

CUCKFIELD BOOKFEST

VENUE RISK ASSESSMENT (V1)

CUCKFIELD BOOKFEST IS COMMITTED TO ADHERING TO ALL LOCAL AND GOVERNMENTAL LEGISLATION AND GUIDANCE TO REDUCE THE RISK OF COVID-19 THEREFORE IN ALL INSTANCES AND WITHOUT EXCEPTION REGULATIONS MUST BE ADHERED TO WHEN ATTENDING EVENTS. CUCKFIELD BOOKFEST RESERVES THE RIGHT TO EVICT ANYONE FROM THE PREMISES WHO DOES NOT ADHERE TO CURRENT REGULATIONS.

ALL PARTICIPANTS ATTEND AT THEIR OWN RISK.

ANY INDIVIDUAL EXPERIENCING SYMPTOMS OF, WHO HAS HAD A POSITIVE TEST FOR, IS AWAITING RESULTS OF A TEST FOR ,OR IS ISOLATING OR QUARANTINING FOR COVID-19 MUST NOT ATTEND ANY BOOKFEST EVENT.

If any participant develops symptoms or tests positive for COVID-19 within 21 days of visiting Bookfest the organisers kindly request information on the individual and the symptoms they develop (see Emergency Contact below).

VENUE: The Queen's Hall, High Street, Cuckfield, RH17 5EL			DATE COMPLETED: 4th October 2020		
HAZARD	TO WHOM	CHANCE	SEVERITY	RISK RATING	EXISTING CONTROLS
Coming within 1m of others and consequential spread of COVID-19	Volunteers, speakers and audience members	3	2	6	<p>Rules and regulations as per Cuckfield Parish Council and government guidance for 13th and 14th November 2020.</p> <p>Queueing outside the venue will be monitored to ensure social distancing both within the queue and for others using the pavement. Public order requirements (e.g. social distancing, noise levels, littering) must be observed at all times.</p> <p>One way system for entry and exit to the venue to ensure distancing and minimal interaction with clear signage/tape to mark permitted routes.</p> <p>Social distancing guidelines must be adhered to within all areas.</p> <p>Seating to be in accordance with designated seating plan via TicketSource that is compliant with current distancing requirements. Tickets will only be sold in advance to avoid seating issues. A seating plan and attendee list will be printed before the doors open.</p> <p>Areas out of bounds to be monitored to ensure compliance.</p>
Spreading of COVID-19 whilst at the venue	Volunteers, audience members and speakers	4	3	12	<p>Premises will be cleaned at the beginning and end of use each day.</p> <p>Audience members will be required to enter the building no sooner than 15 minutes before each session.</p> <p>At the entrance a table will be stationed with hand sanitizer to be used by each entrant. Hands to be sanitized on entry and exit to the areas.</p> <p>Audience members to be guided to their allocated seats.</p> <p>Speakers will be ushered to and from their designated areas.</p> <p>The main hall will be cleared at the end of each session and audience members will be asked to leave the building.</p> <p>After each session external doors will be opened to air the premises and all chairs, door handles and light switches will be cleansed with alcohol..</p> <p>Wipeable chairs and tables only must be used.</p> <p>Audience members must take their coats and bags with them to their seat.</p> <p>Contact tracing will be observed (see below)</p>

Serving refreshments and consequential transfer of COVID-19	Volunteers, audience members and speakers	3	2	6	Quiz evening participants will be served with drinks and snacks at the table. Sharing of food and drinks will not be allowed. Refreshments will not be provided for audience members on 14th November unless in an emergency. Monetary transactions will be via card machine only to avoid handling of cash. Drinks and pre-packaged food for volunteers and speakers will be provided in accordance with Cuckfield Parish Council guidelines and Food Hygiene requirements. The kitchen area will be cleaned in accordance with Cuckfield Parish Council guidelines.
COVID-19 transfer via use of toilets	Volunteers, audience members and speakers when using the toilet facility	3	2	6	Bookfest will operate, and there will be clearly marked signage on the toilet door to indicate, a '1 in, 1 out' policy for use of the toilets. Alcohol hand gel will be available for use in each toilet area. Bookfest will ensure that the toilets are cleaned at the beginning and end of the day and between each session.

RATINGS	Severity	1: Slight	2: Minor	3: Moderate	4: Major	5: Severe
	Chance	1. Highly unlikely	2. Not very likely	3: Possible	4: Quite likely	5: Very likely
TIMESCALES	All measures must be in place and checked before each and every use of the facility	BY WHO	Bookfest Committee take ultimate responsibility for the facility and must aim to ensure that all guidelines are adhered to when they are 'on duty'.			
FIRST AID LOCATION:	First floor, Map Room	DEFIBRILLATOR:	Opposite Ladies toilet, hallway area ground floor.			
EMERGENCY CONTACT:	Allie Young Tel 07803136949	BOOKFEST COMMITTEE:	Elspeth Chasseur, Sheila Chasser, Sue Laing Sheila Mortimer			
A&E:	Princess Royal Hospital, Haywards Heath					

NOTES:

The health and safety of all participants of Bookfest is of paramount importance and Cuckfield Bookfest reserves the right to cancel the event if there is identifiable risk of harm to any concerned.

Sanitization and the wearing of masks will be enforced in accordance with current government guidelines.

The above risk assessment will be reviewed at least weekly and revised as necessary to conform with current local and governmental guidelines. The final document containing all current guidance will be issued on 13th November 2020.

Cuckfield Bookfest will work with Cuckfield Parish Council to deliver events with the safest and lowest risks possible.

A designated qualified First Aider will be present throughout each event.

Seating allocation to be in accordance with current government guidance for performing arts:

www.gov.uk/work/Healthandsafetyatwork/performingarts

All ticket purchases will be online via TicketSource who will provide a seating plan for each session. Seating to be allocated by TicketSource to provide social distancing via automatically blocked seats between groups (maximum 6 who are in same social 'bubble') or individuals in accordance with current guidelines above. The seats behind and to each side of sets of seats booked will be automatically blocked to prevent usage and enable social distancing. See:

<https://www.ticketsource.co.uk/kb/seating-plans/social-distancing-rules>

TicketSource will retain personal contact information for Contact Tracing from each person making the booking. The information will be retained for 21 days and then destroyed in accordance with Data Protection requirements.

Contact information for all volunteers, speakers and visitors will be retained for 21 days by the organisers, then destroyed in accordance with Data Protection Act 2018 requirements: www.gov.uk/protection/covid

CUCKFIELD BOOKFEST RESERVES THE RIGHT TO AMEND THIS DOCUMENT AT ANY TIME TO REFLECT CURRENT LEGISLATION

Appendix A

SEATING PLAN for 14.11.20

STAGE								
1.5m aisle							STEPS	
1.5m Aisle	D	D	D	D	D	D	D	EXIT DOOR
	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	
1.5m aisle								
TECH TABLES				D	D	D	D	ENTRY DOOR
				1m aisle				

Notes:

Each box represents 1m² unless otherwise indicated.
 D indicates seating suitable for disability or wheelchair requirements.
 Squares marked with an X or D indicate potential seats.

														ENTRY DOORS
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NOTES RE QUIZ NIGHT SEATING PLAN:

Boxes represent 0.5 m2 unless otherwise indicated, 1 chair per m2

Tables measure 2m x 1.5m

Squares marked with an X are potential seats

All unmarked squares represent free space

Exits will be via the side doors

Refreshments will be served from the outer hall

The entry doors will remain open during the event to provide additional ventilation and ease of movement to the toilets.

Participants will be expected to remain in their seats unless accessing the toilet or for emergency care. This will be monitored.