

Harwich Festival 2021

3rd – 31st July 

SAFE WORKING PROCEDURES:

Harwich Art's & Heritage Centre – Live Events

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HARWICH FESTIVAL 2021 – HARWICH ARTS & HERITAGE LIVE EVENTS

INTRODUCTION:

The Harwich Arts and Heritage Centre will host several live events as part of the 2021 Harwich Festival.

These events will welcome paying guests into the venue.

The Harwich Festival accepts its responsibility to ensure to the best of their ability, the health, safety and welfare of all users of the venue for the extent of the live performances.

SCOPE:

This document will cover the requirement for specific safety related issues regarding the running of live events. These issues are:

- Capacity
- Access & Egress
- Artists/Performers
- Audience/Visitors
- Washroom Facilities
- First Aid
- Refreshments

This document will not cover the following:

- Fire Safety

For fire safety, all Harwich Festival staff, volunteers, visitors and performers will follow the procedures already put in place by the venues fire risk assessment.

COVID-19 SAFETY:

While the Harwich festival have given considerable consideration to Covid Safety for this event, Harwich Art's & Heritage Centre has it's own Covid Safe Risk Assessment in place and the Festival, and it's staff and volunteers will follow all venue safety instructions as directed.

For this event, it is required that all persons within the venue will wear a face covering at when moving around the venue unless medically exempt.

Face coverings will not be required while audience members are seated.

This will not include performing artists.

1. PROCEDURE:

HAHC will host 5 live music events as part of the festival. For each of these events, the following procedures will be in place.

CAPACITY:

The capacity of the venue for these events has been set at a **maximum** of **50** audience members to enable good social distancing and fire safety to be implemented. This does not include Centre staff, event staff and volunteers, or performers.

This is audience members within the venue hall only

ACCESS & EGRESS:

Access to the venue will be marked with an 'Entry' sign to ensure a one way flow is in operation. This will be via the doors to the venue closest to the Mayflower Primary School. (The school will be closed for summer at the time of the event.)

On entry to the venue, there will be sanitizer stations to enable all visitors to sanitize hands.

At interval, and at the end of performance, exit from the venue will be controlled to ensure all audience members leave via the opposite door to create a one way system.

Marshals/Volunteers will be present to manage the exit of audience member from the venue.

ARTISTS & PERFORMERS:

All artists and performers will be presumed to be in their own (Covid Safe) bubble.

All equipment and instruments will only be handled by persons within that 'bubble.'

Artists will be provided with a 'Green Room,' for them to prepare, relax, and remain socially distant from the audience during the event.

Any person entering the 'Green Room' must wear a face covering and remain socially distant from performers.

It is expected that any electrical equipment (amplifiers etc) used by artists/performers will be in good condition and PAT tested.

A sound engineer will set up in the corner of the hall, nearest to the stage.

It is expected that all electrical equipment used will be in good condition and PAT tested.

AUDIENCE/VISITORS:

Audience numbers will be limited to a maximum of **50** and be seated in the venue hall.

The layout and positioning of chairs and/or tables will be determined by the number of tickets sold for the event.

Once numbers have been confirmed, Centre staff will ensure layout is arranged with current social distancing guidelines being followed.

WASHROOM FACILITIES:

The washrooms for the event are situated close to the entrance of the venue

A one way system is not possible for the use/queueing for the washrooms.

It has been decided that with both entrance doors open to the venue hall, there is sufficient space for two way 'traffic'.

This will be monitored by Harwich festival staff/volunteers and controlled if necessary.

Queuing for the washrooms will be controlled by distance markers on the ground which all users will be advised to adhere to.

Signage will be in place to limit the number of persons in the washroom at any one time.

FIRST AID:

First aid for the event will be provided by The Harwich Arts and Heritage centre staff, who are first aid trained.

A suitable, stocked first aid kit will be available for use of first aiders to deal with any issues in a low risk setting.

REFRESHMENTS

Refreshments for the event will be available from the kiosk at the rear of the venue hall.

Queuing for this will be controlled via signage and distance markers on the ground.

Queuing will be along one wall of the venue to ensure there is no crowding with other audience members.

Where possible, table service will be provided to prevent the need for all audience members to queue.

This document has been developed by the Harwich Festival with assistance from Ephas Training & Consultancy.

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