

Viva Ukulele LIVE Jam – Thursday 27th May 2021

Risk Assessment and Guidance

| Description | Risk | Guidance |
|--------------------------|---|---|
| Car Parking | Visitors unaware of parking places and event location | Volunteer Parking marshals will guide visitors to appropriate locations to park and the seating area. |
| Access to Toilets | Cross contamination of Covid, potential security breach of building. | One volunteer to use key fob enabling the door to be kept locked. Volunteer will monitor and control numbers and provide guidance on access. Use anti-bacterial spray on door/ handles when required. |
| Track & Trace | | All visitors will have pre-booked to attend and will provide contact information. |
| Refreshments | Close proximity leading to potential cross contamination. | Visitors to provide own refreshments. |
| Masks | Close proximity leading to potential cross contamination. | To be worn at all times but, can be removed when seated. |
| Seating | Close proximity leading to potential cross contamination. | All visitors to provide their own seating. Seats to be placed at least 2 metres apart. |
| Seating Location | Potential cross contamination if held indoors. | External location: underneath the glass canopy on the left hand side of the Chatterley Whitfield Centre. |
| Payment | Close proximity leading to potential cross contamination. | Online in advance |
| Attendees | Excess numbers of attendees - proximity leading to potential cross contamination. | Attendees must book their place in advance to avoid over subscription. Adherence to the current government guidelines: to date, the maximum number of attendees is 30 including event organisers. |

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GUIDANCE FOR ATTENDEES

These guidelines are to ensure we are all kept safe so we can enjoy the jam session as much as possible.

| DESCRIPTION | ACTION | ✓ |
|------------------------------|---|---|
| 1. Book your place | TEXT ME (texts only) on 077 959 27718 with the number of places you want and the names of attendees | |
| 2. Payment in advance | I will reply to your text with the payment details. This will secure your booking. | |
| 3. Arrive early | To park and set up and catch up with friends 😊 (Jam will start at 10.00am, set up will start at 9.00am) | |
| 4. Refreshments | To reduce contact, refreshments won't be provided this time. Feel free to bring a picnic. | |
| 5. Bring a chair if you can. | Again, to reduce contact or potential cross contamination, contact me if any problems with this | |
| 6. Face Covering | Please wear your mask/face covering at all times. Can be removed only when seated | |
| 7. Attire | We will be outside underneath a glass canopy - bring suitable clothing for the changeable, unpredictable and sometimes bewildering British weather! | |
| 8. Song Sheets | Your song sheets may not show up outside on a tablet. Printed sheets may be better. | |
| 9. Music Stand | Bring a music stand (and pegs or similar to hold your paper song sheets!) | |
| 10. Toilets | We can use the toilets: access to the building will be monitored and a policy of 2 persons per facilities at a time on a one-in-one-out basis. | |
| 11. WiFi | There is NO wifi available. Song sheets must be downloaded to your tablet's storage – or use printouts. | |