

Sandbach Choral Society Covid-19 Risk Assessment for Rehearsals - Tuesdays 7.30 – 9.30pm Unity Methodist Church	Government restrictions/rulings take precedence at all times		
Risk area	Mitigations and actions	Contact person	Notes
1. Infection rate in our area high			
	Check and follow government guidance on national/local lockdowns (see notes section)		Government guidance on national lockdowns
	Check and follow government guidance on local tier restrictions		
	Check Coronavirus cases data regularly (see notes section)		coronavirus.data.gov.uk/details/interactive-map
	Rehearsal may be cancelled at short notice by the committee	Voice rep	
2. Risk to/from individuals to/from group			
1. All members	Each member will have completed or updated a health declaration.		
2. Extremely vulnerable/vulnerable members attend	It is the responsibility of each member to assess the risk to themselves before attending.		
3. Infectious individual attends rehearsals	At the door temperatures will be measured. Any doubt, member will be asked to go home /refused admission		
	At the door 4 questions will be put. A 'yes' answer to any one will result in the member being asked to go home/ refused admission 1. Have you a new, continuous cough / loss of taste and smell? 2. Have you been in close contact with anyone exhibiting symptoms? 3. Have you been asked by the NHS trach/trace to self-isolate? 4. Have you returned from abroad and been asked to self-isolate?		
	Use of pre-attendance questionnaire via online form or email to stop potentially infectious individuals attending.		
	Health declaration to be updated monthly or whenever infection occurs, if sooner.		
Ability to track & trace when someone falls ill outside rehearsal	1. Keep register, with seating plan, of everyone who attends rehearsals every week. 2. Ensure if anyone falls ill between one rehearsal and the next that they contact voice rep immediately. 3. If that happens voice rep to contact secretary to report it to NHS Track & Trace	Voice rep Secretary	From 18 Sept, 2020 it is mandatory to keep this record for 21 days for NHS Track & Trace.

	<p>4. Secretary to contact all attendees of last 2 rehearsals; ask them to self-isolate for 14 days from date of attending rehearsal with patient.</p> <p>5. The attendance register is taken manually for those who don't have smartphones/QR code won't scan. Their contact details are held by the 3 trustees.</p>		<p>From 24 September 2020 it is mandatory to register for and display an NHS Test & Trace poster with a QR code at the entrance to our venue.</p>
Should a person become unwell in rehearsals	<ol style="list-style-type: none"> 1. Send person home immediately 2. If there is a 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. 3. Ask person with symptoms to take a test asap and communicate the result to secretary 4. End the rehearsal immediately and send everyone home, asking them to self-isolate until test result received. 5. Clean all surfaces in rehearsal room carefully, in line with the venue's own rules. 6. Tell the venue. 		
Complacency	<p>This is probably the biggest risk as rehearsals progress as singers get 'used to' rehearsing again.</p> <p>Remind members every week verbally whenever possible and with a notice at strategic points in the rehearsal venue.</p>		
Non-compliance with measures	<ol style="list-style-type: none"> 1. Members must understand that if they do not comply with the measures the choir has in place, they will be excluded. 2. At 1st violation, remind that person in case they have momentarily forgotten and warn that a repeat will mean they are told to leave. 3. Any exclusion will be enforced rigorously. 		
Decision to attend or not	<p>Individual members will decide for themselves if they attend for their mental health or do not attend to preserve their health. The latter decision will not incur any penalty.</p>		
3. Behaviour of attendees/individual safety measures			
Individuals spread or breathe in virus-laden particles	<ol style="list-style-type: none"> 1. Masks to be worn at all times unless and until the rules change. 2. 2 metre social distancing AT ALL TIMES, this means before, during and after rehearsal and in the queue for the toilets. 3. Non-compliance with these measures will result in that person being asked to leave. 		<p>Government guidelines exist to regulate how many people can meet indoors.</p>

	<p>4. Sneeze/cough into tissue.</p> <p>5. No physical contact with other choir members (unless you live with that person)</p> <p>6. Chat outside the venue at 2m distance is permitted.</p> <p>7. Choir members should bring several face-coverings, as they are ineffective when wet through.</p> <p>8. A box of disposable face coverings available should a member have forgotten/mislaid theirs.</p>		
Individuals spread/pick up virus by touching shared surfaces	<p>1. Members bring own pen/pencil to sign in.</p> <p>2. Sanitise/wash hands on arrival, departure, before/after break, after toilet visit.</p> <p>3. Avoid touching shared surfaces as much as possible.</p> <p>4. Members must bring whatever they need and must not borrow from anyone else.</p> <p>5. Sit on allocated chair, do not move it, keep all own equipment and personal belongings by and in that space.</p> <p>6. Bring own refreshments.</p>		
Volunteers pick up virus in course of their duties	<p>Volunteers helping with register/set up of chairs and cleaning must:</p> <p>1) contain and designate their area of operating, e.g. cleaning only, entrance only.</p> <p>2) register who does what job on what date</p> <p>3) limit and note who they work with (where applicable, e.g. arrivals area)</p> <p>The choir committee will provide relevant personal protection equipment - e.g. disposable gloves, cleaning materials, face coverings in line with the requirements of the venue.</p>		
4. Rehearsal space			
Is our usual venue Covid-19 secure?	Check that their published risk assessment is Covid-19 compliant.		COVID-19: Guidance for the safe use of multi-purpose community facilities
Is the floor space large enough to be safe?	<p>Find out how many members currently willing/able to return in person</p> <p>Where necessary rehearse in sections at different times/weeks to ensure radius of 2m-3m around each singer and 3-5m distance to conductor.</p> <p>Establish a route into and out of the rehearsal room and to the toilet to maintain socially distanced queues at any of these points.</p>		
Air quality	1. Check that windows can be opened to ensure a change of air.		

	<p>2. Is there any air conditioning?</p> <p>3. Consider plug-in HEPA filters/air-purifiers making sure they are appropriate for size of space and highest grade HEPA filter</p> <p>4. Ventilation to be included in schedule: before rehearsals, in break, afterwards.</p> <p>5. Length of rehearsal limited to maximum one hour</p> <p>6. Sections of rehearsal limited to between 15-30 mins per section (followed by ventilation)</p>		
Build-up of virus on shared surfaces	<p>if using venue chairs:</p> <p>1. Use only the hard chairs (can be cleaned).</p> <p>2. If not enough members to take own chair where possible.</p> <p>3. Clean chairs, keyboard, stand, stool before and after use. Establish with the venue which materials are to be used and who will provide them.</p> <p>4. Limited number of volunteers handling such shared equipment, keeping a register of who does it on what date; provide gloves and hand-sanitiser.</p> <p>5. Record who does the cleaning of shared surfaces - tables, light switches, door handles - before and after rehearsals. See point 3.</p> <p>6. Establish who cleans the toilets, see point 3.</p>		
Covid transmission in washroom	<p>1. Social distancing must maintained when queueing for facilities.</p> <p>2. The kitchens are not to be used</p>		
Contaminated surfaces	<p>1. Members must wash hands/ use hand sanitiser before and after rehearsals.</p> <p>2. Hand sanitiser provided on way into toilet facilities.</p>		
Queueing points and traffic flow			
Difficulty of maintaining 2m social distancing	<p>1. Members follow a one-way route through into rehearsal room, past the registration sheets, maintaining 2m social distancing.</p> <p>2. Have own pen/ pencil ready.</p> <p>3. Bring own umbrella as arrival will take time for registration/pre-assessment/temperature.</p> <p>4. A queuing system will be in place; members to follow it without exception.</p> <p>5. Leaving after rehearsal, do not linger and socialise inside.</p>		
Rubbish	All members to take all rubbish home with them in a bag which they have brought for that purpose.		
Other users of venue	Establish with venue that there is a space between our rehearsal time and a previous activity.		

5. Our musical activity			
Can our venue accommodate whole group at 2m distancing	<ol style="list-style-type: none"> 1. Establish how many members willing/able to attend now and reassess venue capacity on findings. 2. Where necessary numbers rehearsing may be reduced with prior warning to ensure radius of 2m-3m around each singer and 3-5m distance to conductor. 3. Should the venue not be able to meet the social distancing regulations, the choir may consider a different venue. 		Has government guidance on groups meeting changed?
Covid-safe placing of individuals during activity	<ol style="list-style-type: none"> 1. Members will not sit face to face. 2. Rows may be staggered. 3. 3m-5m between front row of singers and conductor: consider plastic screens. (storage, cleaning?) 		
Participants cannot hear each other or the conductor and vice versa	<ol style="list-style-type: none"> 1. Members are not sing more loudly because of the increased emission of aerosols. 2. If this becomes a problem, the choir may ask the conductor to wear a head mic. 3. It is important to weigh up (temporary) unsatisfactory musical experience against social isolation and (long-term) danger of choir drifting apart. 		
Substantial numbers do not attend in person	<ol style="list-style-type: none"> 1. This may be the case initially and the committee will discuss how this may be mitigated for. 		
Virus spread through sheet music	<ol style="list-style-type: none"> 1. Music is emailed to members and they are asked to print their own for rehearsal. 2. Consider copyright. 3. Use out of copyright free print-your-own music (e.g. ISMLP), or donate and have sent straight to participants' homes. 4. Experiment with electronic music (bring own iPad etc.) - consider accessibility/affordability, not possible for all. 5. Hire/buy as usual, pack into sealed plastic folders, issue to members with instruction to leave sealed for 72 hrs in all cases. 6. Members reminded constantly not to share and only to use own set of music 		Free-music.com
Aerosol transmission through prolonged exposure	<ol style="list-style-type: none"> 1. Should this be a danger, the committee will consider reducing overall length of rehearsal – some recommend no more than 1 hour in total. 2. The committee may consider sectional rehearsals on a weekly basis to enable better ventilation. 		

Increased aerosols through high volume sound	<p>Considerations:</p> <ol style="list-style-type: none"> 1. Reduce volume of singing – fewer aerosols produced. 2. Reduced volume of singing or playing wind/brass also means less need for participants to breathe deeply, i.e. also reduces risk of ‘hoovering up’ a large amount of aerosols through in-breaths. 3. Singing some consonants can also increase aerosol production. 4. The conductor will adapt what the choir does in rehearsals (e.g. focus on harmonies, rather than articulation; listening rather than fortissimo) 5. The conductor will adapt repertoire temporarily to work on quieter pieces with less ‘air-intensive’ techniques. 		
Virus spread through shared equipment	Members are reminded that AT ALL TIMES they are not to share anything, i.e. music, pencils, etc.		
Aerosol transmission to/from conductor facing the group	<ol style="list-style-type: none"> 1. 3m-5m between front row of singers/players and conductor, consider use of plastic screen 2. Consider that aerosol can travel above; it can act as ‘virus trap’ not cleared by ventilation; if used, add it to the cleaning programme. 3. Masks to be worn at all times following government regulations. 4. Consider use of head mic for conductor so he does not have to shout to make himself heard. 		
Accompanist exposed to Covid-19 via singers and/or piano	<ol style="list-style-type: none"> 1. Only usual accompanist to use keyboard. 2. Clean keyboard thoroughly before and after rehearsals. 3. Ensure accompanist hand sanitises before/after playing. 4. The accompanist to turn own pages. 5. No-one to face accompanist to sing/play; 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; is a screen necessary? 		
6. Ancillary activity			
Refreshments	Members must bring their own refreshment.		
Breaks risk compromising 2m social distancing	<ol style="list-style-type: none"> 1. The break is required to accommodate the need to ventilate. 2. If the weather is fine, members to leave, socially distanced, to take their break outside. 3. In inclement weather members to wear an extra garment while the room is ventilated through the door and windows. 		
Arrival/departure compromises 2m social distancing	<ol style="list-style-type: none"> 1. Travel separately, or with someone with whom you live or with someone in your bubble. 2. On arrival, queue at 2m to register then find seat and remain 		

	<p>there.</p> <ol style="list-style-type: none"> 3. At the end of rehearsal, leave one row at a time. 4. Do not linger in the venue on arrival or departure to chat to friends 5. Chatting can be done outside. 		
7. Transport to/from rehearsals			
Attendees pick up Covid on the way to/from rehearsals	<ol style="list-style-type: none"> 1. Where possible, walk or cycle to rehearsal. 2. If coming by car, drive separately. 3. If sharing a car, wear masks, sit away from each other, have the window open. 		
8. Your organisation			
Are the desirable/necessary risk management measures unaffordable?	<ol style="list-style-type: none"> 1. Consider whether the cost of extra measures, mics/screens, etc, are reasonable. 2. Would it be better to delay a return to rehearsals until such measures may no longer be necessary? 3. Establish who pays for cleaning materials. 4. Is the choir saving costs elsewhere? 		Insurance: our activity is covered, provided it follows official guidance and has been risk-assessed, so that the choir is not acting negligently.
Loss of income from membership subscriptions	<ol style="list-style-type: none"> 1. Consider if the choir is providing a 'reduced service' and are members therefore going to expect a reduced charge? 		
Loss of reputation due to rehearsing/not rehearsing	<ol style="list-style-type: none"> 1. The choir is obliged to consult its stakeholders, i.e. members, volunteers, music professionals (MD, accompanist) and venue. 2. It must ensure it communicates its decisions (rehearsing/not rehearsing) thoroughly to all the stakeholders. 3. Issue a communication through the press to tell the public, i.e. potential members or volunteers, past or potential audiences etc. the choir's position. 4. When rehearsals in person start again, this should be communicated to audiences that this is permitted activity. 5. Our risk assessment is to be found on the choir's website.(e.g. link to website) 		
			SCS: 17.02.2021