

## Covid 19 Risk Assessment Form

<b>Activity or Task</b>	<p>The running of the 2021 Tenby Blues Festival</p> <p>The Festival will take place over 3 days the weekend of November the 12<sup>th</sup> -14<sup>th</sup> 2021 at the De Valence Pavilion, the Tenby Rugby Club and various other venues around Tenby.</p>	<b>Procedure/ Supporting docs ref:</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>• <a href="https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions#risk-3">https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions#risk-3</a></li> <li>• DVP Tenby COVID-19 Risk Assessment</li> </ul>
<b>Location</b>	<p>De Valence Pavilion, Upper Frog St, Tenby SA70 7JD, UK</p> <p>Additional locations Tenby Rugby Club, Upper Frog St, Tenby SA70 7JD, UK Various smaller hotels, restaurants, cafes, clubs and bars all around Tenby (The Blues Trail)</p>		
<b>Who can be harmed</b>	<p>Volunteers/staff, performers and the general public attending the event</p> <p>De Valence Pavilion</p> <p>Volunteers/Staff 15 General public 450 Performers 18 (Additional DVP staff 15) Covered by DVP Tenby COVID-19 Risk Assessment</p> <p>Approximate numbers (No more than 499 total)</p>		
<b>Summary of Main</b>			<b>Risk Ranking Matrix</b>

<p><b>Findings</b></p>	<p>This RA is to be used in conjunction with the DVP Tenby COVID-19 Risk Assessment, the DVP venue rules as well as Covid 19 government guidance. The risk assessment will be reviewed regularly and when government guidance is updated/changed. Key finding is listed below.</p> <ul style="list-style-type: none"> <li>Comprehensive briefing provided to all staff/volunteers, covering Covid 19 procedures and relevant Risk Assessments. Key covid related information will be communicated via social media, Signage and by the stewards during the event. RA will be provided to all performers.</li> <li>People with COVID-19 symptoms should not attend the event and will be turned away if they arrive at the venue.</li> <li>Adequate ventilation will be provided by both natural ventilation and a Mechanical Air circulation system</li> <li>Increase cleaning of surfaces will be implemented and staff and customers will be asked to use hand sanitiser and clean their hands frequently.</li> <li>Staff/volunteers will wear face masks during the event. Attendees will be encouraged to wear masks when not seated.</li> <li>All participants will be encouraged to receive the Covid 19 Vaccine and undertake a PCR test prior attending the event</li> <li>The NHS QR code poster will be displayed to enable people to check in at the event and support NHS Test and Trace to reduce the spread of the virus.</li> </ul> <p>The additional hazards and controls for other locations including the Tenby Rugby Club and various other venues around Tenby will be identified and recorded on the venue Risk Assessment. These will be produced by the hosting location, prior to the event.</p> <p>Staff/volunteers will be stationed in key areas to ensure covid compliance. Periodic checks will be conducted on the smaller venues to ensure key controls are being maintained.</p>	
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Review Team Members	Issue /Rev	Reason for Review	Date	Approved
Sam Macro (DipNEBOSH), Malcom Cawley, Chris Osborne	1	Festival Issue	08/10/21	

	Hazard Type	What is the specific hazard and how can harm occur (or N/A)?	Without Controls			Specific Safeguards	With Controls			Action Ref (or None)
			Severity	Likelihood	Initial Risk		Severity	Likelihood	Residual Risk	
1	Covid Transmission Person to person (droplets transmission)	Person to person contact with someone who is covid positive that may result in transmission of COVID-19 via droplets	S	F	H	<p>All attendees are encouraged to get vaccinated prior to attending the event. Generally, it requires two weeks from second dose to achieve maximum protection.</p> <p>It is strongly recommended that all Staff/volunteers, performers, and attendees take a Lateral Flow Test before they attend.</p> <p>If anyone has any of these coronaviruse (COVID-19) symptoms, even if mild, they should not attend the event and get a polymerase chain reaction (PCR) test as soon as possible:-</p> <ul style="list-style-type: none"> <li>· runny nose</li> <li>· headache</li> <li>· sneezing</li> <li>· sore throat</li> <li>· high temperature</li> <li>· new, continuous cough</li> <li>· you've loss of sense of smell or taste</li> </ul> <p>If an attendee presents with symptoms, or you become aware of a case of suspected or confirmed COVID-19 at the venue, they should not be admitted or should be asked to leave the facility or event, unless they need to be transported to hospital for treatment. The customer should be advised to self-isolate in line with NHS guidelines and to take a PCR test.</p> <p>Refunds will be provided to those who cannot come due to positive Covid Test or they are displaying covid related symptoms.</p> <p>The event will be fully seated to reduce unnecessary movement around the venue and therefor person-to-person contact.</p>	O	M	L	

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					<p>Event occupancy limits have been determined (450 people seated) to facilitate social distancing and prevent overcrowding. A maximum of 49 staff, volunteers, and performers. Total number below 500.</p> <p>All staff/volunteers will be wearing masks to reduce the spread of coronavirus. Attendees will be encouraged to wear masks when moving around the venue.</p> <p>All individuals will be asked to observe and maintain Social Distancing, wherever possible.</p> <p>People will be urged to buy tickets prior to the event wherever possible. Online or box office (before event)</p> <p>The doors to the event will open early to reduce congestion when individuals are entering the venue. A queuing system will be implemented outside (Open Air) the De Valence, if needed.</p> <p>A fast-processing system will be put in place when entering the venue to reduce the time spent checking tickets and issuing wristbands. This will prevent congestion and people waiting in groups to enter the venue.</p> <p>Contactless payment will be used.</p> <p>The staff/volunteers checking tickets, taking payment and issuing wristbands will be located in the box office behind a screen.</p> <p>Individuals will be asked to put on their own wristbands to prevent unnecessary person to person contact.</p>				

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						The NHS QR code poster will be displayed for anyone wishing to check in using the app.				
2	Covid Transmission Person to person (aerosols transmission)	Inadequate ventilation in an area where, due to the number of people, an atmosphere is created that could spread covid in the air. Particularly relevant in confined spaces or areas with high numbers of people.	S	F	H	<p>Adequate ventilation will be maintained throughout the event. Doors, windows, and air vents will be opened where possible, to improve natural ventilation, and the Mechanical Air circulation system will be used (located in the Main Hall, Changing Rooms and Toilets). The Mechanical Air circulation systems will be set to maximise fresh air and minimise air recirculation.</p> <p>The queue to gain entrance to the building will be located outside the front of the venue.</p> <p>Event occupancy limits have been determined to facilitate social distancing and prevent overcrowding; the audience attending is limited to 450 and all attendees will be seated.</p> <p>There will be no dance floor which will help reduce physical exertion and resulting aerosol transmission.</p> <p>There will be limited numbers of individuals allowed in congested spaces. I.e. toilets, changing room or foyers areas. The number allowed in the toilet at one time will be clearly displayed on the door to the toilets.</p> <p>A fast-track entrance system, outside queuing and early door opening times will be implemented to prevent build-up of people in the foyers.</p>	O	M	L	

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						<p>If foyers become busy, attendees will be encouraged to move to the main hall and attendees may be held in the queue until numbers have reduced.</p> <p>All Individuals will be able to leave and re-enter the venues if they feel they would like to get more fresh air</p> <p>2 fully ventilated changing rooms will be provided for the performers. Doors will be left open where possible.</p> <p>Performers will be encouraged to minimise the time they spend in the changing rooms prior to and after their performance and maintain social distancing.</p> <p>Due to the spread of performances, it is unlikely all performers will be in these rooms at the same time.</p>				
3	Covid Transmission Surface to person (Contact transmission)	A person comes into contact with a Covid infected surface and transmission of Covid occurs by ingestion	S	O	M	<p>A strict cleaning and disinfectant regime will be implemented prior to, during and after the event. Focusing on high traffic areas and key touch points.</p> <p>All volunteer/staff work surfaces and card readers will be sanitised regularly throughout the event and chairs (Chairs and tables) will be sanitised prior to audience entry. Anti-bacterial wipes and nitrile gloves will be available for volunteer/staff members to use.</p> <p>Soap and handwashing facilities will be available in the toilets at the De Valence. Anti-bacterial hand gel will be stationed at the entrance to the venue, in the foyer and at the bar.</p>	S	R	L	

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					<p>Individuals will be encouraged to wash hands with soap and water or with an alcohol-based hand rub regularly and in particular:-</p> <ul style="list-style-type: none"> <li>• after coughing and sneezing,</li> <li>• before and after eating,</li> <li>• when arriving and leaving the venue,</li> <li>• before having a cigarette or vaping,</li> <li>• after toilet use.</li> </ul> <p>Any shared equipment, such as microphones and instruments, and technical equipment will be fully sanitised between performances.</p> <p>Microphone covers will be used and replaced between performances at the De Valence and Tenby Rugby Club.</p> <p>At the other smaller venues, the performers will bring their own equipment and that equipment is only to be used by them (equipment will not be shared)</p> <p>Performers are responsible for the movement (on and off stage), cleaning and setup of their own equipment to prevent contamination.</p> <p>Covid related Public Health Wales posters will be displayed in prominent positions regarding the importance of hand hygiene</p> <p>Cleaning arrangements are clearly listed in the DVP Tenby COVID-19 Risk Assessment</p>				

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4	Pre-existing Health Condition or unvaccinated individual (Exposure to Coronavirus)	Individuals' pre-existing health conditions or lack of vaccination could make them more vulnerable to the effects of Covid-19 if they were exposed.	S	O	M	<p>All attendees are encouraged to get vaccinated prior to attending the event. Generally, it requires two weeks from second dose to achieve maximum protection.</p> <p>It is strongly recommended that all staff/volunteers, performers, and attendees take a Lateral Flow Test before they attend.</p> <p>Individuals who are deemed to be at increased risk (clinically vulnerable / clinically extremely vulnerable) to the effects of COVID-19 will not be required to attend events if they feel that the event would put them at unnecessary risk.</p> <p>All staff/volunteers will be wearing masks to reduce the spread of coronavirus. Attendees will be encouraged to wear masks when moving around the venue.</p> <p>All staff/volunteers classified as clinically vulnerable / clinically extremely vulnerable will be allocated lower risk duties, i.e. non-public facing roles. Additional control measures will be implemented where appropriate.</p>	M	O	L	