**WANDSWORTH ARTS FRINGE 2021**

**COVID-19 CHECKLIST FOR VENUES**

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| **VERSION** | **DATE** | **AUTHOR** |
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**STAY UP TO DATE!**

Guidance & Legislation is rapidly evolving. For the most up to date information:

* Check [gov.uk/coronavirus](http://www.gov.uk/coronavirus) for general information on COVID-19
* Check [gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts) for guidance specific to the performing arts

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|  | **PRE-EVENT** |
| 1 | Carry out a COVID-19 specific Risk Assessment carried out for the activities taking place.  |
| 2 | Calculate the safe capacity of the venue calculated to take into account social distancing, performers, staff and fire exits.  |
| 3 | Venue fully cleaned and sanitized with particular attention paid to high touch points such as Toilets, stair rails and door handles.  |
| 4 | Install signage around the building and in particular at the entrance reminding people to maintain a 2m distance where possible and to be considerate of others using the building |
| 5 | Install one way system throughout the venue where possible  |
| 6 | Fire Exits cleared of any obstacles inside and out |
| 7 | Outdoor queuing system installed and designed to maintain social distancing, while not obstructing public highway, rights of way, and other businesses/residents. Needs of accessible customers to be taken into account |
| 8 | NHS Test & Trace QR Code displayed at venue entrance. Alternative method in place for customers unable to use the QR Code - must be GDPR compliant and follow NHS Test & Trace Guidelines  |
| 9 | Staff, performers & external contractors made aware of COVID-19 requirements and findings of risk assessment. Ensure all are aware of their responsibilities.  |
| 10 | Staff, performers & external contractors to complete health declaration prior to arriving at the venue |
| 11 | Stock of face coverings & relevant PPE held at the venue for staff, performers & external contractors that require it.  |
| 12 | Hand sanitizer points installed at entrance to venue, toilets, dressing rooms and at other designated locations throughout the venue |
| 13 | Waste bins emptied, rubbish removed from the venue, and replaced with clean bin bags.  |
| 14 | Ticket holders to be sent pre-event information via email, social media, event website or venue website listing COVID-19 requirements and measures venue has taken to be COVID secure |
| 15 | Perspex screens installed at key face-to-face locations such as box office, bars and merchandise points |
| 16 | Display hand wash procedure poster at hand wash locations |
| 17 | Remove all non-required furniture and decor. Remaining furniture / decor should be able to be wiped clean between uses  |
| 18 | Allocate dressing rooms for performers - avoid sharing where possible and if not rooms thoroughly cleaned between users |
| 19 | Check current government restrictions at gov.uk/coronavirus |

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|  | **DURING EVENT** |
| 1 | Frequent handwashing to take place by all staff, performers & external contractors |
| 2 | Display hand wash procedure poster at hand wash locations |
| 3 | Customers instructed to wash or sanitise hands immediately on arrival at venue  |
| 4 | Customers to check into the venue via NHS Test & Trace QR code or alternative method on arrival. All customers aged 16 or over must check in individually, not just one per household / group.  |
| 5 | Customers instructed to maintain social distancing via signage / venue staff  |
| 6 | Staff, Customers, Performers & external contractors to wear face coverings inline with current government guidance. Exceptions apply.  |
| 7 | Regularly clean toilets, hand washing facilities and toilet door handles etc. |
| 8 | Regularly clean light switches, lift controls, door handles and push plates, handrails on staircases and corridors.  |
| 9 | Hand Santiser to be checked regularly and refilled as required |
| 10 | Chairs, tables and other furniture to be sanitized between after each user |
| 11 | Bag searches to be undertaken with social distancing guidelines maintained. Bags to be placed at search point, customer to stand back 2m and security to walk forward to carry out search. After search security to stand back before customer comes forward to collect bags |
| 12 | Electronics such as tills, card machines, ticket scanners and computers to be cleaned at each staff changeover |
| 13 | Cloakroom to remain closed and customers to keep belongings with them at all times |
| 14 | If required by current government guidelines, customers remain seated during performances and when at the venue.  |
| 15 | Alcohol / food sales to be in line with current COVID-19 restrictions |
| 16 | Household mixing to be in line with current COVID-19 restrictions |
| 17 | Maximum group sizes permitted to be line with current COVID-19 restrictions |
| 17 | Waste bins to be emptied regularly |
| 18 | Ensure the premises are well ventilated, open windows throughout the building where possible. Keep doors open as long as not fire doors |
| 19 | Check fire exits regularly to make sure they are clear inside & out |
| 20 | Ticket scans to be made using fixed scanning points to avoid customer / staff interaction where possible. Face coverings to be worn by staff in line with government guidance.  |
| 21 | Cash payments to be discouraged. Hygiene procedures to be in place if cash payments are taken.  |
| 22 | Dressing rooms to be cleaned thoroughly between users |

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|  | **POST EVENT** |
| 1 | Full cleaning of venue to take place - including all furniture, floors, handrails, door handles, electronics and other surfaces |
| 2 | Ventilate venue by opening all windows and doors (not fire doors) |
| 3 | Customer details for NHS Test & Trace to be securely held in line with GDPR and NHS Test & Trace Regulations. Data to be destroyed/deleted 21 days after event |
| 4 | If contacted by NHS Test & Trace customer details from dates requested are handed over. Follow instructions given by NHS Test & Trace and contact staff if required to do so.  |
| 5 | All waste removed from venue and bins fully sanitized |
| 6 | Hand Santiser and soap points refilled.  |
| 7 | Stock of PPE and face coverings replenished |