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| This checklist has been developed to assist those who are looking to hold events or activities with outdoor or indoor live performances with the completion of a COVID-19 risk assessment. This is to ensure the health and safety of those attending such performances and the employees who will be working at them. It is designed to ensure those who are looking to hold these performances which may include live music and entertainment consider the risks that they will need to manage. If these risks cannot be managed, the performances must not go ahead. **Please note: this checklist is not exhaustive and other considerations and controls will be necessary under the specific circumstances of your undertakings. It is intended as a guide only.****Outdoor and indoor live performances risk assessment checklist** When using this checklist you should be referring to the **Performing Arts Guidance** (link below).**Performing Arts Guidance** <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>Links to other relevant guidance that should be consulted when undertaking COVID-19 risk assessment will be included in this checklist. Further guidance may also need to be consulted. It is your responsibility to ensure the information consulted is up to date. |
| **Before holding live indoor or outdoor performances have I,** | **Yes** | **No** |
| Undertaken a COVID-19 risk assessment for my premises and current activitiesPlease see: <https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm><https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery> |  | (If no, you are in breach of the law. You must not proceed with any live performances and undertake a risk assessment immediately) |
| Appointed professional performers only |  |  |
| Observed the risk assessment provided (verbally or written where applicable) by the professional performers and satisfied with their COVID-19 controls |  |  |
| Considered having outdoor performances only  |  |  |
| Considered the duration of the event, in particular live performances |  |  |
| Considered the time of day the event is going to be held (avoid late night events as excessive alcohol consumption will become a significant risk factor) |  |  |
| Determined the number of people who are attending (events should be **pre-booked and ticketed only**) and the capacity of your indoor and outdoor space to allow for **social distancing of 2 meters or 1 metre plus suitable mitigation** |  |  |
| Considered how social distancing will be effectively managed (and considered both employees and staff when determining this) to allow for social distancing of 2 meters or 1 metre plus suitable mitigation |  |  |
| Have ensured my event is ticketed/pre-booked only  |  |  |
| Considered parking arrangements |  |  |
| Considered the number of performers and afforded sufficient space to allow them to socially distance (extended social distancing of 3 meters)**Please see Performing Arts Guidance** |  |  |
| Considered the distance from the performers and the audience |  |  |
| Considered the number of intervals between performances necessary to allow people to communicate without having to unduly raise their voices |  |  |
| Considered how music and broadcast volume will be controlled at intervals to prevent the need for the customers (audience) and staff to unduly raise their voices |  |  |
| Implemented a queuing system in place at the entrance to the premises/event or staggered arrival times |  |  |
| Considered areas where people are to que and move during the event and provided suitable instructions to the customers and areas are demarked to show where people are to stand |  |  |
| Considered customer and staff movements in tight areas and pinch points |  |  |
| Provided suitable signage to inform customers of what is expected from them (this should include hand washing technique, rules regarding shouting and raising their voices) |  |  |
| Considered how you will prevent customers from unduly raising their voices during the event (i.e. shouting and singing) |  |  |
| Provided a sufficient number of accessible toilet facilities and considered access arrangements for these |  |  |
| Provided a sufficient number of wash hand facilities and provided an adequate number hand sanitiser points for those both indoors and outdoors to use |  |  |
| Have in place an enhanced cleaning schedule for regularly visited areas i.e. toilets with reference to **Cleaning in Non-health care settings guidance** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> |  |  |
| Considered how table service will be undertaken to allow for social distancing between employees and the audience members/customers |  |  |
| Considered social distancing between the audience members/customers (i.e. between tables and chairs) |  |  |
| Considered how the event will be cancelled (this should also include during the event) should it be needed  |  |  |
| Considered first aid arrangements and how first aid will be provided when necessary |  |  |
| Considered how information for track and trace will be taken and recorded for all those who attend the event **(note GDPR requirements)** |  |  |
| Consulted my employees and, where applicable, representatives with findings from my risk assessment and where necessary EMP |  |  |
| If any of the above have been answered ‘no’, please explain why… |

**Person(s) name who completed this checklist and their role …………**

**Name and address of business/premises/location where live performances will be held………………..**

**Contact details of person responsible (mobile number and email address).………………………**

**Date ………………**