

Harwich Festival 2021

3rd – 31st July

SAFE WORKING PROCEDURES:

St Nicholas Church – Live Events

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HARWICH FESTIVAL 2021 – ST NICHOLAS CHURCH LIVE EVENTS

INTRODUCTION:

St Nicholas Church, Harwich, 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 venue.

COVID-19 SAFETY:

While the Harwich festival have given considerable consideration to Covid Safety for this event, St Nicholas Church 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 all times unless medically exempt.

This will not include performing artists.

1. PROCEDURE:

St Nicholas church will host 4 live 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 **60** audience members to enable good social distancing to be implemented for Covid Safety. This does not include Church volunteers, event staff and volunteers, or performers.

ACCESS & EGRESS:

Access to the venue will be via the main double doors of the church.

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 allow those at the rear of the venue to exit first, followed subsequently by each row until all rows are emptied.

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

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.

AUDIENCE/VISITORS:

Audience numbers will be limited to a maximum of 60 and be seated in the middle section of pews, directly in line with the entrance doors.

Pews have been limited to 4 per row, with every other space marked with an **X** to allow for good spacing between each audience member. Those from the same household will not need to distance from each other when sitting. This is to be managed by the audience members themselves.

Marshals/Festival staff will be in attendance to assist those who cannot sit in pews due to medical conditions. Some chairs will be provided at the rear of the church.

WASHROOM FACILITIES:

There is one washroom/toilet in the venue.

A queueing system will be in place to allow a one way flow, with those waiting to use the facilities queueing along one side of the church.

A sign will be in place to limit the number of persons in the washroom at any one time. Exit from the facilities will be in a separate direction from the queue.

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

There will be bottles of water available as audience members enter the church. These will either be handed out by a volunteer, or placed on a table for people to take for themselves.

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

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