**HMF COVID PROTOCOLS AND PROCEDURES 2022**

**The following protocols/risk assessments are put in place to reduce the risk of contracting Covid 19 whilst at our festival**

**We aim to complement pre-existing mitigations and comply with maximum capacity of each venue based around measures people are already familiar with – face covering/social distancing/hand sanitizing/cleaning surfaces and ventilation**

**The risk assessment below aims to pull all of these together and allocate different tasks to HMF personnel and ways in which we can all help by complying with protocols outlined below**

**Each venue we use will be visited and more detailed mitigations for specific venues is available on request.**

**These protocols and procedures will be reviewed on a regular basis and updated to comply with government guidelines**

**HMF RISK ASSESSMENT FOR COVID DECEMBER 2021**

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| COVID RISK | WHO IS HARMED | CONTROL MEASURES | ACTION TAKEN BY |
| **Virus entering the premises** | HMF Personnel (Committee & Stewards)  Adjudicators  Accompanists  Entrants  Audience  Cleaners  Vulnerable Groups  Other groups using the premises | No one should attend who has covid symptoms or who has been in contact with someone who is Covid positive  Signage on Main Entrance/strategic places throughout venue  Contact details taken before entering the building | Communicated on Homepage/Programmes/Entrants Ticket GP/MU  Door Steward/Duty Officer |
| **Virus spread by aerosol**  Overcrowding prevents social distancing  If all areas accessible to everyone virus can reach more people | HMF Personnel (Committee & Stewards)  Adjudicators  Accompanists  Entrants  Audience  Cleaners  Vulnerable Groups  Other groups using the premises | Masks worn by all over 12 (except those with a medical exemption when in a passive role)  Coughs & Sneezes caught in tissues and binned  Rooms ventilated for 10 mins each hour/ or when above 800ppm CO2 if monitor available. Rooms vacated between sessions and ventilated.  Social distancing = 1m between seats if not in bubble  3m between adjudicators desk/accompanist  Number of people in each room has a maximum limit displayed on door  Where possible a one-way system will be used to support social distancing.  May want to designate areas to different groups of people.  Use of Perspex shield for Adjudicators desk placed to block airflow from singers/wind instruments  Orientation of people sideways to each other or behind to avoid air flow from others  No electric hand driers to be used in toilets to limit dispersion of aerosols.  Careful programme scheduling to minimise build-up of aerosols over time eg Wind instrument classes before natural breaks to enable good ventilation. | Signage put in place by Committee/Duty Officer  Duty Officer monitor and ventilate  Set out by Committee/Duty Officer – monitored by Hall Steward  Established by committee and enforced by signage and Duty Officer  Signage and Duty Officer/other Stewards  Placed by Duty Officer  Arranged by committee/Duty Officer  Signage and Duty Officer/other Stewards  Scheduling Committee |
| **Virus spread by contact**  Virus can cling to surfaces for 72h and may have been handled by multiple persons | HMF Personnel (Committee & Stewards)  Adjudicators  Accompanists  Entrants  Audience  Cleaners  Vulnerable Groups  Other groups using the premises | Hands sanitized regularly by washing/ or use of sanitizer before or after touching shared surfaces  Hand sanitizer available at strategic points within the venue  Washing facilities available in toilets with paper towels.  People sharing keyboard/piano to sanitize hands before and after playing. Tissues available to wipe off excess.  Piano and shared music stands wiped down between sessions  Surfaces wiped down periodically as instructed  Handling/counting money – contactless payment possible. If not use of gloves/hand sanitizer after handling  Handling paper/scores minimised and hands sanitized before/after. Disposable gloves also available (non-latex size L)  Some areas of venues have restricted access eg kitchen facilities out of bounds  No preparation of food/beverages on the premises or consumed in large communal groups. | Platform Steward  Read out COVID protocol along with Health & Safety  Duty Officer  Duty Officer  Platform Steward  Explain procedure for first competitor in each class  Platform Steward  Duty Officer  Door/Duty Officer  Adjudicator Steward  Only for use of one person at a time to collect their food/drink  Duty Officer to collect sandwiches for Adjudicators and those on duty |