

Protocols for music-making at West Road Concert Hall during COVID-19

(This document is regularly reviewed and updated taking account of advice and guidance from a range of sources)

This document sets out protocols for all music-making activities by commercial hirers of West Road Concert Hall. The protocols outlined in this document do not cover all eventualities and you will need to complete an event-specific risk assessment in advance. These protocols have been developed with reference to the Government's [Guidance for people who work in performing arts](#) and University guidance.

1. Managing Risk

Hirers will be required to confirm that they understand and will abide by these protocols.

All activity must be planned to avoid situations where performers cannot socially distance. Hirers will be provided with a risk assessment template which must be completed for each event or series. No activity may take place until this, or an alternative, has been accepted by WRCH and WRCH reserves the right to immediately terminate a booking if an event is not being run in line with the agreed risk assessment.

For each event, a responsible person must be identified for ensuring that general protocols and any specific further requirements mentioned in their event-specific risk assessment are observed. The responsible person must circulate these protocols in advance to everyone involved in the event.

2. Test and Trace requirements

The responsible person must collect contact details of [all those in attendance](#) for 21 days following the event and provide these on request to NHS Test & Trace. Individuals are welcome to make use of the NHS Test & Trace QR code displayed in WRCH foyer as an alternative to providing contact details.

3. Minimising risk of infection

Attendance

Individuals should not enter if they: have COVID symptoms, have tested positive, or have been told they've been in contact with someone who has tested positive; or, they live with someone, or someone in their support bubble, has symptoms or has tested positive.

Users must follow the one-way system and all other signage within the building.

Groups of up to six may congregate during breaks.

Face Coverings

Face coverings must be worn by all non-exempt users of the building. Performers may remove their face coverings for performance and rehearsals once in their allocated positions. However, we strongly encourage performers to wear face coverings at all times, including during rehearsals.

Cleaning Objects, Equipment and Environments

Hands should be washed/sanitised regularly using the materials provided in washrooms and throughout the building.

Touch points (eg door handles) are sanitised periodically.

Wipes are available in all spaces for users to sanitise music stands prior to use, and these should only be used by one person per event. Modern pianos should be sanitised before and after use in line with the guidance available with the instrument and using specialist cleaning materials provided. Performers and instructors must not share personal equipment, eg pens & pencils, music, instruments, phones, chargers, valve oil, mutes, rosin etc.

Residue created by instruments must be disposed of on a cloth, a towel or a container provided by the performer and taken away by the individual player. All rubbish should be disposed in the bins provided. Users of the building should bring their own refreshments as these are not permitted to be served. Ensembles including singers, wind, or brass players may only rehearse in the Concert Hall or Recital Room unless agree with WRCH in advance.

Occupancy and Ventilation

All spaces have maximum capacity based on social distancing requirements and ventilation assessments. Air recirculation in the concert hall has been turned off (100% fresh air) and windows will be opened in all other spaces to ensure adequate ventilation. These must not shut by users without permission of a Custodian.

To ensure adequate ventilation, the following breaks must be observed

Concert Hall	No restriction on timings; users to remain in hall during breaks
Recital room	20 minute break outside of the room after every 3.5hrs of use
Lecture Rooms	15 minutes break outside of the room after every 1.5hrs of use

4. Managing Rehearsals & Performances

Social distancing and Positioning of Performers

A default stage plan (at 2m distance) for 28 performers can be provided by WRCH. Up to 44 performers plus a conductor on stage can be accommodated subject to a minimum planned spacing of 2m for woodwind/brass/singers and 1.5m for all others. Where performer numbers exceed 28, hirers must submit a stage plan to WRCH for approval.

Rehearsals

Performers should proceed directly to their designated chair, keeping their belongings and instrument cases with them unless separate green room facilities are provided. Cello, double bass and other large cases may be stored in a suitable alternative place in the room. A verbal reminder of protocols should be given at the beginning of every rehearsal by the responsible person, including instructions to wear face coverings, maintain social distancing, and to follow standard hygiene practices (to cough into the arm and to avoid touching the face etc.). Bell-coverings are encouraged for wind & brass players. Conductors should discourage overly loud singing and heavy projection of consonants.

Performances

Performances should last no longer than 90 minutes and must not include an interval. Page turners should not be used.

Backstage space is limited and the availability of adequate dressing room space must be confirmed in advance.

Performers should avoid using the front entrance of the building when the audiences are arriving and departing.



Performance Guidelines

For non-University activity

- 1. Maintain social distancing**
Keep to assigned positions
- 2. Face coverings**
Strongly encouraged at all times
- 3. Wash/sanitise hands frequently**