

Stafford Singers Risk Assessment 25/08/21 Returning and running rehearsals from September 2021

Risk Area	Scale	Possible Mitigations and Actions	Responsibility	Other relevant notes
1. Infection rate in your area high	L M H			
Local restrictions apply with little notice	M			
		<ol style="list-style-type: none"> 1) Check government guidance on local and national lockdowns. 2) If there are local restrictions, cancel rehearsals for that week. 3) Communicate with, members, MD, accompanist, committee, venue. Contact Tree to be used. 4) Pre-attendance requirement for members to check local lockdown status for areas where they live and work. If Government stipulates. 	<ol style="list-style-type: none"> 1) All Members 2) Chair 3) Chair 4) Chair 	
2. Risk to/from individuals to/from group				
Infectious individual attends rehearsals	M			
		<p>Communicate clearly to choir members that they are not to attend rehearsal if they (or anyone in their household or that they have come into direct contact with) are</p> <ul style="list-style-type: none"> • experiencing any of the symptoms on local Government guidelines • If they are unwell in any way as people who are fully vaccinated often only experience mild cold symptoms, headache, or sore throat. <p>4 questions to ask:</p> <ol style="list-style-type: none"> 1) do they have any of the symptoms: elevated temperature, new or continuous cough, loss of smell and taste 	Chair	

		<ol style="list-style-type: none"> 2) have they been in close contact with someone with symptoms? 3) have NHS Track & Trace asked them too self-isolate 4) have they returned from abroad and been asked to self-isolate 		
Inability to track & trace when someone falls ill outside meeting	M			
		<ol style="list-style-type: none"> 1) Keep register, with seating plan, of everyone who attends rehearsals every week, for 21 days (for NHS Track & Trace) 2) If anyone falls ill/has symptoms within two weeks after a rehearsal, that they contact the secretary/committee member responsible and are advised to book a COVID-19 test between rehearsals 3) Whole choir is informed that a member is showing symptoms 4) When test results are back, person in question to update secretary/committee member with results who then communicates to choir 	<ol style="list-style-type: none"> 1) Secretary 2) All members 3) Chair 4) All members 	
Inability to deal with person becoming unwell in rehearsals	M			
		<ol style="list-style-type: none"> 1) Have PPE available to use in such a situation e.g., Spare face masks, hand sanitiser 2) Send person home immediately 3) 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 4) Ask person with symptoms to take a test asap and communicate the result to you 5) Terminate rehearsal immediately and send everyone home, asking any non-fully vaccinated members to self-isolate until test result received 6) Clean rehearsal space carefully using appropriate cleaning spray and full PPE 7) Inform venue 	<ol style="list-style-type: none"> 1) Chair 2) Chair 3) Chair 4) All Members 5) Chair 6) Committee Members 7) Chair 	

Complacency means mitigating measures not complied with	M			
		<ol style="list-style-type: none"> 1) Create posters and signs to display each week at the entrance, by bathrooms, other prominent locations as reminders 2) Remind attendees of the guidelines - at entrance, at break, during rehearsal 3) Communicate in ways appropriate to everyone (e.g., dyslexia, deafness, vision-impairment etc.) 4) Named person to have responsibility to do reminders 5) Reminder of social distancing behaviours guidelines pre-rehearsal every week 6) Encouraging and inviting everyone to be open if they are uncomfortable with any behaviours that are happening in rehearsals and speak to a committee member 	<ol style="list-style-type: none"> 1) Chair/Secretary 2) Chair/Secretary 3) Chair/Secretary 4) Secretary 5) Chair 6) Chair 	
Non-compliance with measures means risk to other attendees				
		<ol style="list-style-type: none"> 1) Make it clear to members that if they do not comply with the measures the group has in place, they may be asked to leave at the committee's discretion . 2) Anyone who is persistently and deliberately behaving outside the expected behavioural guidelines may be asked to leave at the committee's discretion 	<ol style="list-style-type: none"> 1) Chair 2) Chair 	
3. Behaviour of attendees/individual safety measures				
Individuals spread or breathe in virus-laden particles	M			
		<p>Expected behaviours:</p> <ol style="list-style-type: none"> 1) wearing of mask or face covering if stipulated by Government guidelines (unless exempt) 2) We recommend 1 metre social distancing at all times, this means before, during and after musical activity, during breaks, in bathrooms 	All Members for all areas	

		<ul style="list-style-type: none"> 3) sneeze/cough into tissue/crook of arm (if not wearing a face-covering) 4) no hugging, handshaking, lingering to chat in rehearsal venue before/after; chat, if you wish, outside in groups of six or equivalent permitted, at 1m+ distance 		
Individuals spread/pick up virus by touching shared surfaces	M			
		<p>Expected behaviours:</p> <ul style="list-style-type: none"> 1) avoid touching shared surfaces as much as possible 2) sanitise/wash hands on arrival, departure, before/after break, after bathroom visit 3) bring your own and do not share equipment (sheet music, pencils, water bottles) 4) use allocated seat and keep all your own equipment and personal belongings by and in that space, unless too large 5) bring your own refreshments 6) bring your own hand sanitiser 7) Breaks to be taken but members will be requested to remain in their seats 	All Members for all areas	
4. Rehearsal space				
Venue is Covid-19 secure	M			
		Find out if they are – have they published their risk assessment, is it Covid-19 compliant	Chair	
Build-up of aerosols	M			
		<ul style="list-style-type: none"> 1) Venue doors and windows to be opened in all break times and wherever practicable 2) If no mechanical ventilation in place, look at doors and windows 3) Do not use fans - they can blow particles over people 	<ul style="list-style-type: none"> 1) Chair/Secretary 2) Chair/Secretary 3) Chair/Secretary 	
Build-up of virus on shared surfaces	M			

		<p>If using venue chairs:</p> <ol style="list-style-type: none"> 1) If possible use only hard chairs that are able to be cleaned 2) Each member stacks own chair after cleaning and careful not to touch other chairs 3) Ask venue for details of cleaning measures and ensure you are satisfied with these 4) Ask venue to remove, if possible, any equipment or items that you do not use to prevent people leaning against/using them 5) limit number of volunteers handling shared equipment 6) cleaning of covid touchpoints - tables, light switches, door handles - before and after rehearsals 7) cleaning of facilities: bathrooms, sinks, kitchens 	<ol style="list-style-type: none"> 1) All Members 2) All Members 3) Chair 4) Chair 5) Chair 6) Chair 7) Chair 	
Covid transmission in bathroom facilities	M			
Aerosols in air		<ol style="list-style-type: none"> 1) Ensure social distancing maintained when queueing for facilities and also inside bathroom block, 1 in 1 out rule, plus hand sanitiser placed outside each bathroom. 	<ol style="list-style-type: none"> 1) All Members 	
Covid touchpoints		<ol style="list-style-type: none"> 1) Bathroom door handle - wash/sanitise hands before opening door and before exiting toilet 2) Facilities cleaned before and after rehearsals 3) Encourage hand washing - soap, paper towels, poster reminding, poster with handwashing technique 4) Provide hand sanitiser on way into toilet facilities 	<ol style="list-style-type: none"> 1) All Members 2) Chair 3) Chair 4) Chair 	
Queueing points and traffic flow (applies to all rooms / areas)	M			
Difficulty of maintaining 1m+ social distancing		<ol style="list-style-type: none"> 1) Think about pathways and routes throughout the rehearsal venue needing to allow for 1m 2) One-way systems; clear signage 3) well-marked paths with directional arrows/flow control measures 	<ol style="list-style-type: none"> 1) Chair 2) Chair 3) Chair 4) Chair 5) Chair 	

		<ol style="list-style-type: none"> 4) Allow small groups to enter rehearsal space on arrival to allow time to be seated before next group allowed in. 5) Movement to/from the room staggered by groups of six and recommended 1m+ distance 6) Leaving after rehearsal – members to wipe seat and throw wipe in bag as they leave. A small team of seat stackers will then stack the chairs after members have left. 7) Staggering bathroom breaks with 1m+ queuing space 8) Breaks are outside wherever possible 9) Provide wipes/sanitiser for use on bathroom facilities, kitchen taps etc 	<ol style="list-style-type: none"> 6) All Members 7) All Members 8) All Members 9) Chair 	
Rubbish	M			
Contaminated material not properly disposed of		<ol style="list-style-type: none"> 1) Provide volunteers with gloves, hand sanitiser, soap/towels 2) Provide bin bags for Stafford Singers -specific waste 3) Remove all waste at the end of rehearsal 	<ol style="list-style-type: none"> 1) Chair 2) Chair 3) Chair 	
Other users of venue	M			
Activity before yours leaves legacy of droplets/aerosols		<ol style="list-style-type: none"> 1) Discuss with venue what activities take place before rehearsals and when 2) Ensure enough time to clean and ventilate between previous activity and rehearsals 3) Ensure enough time so that participants do not cross over 	<ol style="list-style-type: none"> 1) Chair 2) Chair 3) Chair 	
5.Musical activity				
Covid-safe placing of individuals during activity	M			
		<ol style="list-style-type: none"> 1) Not face to face 2) Sitting in a side-by-side, with no curve, positioning with a minimum of 1m between each seat 3) 2m+ between MD, accompanist, and any ensemble member 4) If any member considers themselves vulnerable, they may wish to inform the chair/MD so they can try to be seated appropriately e.g., seating them on the end or at the back to lessen the risk should they wish to attend a rehearsal. 	<ol style="list-style-type: none"> 1) Chair 2) Chair 3) Chair/MD 4) Member, chair.MD 	

Participants cannot hear each other/MD/vice versa	M			
		<ol style="list-style-type: none"> 1) Reminding members to remain conscious of keeping background noise to a minimum to ensure MD can be heard at appropriate times 2) Being sensitive to when silence is required for important messages to be conveyed 	<ol style="list-style-type: none"> 1) Chair 2) All Members 	
Virus spread through sheet music	M			
		<ol style="list-style-type: none"> 1) If new, music quarantined on delivery 2) Music placed on chairs for people who write their own number on 3) Music handled by one person after washing and sanitising hands 4) In all cases, remind constantly not to share and only to use own set of music 	<ol style="list-style-type: none"> 1) Music Librarian 2) Music Librarian 3) Music Librarian 4) Music Librarian 	
Aerosol transmission through prolonged exposure	M			
		<ol style="list-style-type: none"> 1) Whenever possible, breaks to be taken outside; members to be reminded to bring warm clothes if weather is cold 2) We would encourage members to wear a face covering when moving around. 	<ol style="list-style-type: none"> 1) Chair 2) Members 	
Virus spread through shared equipment	M			
		<ol style="list-style-type: none"> 1) Make clear from the start and build in regular reminders NOT to share equipment 	<ol style="list-style-type: none"> 1) Chair 	
Aerosol transmission to/from MD facing the group	M			
		<ol style="list-style-type: none"> 1) 2m+ between front row of singers/players and MD 2) MD to use visor/mask if wished, even where not necessary 	<ol style="list-style-type: none"> 1) Chair 2) MD 	

Accompanist exposed to Covid-19 via singers and/or piano	M			
		<ol style="list-style-type: none"> 1) ideally only usual/official accompanist or MD to use piano (one person only) 2) clean piano thoroughly before, after any movement and after rehearsals 3) ensure accompanist hand sanitises before/after 4) accompanist to turn own pages to avoid compromising social distancing 5) No-one to face accompanist to sing/play; if proximity to piano needed, then side by side with pianist and 3-5m distance 6) consider positioning of piano in relation to singers – 3-5m 	<ol style="list-style-type: none"> 1) N/A 2) Chair/Accompanist 3) Accompanist 4) Accompanist 5) Chair/MD 6) Chair/MD 	
6. Ancillary Activity				
Provision of refreshments is source of transmission	M			
		<ol style="list-style-type: none"> 1) participants to bring their own 	<ol style="list-style-type: none"> 1) All Members/Chair 	
Breaks risk compromising 2m social distancing	M			
		<ol style="list-style-type: none"> 1) Break time of minimum 15 mins, if there is movement, to allow for ventilations 2) Whenever possible, breaks to be taken outside; members to be reminded to bring warm clothes if weather is cold 3) Entry/exit stagger by small groups 	<ol style="list-style-type: none"> 1) MD/Chair 2) Chair 3) Chair 	
Arrival/departure compromises 1m+ social distancing	M			
		<ol style="list-style-type: none"> 1) Allow small groups to enter rehearsal space on arrival to allow time to be seated before next group allowed in. 2) Remind of expected behaviours: no lingering on arrival or departure, only interaction within group of six 3) Go straight to allocated space on arrival and leave venue straight away on departure 	<ol style="list-style-type: none"> 1) All Members 2) Chair 3) All Members 	

7. Transport to/from rehearsals				
Attendees pick up Covid-19 on the way to/from rehearsals	M			
		<ol style="list-style-type: none"> 1) Include discussion on travel mode risks/hierarchy 2) Adjusting requirements as relevant for those people to ensure continued involvement 3) If members lift share it would make sense for them to be sat next to each other if they sing in the same section. 	<ol style="list-style-type: none"> 1) All Members 2) All Members 	