

<h1 style="margin: 0;">Risk Assessment</h1>	 <p style="margin-top: 20px;">Choir Phone: 07754 949301</p>
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Brief details	Covid-19 Risk Assessment Unity in Sound Community Choir Rehearsals		
Business area / department	Musical Director Assistant Musical Director Choir members	Person completing assessment	Leah Sanders, Jax Page
Assessment date	10.8.20	Review date	5.9.20

If you have any Covid-19 symptoms it is important that you inform Jax Page immediately and follow the latest government guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Hazards	Persons Affected / How	Existing Controls	Additional Controls	Person Responsible	Date
1. Risk of infection through close contact with others during choir rehearsals.	Choir members MD AMD	<ul style="list-style-type: none"> - Write risk assessment in line with Government guidelines https://www.gov.uk/guidance/working-safely-during-cornavirus-covid-19/performing-arts - Supply visors to all members attending rehearsals 	<ul style="list-style-type: none"> - Share risk assessment with all choir members and venue - Set-up an attendance system to manage and allocate choir places before rehearsals. Choir members to confirm attendance to choir in advance - Provide hand sanitiser and anti-bac wipes at venue - Purchase floor markers and 2x lidded boxes, infrared digital thermometer - Survey choir to find out intentions for returning 	Committee	20/08/20 08-09/20

Hazards	Persons Affected / How	Existing Controls	Additional Controls	Person Responsible	Date
		-	<p>to choir</p> <ul style="list-style-type: none"> - Provide portable full length Perspex screens to allow MD and AMD to stand at front of choir - Add breathing exercise film to website - Provide gloves and anti-bac wipes for cleaning team - Update all contact details - Consider running two 1-hour choir rehearsals with a 20 minute break in-between sessions to allow for cleaning and change over, depending on numbers - Continue to Zoom or live stream for those unable to attend choir - Review risk assessment regularly - Include venue specifications in risk assessment once venue has been sourced - Update website with CV-19 protocols and procedures - Update website with information for potential new members 		
<p>2. Risk of infection through close contact with others during choir rehearsals.</p>	<p>Choir members MD AMD Setting up team Cleaning team Venue</p>		<ul style="list-style-type: none"> - Sanitise visor before and after choir rehearsals - Carry own hand sanitiser: Sanitise hands throughout choir rehearsals - Wear clean clothes (recommend wearing choir T-shirt & hoodie) - Reduce choir resources to current repertoire - Carry out breathing exercises at home (film on website) - Bring own water - Bring own camping chair if required for Venue - Cleaning team to sanitise touch points and toilets - Open all ventilation points at venue(doors, windows) 	<p>All choir members Cleaning team Setting up team Committee</p>	<p>Sept 20</p>

Hazards	Persons Affected / How	Existing Controls	Additional Controls	Person Responsible	Date
			<ul style="list-style-type: none"> - Put out floor markers - Set up screens for MD and AMD - Wear visor and / or face mask - Avoid moving around, maintain social distancing - Avoid sharing refreshments and confectionary - Soloists, to use designated microphone. Anti-bac microphone after use - MD & AMD to stay behind screens throughout session 		
<p>3. Risk of infection through contact with others and resources whilst travelling by car or during breaks in car journeys.</p>	Choir members		<ul style="list-style-type: none"> - If car sharing, wear face covering - If car sharing, maximum of 3 people per car - Carry own hand sanitiser: Sanitise hands - Avoid stopping en-route, unless picking up other choir members - Where possible, use single point of contact for choir equipment 	choir members who car share	Sept 20
<p>4. Risk of infection through physical interactions and sharing of resources and equipment.</p>	Choir members MD AMD		<ul style="list-style-type: none"> - Reduce risk of infection through close proximity to others by reducing amount of equipment to a minimum, allowing one person to carry where possible. - Make multiple trips if necessary. - Park as near to the venue as possible to minimise need for assistance - Keep equipment in boxes that are easy to carry so as to minimise need for additional help. - New scores uploaded to Members section of website - Each member to download / print own copy 	MD AMD Soloists Choir members Committee	

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			<ul style="list-style-type: none"> - Members without printer can request printed copy of score - Set up two solo mics. Anti-bac before and after use. Rotate use of microphones through session. Use without microphone 'hat'. - All payments to be made via direct debit or standing order. No cash transactions. 		
5. Risk of infection through close contact with others upon arrival at choir rehearsals.	All choir members MD AMD Venue		<ul style="list-style-type: none"> - Maintain social distancing while waiting to enter the venue - Wear face coverings while waiting to enter the venue - Temperature to be checked prior to entering the venue - Make sure your attendance is recorded with attendance administrator - Place chair in allocated position - Stay in position, maintain social distancing 	All choir members Committee	Sept 20
6. Risk of infection through contact with other people or contaminated surfaces whilst using communal toilet facilities.	All choir members MD AMD Venue		<ul style="list-style-type: none"> - Follow the venues guidance for using the toilet facilities - Avoid queuing or passing closely others entering or leaving - Where possible allow a few minutes before entering a recently vacated cubicle - Use anti-bac wipes on surfaces if unsure of cleanliness level - Wash hands - Hand sanitise if needed 	All choir members Venue	Sept 20
7. Risk of infection through contact with other people when	All choir members MD		<ul style="list-style-type: none"> - Sanitise visor before putting it away - Pick-up floor marker and put in designated box: Close the box and wipe outside with anti-bac and allow to quarantine for at least 72 	All choir members Committee	Sept 20

Hazards	Persons Affected / How	Existing Controls	Additional Controls	Person Responsible	Date
leaving choir.	AMD		<ul style="list-style-type: none"> hours - Leave as directed, following exit system, maintaining social distancing - Wear face covering 	Cleaning team	
8. Risk of infection through close contact during 20 minute break between choir sessions (if running two sessions).	Cleaning team		<ul style="list-style-type: none"> - Sanitise touch points and toilet facilities - Wipe down solo microphones - Put out clean floor markers - Avoid close contact/mingling during breaks, maintain at least 1 metre (preferably 2m) - Follow entry and exit guidance 	Cleaning team Choir members	Sept 20
9. Risk of infection as a result of contaminated surfaces and equipment at the end of choir rehearsals	All choir members MD AMD		<ul style="list-style-type: none"> - Close ventilation points - Anti-bac all touch points in venue - Clean toilet facilities - Floor marking lidded boxes to be stored and allow to quarantine for at least 72 hours - Anti-bac musical equipment and allow to quarantine for at least 72 hours - Follow venues risk assessment guidance 	All Choir Members Committee MD AMD	Sept 20
10. Risk of infection as a result of contaminating surfaces upon arrival home following choir rehearsals.	All choir members MD AMD Household members		<ul style="list-style-type: none"> - Store all choir equipment, music, camping chairs safely (where it can't be used or touched) to allow quarantine for at least 72 hours - Wash clothes or allow for at least 72 hours quarantine before using again - Wash / sanitise hands - If driving, sanitise touch points in car - Sanitise phone, keys, laptop etc - Wash hands and wipe down door handles immediately - Shower 	Choir members MD AMD Committee	Sept 20

Hazards	Persons Affected / How	Existing Controls	Additional Controls	Person Responsible	Date
11. Risk of infection as a result of potential new members joining the choir rehearsal	New members All choir members		<ul style="list-style-type: none"> - Phone choir phone to enquire - Potential new members to be allocated date / time for trial sessions 	Jane	Sept 20
12. Mental health and wellbeing affected through isolation or anxiety about CV-19	All choir members MD AMD		<ul style="list-style-type: none"> - Identify points of contact for each choir section - Regular contact through Zoom, emails and social media - Talk openly about situation - Keep members up to date with current situation and 'choir road map' - Point of contact to voice concerns or worries. Sign post to additional support (if needed) - Share risk assessment with members, add suggested additional controls 	Committee MD	Sept 20

You are individually responsible to read and adhere to our guidelines:

- 1. Watch the 'One Voice' film**
- 2. Read the Risk Assessment**
- 3. Complete the Survey.**

The Committee have taken every step to safeguard, but the ultimate responsibility is with you, the individual.