**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)AdjudicatorsAccompanistsEntrantsAudienceCleanersVulnerable GroupsOther groups using the premises | No one should attend who has covid symptoms or who has been in contact with someone who is Covid positiveSignage on Main Entrance/strategic places throughout venueContact details taken before entering the building | Communicated on Homepage/Programmes/Entrants Ticket GP/MUDoor Steward/Duty Officer |
| **Virus spread by aerosol**Overcrowding prevents social distancingIf all areas accessible to everyone virus can reach more people | HMF Personnel (Committee & Stewards)AdjudicatorsAccompanistsEntrantsAudienceCleanersVulnerable GroupsOther 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 binnedRooms 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 bubble3m between adjudicators desk/accompanistNumber of people in each room has a maximum limit displayed on doorWhere 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 instrumentsOrientation of people sideways to each other or behind to avoid air flow from othersNo 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 OfficerDuty Officer monitor and ventilateSet out by Committee/Duty Officer – monitored by Hall StewardEstablished by committee and enforced by signage and Duty OfficerSignage and Duty Officer/other StewardsPlaced by Duty OfficerArranged by committee/Duty OfficerSignage and Duty Officer/other StewardsScheduling Committee |
| **Virus spread by contact**Virus can cling to surfaces for 72h and may have been handled by multiple persons | HMF Personnel (Committee & Stewards)AdjudicatorsAccompanistsEntrantsAudienceCleanersVulnerable GroupsOther groups using the premises | Hands sanitized regularly by washing/ or use of sanitizer before or after touching shared surfacesHand sanitizer available at strategic points within the venueWashing 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 sessionsSurfaces wiped down periodically as instructedHandling/counting money – contactless payment possible. If not use of gloves/hand sanitizer after handlingHandling 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 boundsNo preparation of food/beverages on the premises or consumed in large communal groups. | Platform StewardRead out COVID protocol along with Health & Safety Duty OfficerDuty OfficerPlatform StewardExplain procedure for first competitor in each classPlatform StewardDuty OfficerDoor/Duty OfficerAdjudicator StewardOnly for use of one person at a time to collect their food/drinkDuty Officer to collect sandwiches for Adjudicators and those on duty |