

Risk Assessment



Choir Phone: 07754 949301

Brief details	Covid-19 Risk Assessment Unity in Sound Community Choir Rehearsals at St. Andrews Church, Ipplepen		
Business area / department	Musical Director Assistant Musical Director Choir members	Person completing assessment	Leah Sanders, Jax Page
Assessment date	10.8.20	Review date	20 September 2020

- If you have any one of the main three symptoms of Covid -19:
 - 1) a new and persistent cough
 - 2) a high temperature
 - 3) a loss or change in your normal sense of taste or smell
- it is important that you inform Jax Page immediately and don't come along to rehearsal.
- Also 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	- Write risk assessment in line with Government guidelines https://www.gov.uk/guidance/workin-g-safely-during-cornavirus-covid-19/performing-arts	- Provide hand sanitiser and anti-bac wipes at venue - Provide portable full length Perspex screens to allow MD and AMD to stand at front of choir - Add breathing exercise film to website	Committee	20/08/20

Hazards	Persons Affected / How	Existing Controls	Additional Controls	Person Responsible	Date
		<ul style="list-style-type: none"> - Supply visors to all members attending rehearsals - Share risk assessment with all choir members and venue - Purchase floor markers and 2x lidded boxes, infrared digital thermometer - Survey choir to find out intentions for returning to choir 	<ul style="list-style-type: none"> - Provide gloves and anti-bac wipes for cleaning team - Update all contact details - If more than 30: run two 1-hour choir rehearsals with a 15 minute break in-between sessions to allow for cleaning and change over - Members to text choir phone 07754 949301 by mid-night of each Tuesday to log attendance for weekly choir rehearsal - Members to be allocated a rehearsal session, arrival time and group of 6 - Set-up an attendance system to manage and allocate choir places before rehearsals - Continue to Zoom or live stream for those unable to attend choir - Review risk assessment regularly - venue specifications included in risk assessment - Update website with CV-19 protocols and procedures - Update website with information for potential new members 		08-09/20
<p>2. Risk of infection through close contact with others during choir rehearsals.</p>	<p>Choir members</p> <p>MD</p> <p>AMD</p> <p>Setting up team</p> <p>Cleaning team</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 	<p>All choir members</p> <p>Cleaning team</p> <p>Setting up team</p> <p>Committee</p>	Sept 20

Hazards	Persons Affected / How	Existing Controls	Additional Controls	Person Responsible	Date
	Venue		toilets <ul style="list-style-type: none"> - Open all ventilation points at venue(doors, windows) - Put out floor markers - Set up screens for MD and AMD - Wear visor and / or face mask. If wearing a face mask: change face mask when soaked through – put in sealed bag and wash on return to home. - 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 		
3. Risk of infection through contact with others and resources whilst travelling by car or during breaks in car journeys.	Choir members		<ul style="list-style-type: none"> - Face covering to be used whilst travelling with others - 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 - Follow Government guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles 	Choir members who car -share	Sept 20
4. Risk of infection through physical interactions and sharing of resources and	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. 	MD AMD Soloists Choir members Committee	

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equipment.			<ul style="list-style-type: none"> - 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 - 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. - 		
<p>5. Risk of infection through close contact with others upon arrival at choir rehearsals.</p>	<p>All choir members</p> <p>MD</p> <p>AMD</p> <p>Venue</p>		<ul style="list-style-type: none"> - Keys to be collected for entry to venue and sanitised immediately - Members to be allocated a group of 6, rehearsal session and arrival time - Arrival times will be staggered, members to ensure punctuality - Maintain social distance of 1- 2 metres in your group of 6 while waiting to enter the venue - Do not mingle outside your group of 6 - 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 - Members will be allocated a seat - Stay in position and maintain social distancing 	<p>Committee</p> <p>All choir members</p> <p>Committee</p>	<p>Sept 20</p>

Hazards	Persons Affected / How	Existing Controls	Additional Controls	Person Responsible	Date
			at all time		
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 and ask a member of the committee for the key and who will accompany you to 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 leaving choir .	All choir members MD AMD		<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 hours - Leave as directed in your group of 6 following exit system, - Maintain social distancing - Wear face covering - Do not mingle with other groups of 6 	All choir members Committee All choir members	Sept 20
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"> - Ensure venue is empty at end of first session - 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

Hazards	Persons Affected / How	Existing Controls	Additional Controls	Person Responsible	Date
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
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. 	Committee MD	Sept 20

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			Sign post to additional support (if needed) - Share risk assessment with members, add suggested additional controls		

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