

Group name Eltham Choral Society
COVID-19 risk assessment for: **Choir members, MD and accompanist**
Rehearsal day and time Thursday 17th December 2020 19.30
Rehearsal venue St. John's Church Sidcup

REVIEW This risk assessment will be reviewed by Carole Homan, Sue Quirk and Fiona Gardiner after the first week then every three weeks following that.

Risk area	Possible mitigations and actions	Responsible	Relevance	Other relevant notes
1. Infection rate in your area high				
Local restrictions apply with little notice				
	1. Check government guidance on local lockdowns (see notes section) 2. Check Coronavirus cases data regularly (see notes section) 3. If there are local restrictions or a local surge in cases, cancel rehearsals for that week remember to communicate with: members, MD, volunteers, venue	Person 3 Person 3 Person 3 Person 11		Government guidance on local lockdowns Check corona virus cases data regularly
2. Risk to/from individuals to/from group				
High/moderate risk/vulnerable individuals attend				
	Identify high/moderate risk/vulnerable individuals via self-assessment, covid sub committee responsibility If high risk, attendance is at members' own risk. If symptoms develop, member must self exclude. anyone living in Tier 3 will not be able to attend rehearsal.	Person 1 Person 2 Person 1		
Infectious individual attends rehearsals				
	1. Exclude potentially infectious individuals from attending and entering rehearsal venue use pre-attendance questionnaire via email to stop potentially infectious individuals attending 4 questions to ask: 1) do they have any of the symptoms: elevated temperature, a new continuous cough, loss of smell and taste 2) have they been in close contact with someone with symptoms 3) have NHS Track & Trace asked them to self-isolate 4) have they returned from abroad and been asked to self-isolate	Person 1		
Inability to track & trace when someone falls ill outside meeting				
	1. keep register of everyone who attends rehearsals every week, for 21 days (for NHS Track & Trace) 2. ensure if anyone falls ill between one rehearsal and the next that they know to contact group and who to contact 3. if that happens, contact NHS Track & Trace 4. contact all attendees of last 2 rehearsals; ask to arrange a test and self-isolate for 14 days from date of attending rehearsal w/	Person 4 Person 4 person 3 Person 4		
Inability to deal with person becoming unwell in rehearsals				
	create a plan for this eventuality: 1. two committee members designated to attend to sick person and decide course of action 2. send person home immediately 3. ask person with symptoms to take a test asap and communicate the result to you 4. terminate rehearsal immediately and send everyone home, asking them to self-isolate until test result received 5. clean rehearsal space carefully 6. inform venue	Person 1 Person 2 Person 3 Person 3 Person 3 person 10 Person 1		
Complacency means mitigating measures not complied with				
	1. liaise with church to create posters and signs to display each week at the entrance, by bathrooms, other prominent locations 2. remind attendees verbally - at entrance, at break, during rehearsal, as it fits with your schedule 3. communicate in ways appropriate to everyone (e.g. consider dyslexia, deafness, vision-impairment etc.) 4. make it someone's responsibility to do reminders, and rotate that, that increases everyone's buy-in	Person 1 Person 3 Person 3 person 3		
Non-compliance with measures means risk to other attendees				
	make it clear to members that safety measures will be rigorously enforced	Person 3		
3. Behaviour of attendees/individual safety measures				
Individuals spread or breathe in virus-laden particles				
	set out expected behaviour: 1) 2 metre social distancing AT ALL TIMES, this means before, during and after musical activity, during breaks, in bathrooms 2) sneeze/cough into tissue/crook of arm (if not wearing a face-covering) 3) no hugging, hand-shaking, lingering to chat in rehearsal venue before/after; chat, if you wish, outside, at 2m distance... 4) make wearing of face-coverings in the rehearsal venue for entry and exit and during break times mandatory 5) have a box of disposable face coverings on hand for those who don't bring one 6) microphone for MD	Person 3		
Individuals spread/pick up virus by touching shared surfaces				
	set out expected behaviours: 1) avoid touching shared surfaces as much as possible 2) sanitise hands on arrival, departure, before/after break, after bathroom visit 3) do not share equipment (sheet music etc.) 4) use allocated seat and keep all their own equipment and personal belongings by and in that space, 5) bring your own refreshments	Person 3		
Volunteers pick up virus in course of their duties				
	for volunteers helping with register/traffic management/cleaning etc.: 1) contain and designate their area of operating (e.g. cleaning only, entrance only) 2) register who does what job on what date 3) limit and note who they work with (where applicable, e.g. arrivals area) 4) provide relevant personal protection equipment - e.g. disposable gloves, cleaning materials, face coverings	Person 2 Person 2 Person 2 person 10		
4. Rehearsal space				
Your usual venue is not Covid-19 secure				
	1) find out if they are - have they published their risk assessment, is it Covid-19 compliant 2) Check against COVID-19: Guidance for the safe use of multi-purpose community facilities (link in notes) 3) if they are not - find a different venue	Person 1 Person 1 Person 11		Covid-19 Guidance for the safe use of multi-purpose community facilities
Space not large enough (floor and volume) to be safe				
	1) find out first how many of your members currently willing/able to return in person 2) reduce numbers rehearsing to ensure radius of 2m-3m around each singer and 3m distance to conductor 3) reduce numbers rehearsing to ensure social distancing of 2m is possible at all times, not just during singing 4) consider: entrance/exit, route to bathrooms, route to break area, socially distanced queues at any of these points	Person 3		
Build-up of aerosols				
	1) Liaise with church to ensure that ventilation systems are effective 2) open all doors and windows before the rehearsal starts 3) build ventilation into your schedule: before rehearsals, in break, afterwards 4) reduce length of rehearsal overall to maximum one hour 5) reduce length of chunks of rehearsal to between 30mins per chunk (followed by ventilation) 6) Liaise with church to ensure safe levels of carbon dioxide.	Person 1 Person 2 Person 3 Person 3 Person 3 Person 1		
Build-up of virus on shared surfaces				
	1. liaise with the church to establish who is responsible for cleaning the premises before and after choir rehearsal if necessary choir to employ a local unemployed person to carry out cleaning duties before and after rehearsal 2. identify who will provide cleaning materials 3. clean shared surfaces before and after use - tables, light switches, door handles 4. limit number of volunteers handling such shared equipment 5. keep a register of who does it on what date; provide gloves and hand-sanitiser	Person 1 Person 11 Person 3 person 10 Person 1 Person 2		
Covid transmission in bathroom facilities				
Aerosols in air				
	1. ensure social distancing maintained when queueing for facilities and also inside toilet block 2. queue traffic management with floor markings following floor arrows for one way traffic	Person 1 Person 2		
Contaminated surfaces				
	1. liaise with the church to establish who is responsible for cleaning the premises before and after choir rehearsal 2. identify who will provide cleaning materials 3. encourage hand washing - soap, paper towels, poster reminding, poster with handwashing technique 4. provide hand sanitiser on way into toilet facilities	Person 1 Person 3 Person 11 person 10		
Queueing points and traffic flow (applies to all rooms / areas)				
	1. pathways and routes throughout the rehearsal venue need to allow for 2m social distancing 2. 2m markers on floor; one way systems; clear signage; well-marked paths with directional arrows 3. stagger arrival times for register/pre-assessment: manage queueing 4. queue management if queueing in public area (street), staggered arrival Signage outside 5. Leaving after rehearsal - staggered exit; reminder not to linger and socialise inside 6. Queueing for the bathrooms/routes to and from bathrooms clearly marked 7. Break area and routes to and from break area clearly marked	Person 1 Person 2 Person 1 Person 2 Person 3 Person 1 Person 2		
Rubbish				
Contaminated material not properly disposed of				
	1) liaise with venue - whose responsibility? Whose binbags/bins? Where to dispose binbags to?	Person 1		

2)ensure no rubbish there before rehearsals/bins empty	person 10
3)dispose of rubbish safely after rehearsals	person 10
4)provide volunteers with gloves, hand sanitiser, soap/towels	person 10

Other users of venue	
Activity before yours leaves legacy of droplets/aerosols	
1)discuss with venue what activities take place before you that day	Person 1
2)Ensure enough time to clean and ventilate between previous activity and yours	person 10
3)ensure enough time so that participants do not cross over, creating pinch points you would not be able to control	Person 3

5. Your musical activity

Venue cannot accommodate whole group at 2m distancing	
1)find out how many members willing/able to attend now and reassess venue capacity on findings	Person 3
2)it may be that in a few months guidance on social distancing has changed; or you have found another venue	Person 3
3)reduce numbers rehearsing to ensure radius of 2m-3m around each singer/player and 3-5m distance to conductor	Person 3

Covid-safe placing of individuals during activity	
1)not face to face side by side; staggered rows; everyone has 2m radius;	Person 1
2)microphone plus spare for MD	Person 1
3)3m-5m between front row of singers and conductor	Person 2

Substantial numbers cannot attend in person	
continue with Zoom rehearsals	Person 3

Virus spread through sheet music	
1)email it to people and ask them to print their own for practice	Person 6
2)buy and have sent straight to participants' homes if unable to print e mailed music	Person 4
3)in all cases, remind constantly not to share and only to use own set of music	Person 3

Aerosol transmission through prolonged exposure	
1)reduce overall length of rehearsal – some recommend no more than 1 hour in total	Person 3
2)incorporate 15 mins ventilation into time planning and encourage appropriate attire for colder weather	Person 3
3)reduce rehearsal 'stints' to 30mins so 30 mins rehearsal, 15 mins ventilation, 30 mins rehearsal = 1hr 15mins overall	Person 8
4)staggered arrival 7.30 pm-7.50. pm Rehearsal 7.50-8.20 ventilation break for 15 minutes Rehearsal 8.35- 9.05 staggered exit 9	Person 8

Increased aerosols through high volume sound	
1)reduce volume of singing – fewer aerosols produced and less need for participants to breathe deeply i.e. also reduces risk of 'hovering up' a large amount of aerosols through in-breaths	Person 8
2)singing some consonants can also increase aerosol production (– this is perhaps not the moment to insist on clear and strong	Person 8
3)adapt what you do in rehearsals (e.g. focus on harmonies, rather than articulation; listening rather than fortissimo)	Person 8
4)adapt repertoire temporarily to work on quieter pieces with less 'air-intensive' techniques	Person 8

Aerosol transmission to/from conductor facing the group	
3m between front row of singers/players and conductor	Person 8

Accompanist exposed to Covid-19 via singers and/or piano	
1)ideally only usual/official accompanist to use piano – no-one to casually bash through their notes	Person 9
2)clean piano thoroughly before and after rehearsals	Person 9
3)ensure accompanist hand sanitises before/after	Person 9
4)accompanist to turn own pages to avoid compromising social distancing	Person 9
5)No-one to face accompanist to sing; if proximity to piano needed, then side by side with pianist and 3-5m distance	Person 9
6)consider positioning of piano in relation to singers	Person 9

6. Ancillary activity

Provision of refreshments is source of transmission	
1)ask participants to bring their own	Person 3

Breaks risk compromising 2m social distancing	
1) Break scheduled to allow for ventilation	Person 1
2)people to remain in their seats no socialising	Person 1

Arrival/departure compromises 2m social distancing	
1)stagger arrival/departure times? (e.g. leave in seating rows, as they do in planes)	Person 3
2)remind of expected behaviours: no lingering on arrival or departure to chat to friends	Person 3
3)to go straight to allocated space on arrival and to leave hall straight away on departure.	Person 3
4)use signage, one way systems, volunteers, tape on floor...	Person 2

7. Transport to/from rehearsals

Attendees pick up Covid on the way to/from rehearsals	
1)discuss with members, so that they are aware of desirable hierarchy of transports:	Person 6
2)walk, cycle, own car – ideal	
3)shared car – consider only one passenger	
4)public transport least good, but trains better than buses	
5) umbrellas, wet raincoats to be kept with choir member	

8. Your organisation

(too many) volunteers needed to run rehearsals	
1)do you want to go ahead now with in person rehearsals?	Person 11
2)carefully work out the number of people you will need – keep to a small group	Person 11

Loss of income from membership subscriptions	
1)if you are providing different activities to parts of your membership – should that carry the same subscription?	Person 11
2)are you providing a "reduced service" and are members therefore going to expect a reduced charge?	
3)you have additional costs – can careful communication with members enable you to cover those from subscriptions?	
4)consider those who are able to pay less – and who may have lost their job over this or struggle with finance as a family	
5) consider waiving membership subscription for people who are out of work.	