | <p>Ask members to keep a distance and wear masks at all times except when seated including entering/ leaving</p> <p>Ask members to use hand sanitiser supplied by venue and to bring their own</p> <p>Request members to do LFT before attending and not to come if they have any symptoms etc</p> <p>Understand venue is subject to a daily clean but does not provide a generic risk assessment for us</p> <p>Front door to be kept open until 7.40pm then locked</p> <p>Members enter and</p> | <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>L</p> <p>L</p> | <p>Cttee/all attending</p> <p>Venue supplies hand sanitiser at entry</p> <p>Venue does daily clean of venue</p> <p>Members expected to bring their own sanitising too</p> | <p>Pre 24 Sept and then at every rehearsal.</p> <p>Review effectiveness after three rehearsals</p> |         |

|                          |   |                 |   |  |                              |   |       |  |
|--------------------------|---|-----------------|---|--|------------------------------|---|-------|--|
|                          |   |                 |   | <p>leave in orderly through main door with social distancing</p> <p>Communicate written protocol in advance to all attending. Remind at rehearsal. Enforce if necessary.</p> <p>Anyone taken ill to go home immediately and decide whether rehearsal can continue</p>  | M<br><br>H                   |   |       |  |
| Main hall and Minor hall | Build up of aerosols from players or from previous users enables Covid transmission | Those attending | <p>Spacing between players</p> <p>Set up and break down team</p> <p>Avoid sharing of any kit</p> <p>Ventilation</p> <p>Refreshments</p> <p>Prevent liquid from wind/brass instruments from reaching the floor</p> | <p>Understand venue arranges daily clean</p> <p>Approx one metre distancing between chairs for players, more for conductor, flutes, brass. Cases to be put under seats as far as possible.</p> <p>Cttee to encourage members to bring their own hand sanitiser and wipes to wipe down chairs.</p> <p>Small set up team briefed</p> <p>Players bring own stand and no sharing of kit eg stands. Members asked to avoid any socialising inside</p> | H<br><br>M<br><br>L<br><br>M | Venue<br><br>Cttee/all<br><br>Cttee<br><br>Cttee<br><br>All | Ditto |  |

|                     |                |  |  |  |            |                        |  |  |
|---------------------|----------------|--|--|--|------------|------------------------|--|--|
|                     |                |  |  | Wind /brass asked to collect liquid/condensation   | M          | Cttee/those players    |  |  |
|                     |                |  |  | Windows in hall and in toilets to remain open throughout (closed at end). Hall to be further ventilated on arrival and every 30 minutes/so by opening front and patio doors. | H<br><br>M | Cttee<br><br>Cttee/All |  |  |
|                     |                |  |  | No refreshments provided and people asked to bring own water. No formal break  | M          | Cttee                  |  |  |
|                     |                |  |  | Latecomers let in by specific member and door relocked   | L          | Cttee/All              |  |  |
|                     |                |  |  | Members asked to take rubbish with them.   | M          | Cttee                  |  |  |
|                     |                |  |  | Venue requires any other rubbish to be taken away  |            |                        |  |  |
| Changing Facilities | Not applicable |  |  |  |            | N/A                    |  |  |

