

Group name	St Ives Choral Society	
COVID-19 risk assessment for:	rehearsals	
Rehearsal day and time	Tuesdays 1930-2100; to start: when circumstances allow	
Rehearsal venue	Crossways Christian Centre, Houghton Road, St. Ives	
Risk area	Possible mitigations and actions	Responsible
1. Infection rate in your area high		
local restrictions apply with little notice		
	Check government guidance on local lockdown: Check Coronavirus cases data regularly if there are local restrictions or a local surge in cases, cancel rehearsals for that week communicate decision to: members, MD, volunteers, venue whole committee decision	nominated committee member
2. Risk to/from individuals to/from group		
High/moderate risk/vulnerable individuals attend		
	check definition of high/moderate risk/vulnerable persons at least once a term identify high/moderate risk/vulnerable individuals via self-assessment, questionnaire, direct conversation re-evaluate at regular intervals/as guidance changes, e.g. at least once a term clarify it is attendee's decision, that group's measures cannot reduce risk to zero ask them to sign that they have understood	nominated committee member
Infectious individual attends rehearsals		
	exclude potentially infectious individuals from attending and entering rehearsal venue use on the door questionnaire to stop potentially infectious individuals entering rehearsal venue 4 questions to ask: 1) do they have any of the symptoms: elevated temperature, continuous cough, loss of smell and taste 2) have they been in close contact with someone with symptom: 3) have NHS Track & Trace asked them to self-isolate 4) have they returned from abroad and been asked to self-isolate	Chair nominated committee member nominated committee member
Inability to track & trace when someone falls ill outside meeting		
	keep register, with seating plan, of everyone who attends rehearsals every week, for 21 days (for NHS Track & Trace) ensure if anyone falls ill between one rehearsal and the next that they know to contact group and who to contact if that happens, contact NHS Track & Trace AND contact all attendees of last 2 rehearsals; ask to self-isolate for 14 days from date of attending rehearsal with patient	section reps chair - booking system
Inability to deal with person becoming unwell in rehearsals		
	create a plan for this eventuality send person home immediately if you need to call transport for them, seat them on non-upholstered chair, wearing face covering and disposable gloves, by open window or door until transport arrives ask person with symptoms to take a test asap and communicate the result to you terminate rehearsal immediately and send everyone home, asking them to self-isolate until test result received clean rehearsal space carefully tell venue	chair
Complacency means mitigating measures not complied with		
	create posters and signs to display each week at the entrance, by bathrooms, other prominent locations as reminder remind attendees verbally - at entrance, at break, during rehearsal, as it fits with your schedule make sure you communicate in ways appropriate to everyone (e.g. consider dyslexia, deafness, vision-impairment etc) make it someone's responsibility to do reminders, and rotate that, that increases everyone's buy-in	nominated committee member chair/MD
Non-compliance with measures means risk to other attendees		
	make it clear to members that if they do not comply with the measures group has in place, they will be excluded 2 warnings and you're out, so it doesn't come as a surprise when you do exclude them enforce exclusion rigorously - it may make some people cross, but the majority will be relieved and behind you	chair
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 bathroom 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) and repeat again: in break, by all means chat, but remain at 2m distance	chair email guidelines to all wishing to return AC/KHM

	make wearing of face-coverings in the rehearsal venue mandatory <u>as required by the venue</u> when individuals are entering, leaving and moving around have a box of disposable face coverings on hand for those who don't bring on	
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 scores 4) use allocated seat and keep all their own equipment and personal belongings by and in that space, unless too large if that is the case, follow instructions on where and how to deposit e.g. instrument case 5) bring your own refreshments 6) bring your own chair if they wish	email guidelines to all wishing to return AC/KHM
Volunteers pick up virus in course of their duties	for volunteers helping with register/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, disposable apron	committee to seek volunteers
4. Rehearsal space		
your usual venue is not Covid-19 secure	Check against COVID-19: Guidance for the safe use of multi-purpose community facilities. Risk assessment and additional notes seen	chair to liaise
Space not large enough (floor and volume) to be safe	find out first how many of your members currently willing/able to return in person. Spaces to be pre-booked reduce numbers rehearsing to ensure radius of 2m-3m around each singer and 3-5m distance to conductors reduce numbers rehearsing to ensure social distancing of 2m is possible at all times, not just during singing one way routing to be operated	survey sent out 28/45 KHM
Build-up of aerosols	There is no mechanical ventilation system so will use skylights and exterior doors <i>at all times</i> build ventilation into the schedule: before rehearsals, in break, afterward reduce length of rehearsal overall to maximum 1.5 hours with short break for drink/toilet ask participants to remain in their seats during the break	
Build-up of virus on shared surfaces	ask venue to remove any equipment or items that you do not use to prevent people leaning against/using them (cleaning if using venue chairs: 1) make sure they are hard chairs (can be cleaned). Chairs to be handled only by cleaning team who will place them according to seating plan 2) clean before and after use. Participants <i>could</i> be encouraged to clean their chair after use cleaning team to clean all surfaces before and after each rehearsal 3) limit number of volunteers handling shared equipment keep a register of who does it on what date; provide gloves and hand-sanitise cleaning of shared surfaces - tables, light switches, door handles - before and after rehearsal cleaning of toilet facilities will be done by a committee led team. We will provide relevant materials/PP	
Covid transmission in bathroom facilities		
Aerosols in air	ensure social distancing maintained when queueing for facilities and also inside toilet block Men to use disabled toilet. Will only use one toilet and sink in the ladies consider queue traffic management with tape	us venue/us
Contaminated surfaces	ensure cleaning before and after rehearsals, more frequently if few facilities for many people cleaning team to clean before and after session using materials provided by us encourage hand washing - soap, paper towels, poster reminding, poster with handwashing technique provide hand sanitiser on way into toilet facilities	
Queueing points and traffic flow (applies to all rooms / areas)		
difficulty of maintaining 2m social distancing	Create route through the rehearsal venue allowing for 2m social distancing 2m markers on floor; one way systems; clear signage well-marked paths with directional arrows/flow control measures - entrance through front door, exit through rear (signage needed) Arrival will take time (register/pre-assessment): manage queueing. Forewarn members that they will need to wait. Committee member to	

	meet in the carpark. Use posters/signs, tape on floor, volunteers inside set a fixed time for people to arrive. Will need to ensure sufficient lighting for path down the side of the building Leaving after rehearsal - consider staggering it; reminder not to linger and socialise inside Set up one-way system for accessing the toilets encourage everyone to stay in their seats during the short break. Face coverings required otherwise	
Rubbish		
contaminated material not properly disposed of	we will supply our own binbags and use outside bin for disposal ask venue to ensure that the bins have been emptied before rehearsal dispose of rubbish safely after rehearsals provide volunteers with gloves, hand sanitiser, soap/towel	chair and cleaning team
Cost		
measures that are possible/deemed necessary are not affordable	discuss with venue – can they reduce rent/take on some of the costs, e.g. cleaning consider member subscriptions and how many might be able/willing to increase their subscription look at your budget – are there other costs which can be reduced in compensation? e.g. sheet music costs, concert costs	
Other users of venue		
activity before yours leaves legacy of droplets/aerosols	discuss with venue what activities take place before you that day Ensure enough time to clean and ventilate between previous activity and your ensure enough time so that participants do not cross over, creating pinch points you would not be able to control	
5. Your musical activity		
venue cannot accommodate whole group at 2m distancing	only allow 30 prebooked participants to be reviewed if guidance changes reduce numbers rehearsing to ensure radius of 2m-3m around each singer and 3-5m distance to conductor	
Covid-safe placing of individuals during activity	not face to face staggered rows; everyone has 2m radius; 3m-5m between front row of singers and conductor	JY produced detailed seating plan
participants cannot hear each other/conductor/vice versa	do not just shout or speak/sing more loudly! (increased emission of aerosols) weigh up (temporary) unsatisfactory musical experience against social isolation and (long-term) danger of group drifting apart	
substantial numbers cannot attend in person	this is likely initially, so make a plan to provide activity, to minimise risk of alienating non-attendees long-term weigh up (temporary) investment in additional resources (e.g. additional MD time) against losing these members forever	Zoom meetings in the interim
virus spread through use of equipment	Although we are the only ones to handle our keyboard, it should still be cleaned before and after each session	
virus spread through sheet music	hire/buy as usual, Strategy for onward issue to members to be finalised Use own carol scores when appropriate in all cases, remind constantly not to share and only to use own set of music	
aerosol transmission through prolonged exposure	reduce overall length of rehearsal - 1.5 hours with minimal break area to be well ventilated through out. Ensure participants know to bring additional clothing	
increased aerosols through high volume sound	repertoire to be adapted accordingly	MD
virus spread through shared equipment	make clear from the start and build in regular reminders NOT to share equipment keep reminding members to bring all of their own stuff	
aerosol transmission to/from conductor facing the group	3m-5m between front row of singers/players and conductor face coverings for conductor, accompanist and singers when entering and moving around the rehearsal space - venue regulator	
accompanist exposed to Covid-19 via singers and/or piano		

	ideally only usual/official accompanist to use piano/keyboard clean piano thoroughly before and after rehearsal: ensure accompanist hand sanitises before/after accompanist to turn own pages to avoid compromising social distancing No-one to face accompanist to sing; if proximity to piano needed, then side by side with pianist and 3-5m distance consider positioning of piano in relation to singers – 3-5m;	
6. Ancillary activity		
provision of refreshments is source of transmission		
	ask participants to bring their own	
breaks risk compromising 2m social distancing		
	no tea or coffee to be provided. However we will potentially need a break, to accommodate the need to ventilate Participants encouraged to stay in their seats during the short break. Otherwise face coverings must be worn	
arrival/departure compromises 2m social distancing		
	All to enter through the front door and leave by side door. Disabled members can use ramp and rear door for entrance and exit to go straight to allocated space on arrival remind of expected behaviours: no lingering on arrival or departure to chat to friend leave hall straight away on departure (e.g. leave in seating rows, as they do in planes)- <i>chatting can be done outside!</i>	
7. Transport to/from rehearsals		
attendees pick up Covid on the way to/from rehearsals		
	discuss with members, so that they are aware of desirable hierarchy of transports walk, cycle, own car – idea shared car – use face coverings, open windows, sit far from each other public transport least good, but trains better than buses look at your venue: space for umbrellas/wellies/wet raincoats? places to lock bikes? parking?	
Date agreed:	30.9.20	
By whom:	TM, MB, KHM, RG, AC, JY, JG	
Date of next review:	When Government guidelines change	