

Group name Hadleigh Choral Society
COVID-19 risk assessment for:
Rehearsal day and time Tuesdays at 7.30
Rehearsal venue Ansell Centre, Market Place, Hadleigh, IP7 5DL

Risk area	Possible mitigations and actions	Responsible	Other relevant notes
1. Infection rate in your area high Local restrictions apply with little notice	<p>Check government guidance on local lockdowns (see notes section)</p> <p>Check coronavirus cases data regularly (see notes section)</p> <p>If there are local restrictions or a local surge in cases, cancel rehearsals for that week</p> <p>Remember to communicate with: members, md, volunteers, venue</p> <p>Whole committee decision</p>		<p>Government guidance on local lockdowns</p> <p>Check corona virus cases data regularly</p>
2. Risk to/from individuals to/from group High/moderate risk/vulnerable individuals attend	<p>Ensure all members are sent Risk Assessments from venue and us. List risks involved and high risk categories. Clarify it is attendee's decision to come to rehearsals, that group's measures cannot reduce risk to zero - ask them to email that they have understood</p>		<p>Repeat reminders in each relevant email</p>
Infectious individual attends rehearsals	<p>Exclude potentially infectious individuals from attending and entering rehearsal venue</p> <p>Use pre-attendance questionnaire via online form or email to stop potentially infectious individuals attending</p> <p>4 questions to ask:</p> <ol style="list-style-type: none"> 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 symptoms 3) have nhs track & trace asked them to self-isolate 4) have they returned from abroad and been asked to self-isolate 		<p>Repeat the 4 questions in each relevant email</p> <p>Download a sample questionnaire from our COVID secure rehearsals guidance</p>
Inability to track & trace when someone falls ill outside meeting	<p>Keep register, with seating plan, of everyone who attends rehearsals every week for 21 days (for nhs track & trace). Mandatory from 18.09.20</p> <p>Ensure if anyone falls ill between one rehearsal and the next that they know to contact group and who to contact</p> <p>If that happens, contact nhs track & trace</p> <p>And contact all attendees of last 2 rehearsals; ask to self-isolate for 14 days from date of attending rehearsal with patient</p> <p>From 24 September (England), it is mandatory to register for and display an NHS Test & Trace poster with a QR code at the entrance to your venue. (you should still take an attendance register and also take details manually for those who don't have smartphones/QR code won't scan)</p> <p>As NHS tests now difficult to access and a long time to deliver result, you could consider buying tests privately</p>		<p>Check Ansell Centre</p>
Inability to deal with person becoming unwell in rehearsals	<p>Create a plan for this eventuality:</p> <p>Send person home immediately</p> <p>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</p> <p>Ask person with symptoms to take a test asap and communicate the result to you</p> <p>Terminate rehearsal immediately and send everyone home, asking them to self-isolate until test result received</p> <p>Clean rehearsal space carefully</p> <p>Tell venue</p>		
Complacency means mitigating measures not complied with	<p>This is potentially the biggest risk going forward, as participants get 'used to' rehearsing again: be very aware and keep this high on agenda</p> <p>Check venue has posters and signs displayed at the entrance, by bathrooms and other prominent locations as reminders</p> <p>Remind attendees verbally - at entrance, at break, during rehearsal, as it fits with your schedule</p> <p>Make sure you communicate in ways appropriate to everyone (e.g. consider dyslexia, deafness, vision-impairment etc.)</p> <p>Make it someone's responsibility to do reminders, and rotate that, that increases everyone's buy-in</p>		<p>Remind at start of each rehearsal</p>
Non-compliance with measures means risk to other attendees	<p>Make it clear to members that if they do not comply with the measures group has in place, they will be excluded</p> <p>Enforce exclusion rigorously - it may make some people cross, but the majority will be relieved and behind you</p>		
Risks to some members from meeting or NOT meeting in person	<p>Decide on balance of risks between potential for physical harm (picking up Covid-19) versus mental harm (loneliness, social isolation)</p>		
3. Behaviour of attendees/individual safety measures Individuals spread or breathe in virus-laden particles	<p>Set out expected behaviour:</p> <ol style="list-style-type: none"> 1) 2 metre social distancing at all times, this means before, during and after musical activity, during breaks, in bathrooms. Remind people that 'no mingling' (England) is an absolute pre-requisite of being allowed to meet for activity; not complying jeopardises rehearsals for all 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 5) Wearing of face-coverings in the rehearsal venue mandatory unless a person is officially exempt. Clarify for singers that they should bring several face-coverings, as they are ineffective when wet through <p>Have a box of disposable face coverings on hand for those who don't bring one</p>		
Individuals spread/pick up virus by touching shared surfaces	<p>Set out expected behaviours:</p> <ol 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 (music stands, sheet music, rosin, valve oil, wax, mutes, etc.) 4) use allocated seat and keep all their own equipment and personal belongings by and in that space, 5) bring your own refreshments 		<p>Packs of music to be given out at beginning of rehearsal period; arrangements for singers to buy scores made if necessary</p>
Volunteers pick up virus in course of their duties	<p>For volunteers helping with register/set up of chairs/traffic management/cleaning etc.:</p> <ol style="list-style-type: none"> 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 where required - e.g. cleaning materials, face coverings 		
4. Rehearsal space Your usual venue is not Covid-19 secure			

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	<p>Find out if they are – have they published their risk assessment, is it covid-19 compliant</p> <p>Check against covid-19: guidance for the safe use of multi-purpose community facilities (link in notes)</p> <p>If they are not – find a different venue</p>		<p>Share venue Risk Assessment with members</p> <p>Covid-19 Guidance for the safe use of multi-purpose-community-facilities</p>
Space not large enough (floor and volume) to be safe	<p>Find out first how many of your members currently willing/able to return in person</p> <p>Reduce numbers rehearsing to ensure radius of 2m-3m around each singer/player and 3-5m distance to conductor</p> <p>Reduce numbers rehearsing to ensure social distancing of 2m is possible at all times, not just during singing/playing</p> <p>Consider: extending time in Ansell Centre to accommodate 2 separate rehearsals each night with suitable break between</p> <p>Consider: entrance/exit, route to bathrooms, route to break area, socially distanced queues at any of these points</p> <p>Find a different venue to rehearse in to accommodate capacity</p>		Ask if conductor/accompanist would be willing
Build-up of aerosols	<p>Find out if there is mechanical ventilation (air-conditioning) and what kind, to what standard</p> <p>If no mechanical ventilation in place, look at doors and windows</p> <p>Do not use fans - they can blow particles over people</p> <p>Build ventilation into your schedule: before rehearsals, in break, afterwards</p> <p>Reduce length of rehearsal overall to maximum one hour</p> <p>Reduce length of chunks of rehearsal to between 45-60 mins per chunk (followed by ventilation)</p> <p>Ideally ask participants to go outside/elsewhere whilst you ventilate</p> <p>Find a different venue to rehearse in if good ventilation not achievable</p>		<p>No mechanical ventilation in Ansell Centre</p> <p>Dependent on outside temperature</p>
Build-up of virus on shared surfaces	<p>When putting out chairs check they have been taken from the rack of chairs left unused for 72 hours. Consider using plastic chairs which have been wiped with disinfectant by us beforehand.</p> <p>Who will do this cleaning - you or venue? Who provides cleaning materials?</p> <p>Limit number of volunteers handling such shared equipment</p> <p>Keep a register of who does it on what date; provide gloves and hand-sanitiser</p> <p>Cleaning of shared surfaces - tables, light switches, door handles - before and after rehearsals</p> <p>Who will do this cleaning - you or venue? Who provides cleaning materials?</p> <p>Cleaning of facilities: bathrooms, sinks, kitchens</p> <p>Who will do this cleaning - you or venue? Who provides cleaning materials?</p>		<p>Deep cleaning by venue; essential surfaces done by us before each rehearsal</p> <p>Deep cleaning by venue; essential surfaces done by us before each rehearsal</p>
Covid transmission in bathroom facilities			
Aerosols in air	<p>Ensure social distancing maintained when queueing for facilities and also for toilet. Remind everyone of requirement of 'no mingling' (England) at all times</p> <p>Remind everyone (all nations) of social distancing of 2m to be maintained at all times</p> <p>Consider blocking off some of the sinks to maintain that</p> <p>Consider queue traffic management with tape/barriers/stewards</p>		<p>Only use disabled toilet</p>
Contaminated surfaces	<p>Ensure cleaning before and after rehearsals, more frequently if few facilities for many people</p> <p>Who will do this cleaning - you or venue? Who provides cleaning materials?</p> <p>Encourage hand washing - check soap, paper towels, available</p> <p>Provide hand sanitiser on way into toilet facilities</p>		<p>Ask attendees to sanitise in toilet area before they use it, sanitise hands after they leave</p> <p>Deep cleaning by venue; essential surfaces done by us before each rehearsal</p> <p>Wall mounted sanitiser in entrance lobby</p>
Queueing points and traffic flow (applies to all rooms / areas)			
Difficulty of maintaining 2m social distancing	<p>Think about pathways and routes throughout the rehearsal venue needing to allow for 2m social distancing</p> <p>Arrival will take time (register/music packs): manage queueing</p> <p>Consider using: volunteers/stewards</p> <p>Leaving after rehearsal - consider staggering it; reminder not to linger and socialise inside</p> <p>Queueing for the bathrooms/routes to and from bathrooms/inside the bathroom block</p>		<p>Steward to stand outside entrance to regulate entry of singers</p> <p>Give arrival time to different groups for first rehearsal to mitigate need for queuing for music.</p> <p>Sops leave first, then men, then altos</p>
Rubbish			
Contaminated material not properly disposed of	<p>To be discussed with venue - whose responsibility? Whose binbags/bins? Where to dispose binbags to?</p> <p>More bins than usual</p> <p>Ensure no rubbish there before rehearsals/bins empty</p> <p>Dispose of rubbish safely after rehearsals</p> <p>Provide volunteers with gloves, hand sanitiser, soap/towels</p>		Identify where bags, bins and cleaning materials kept
Cost			
Measures that are possible/deemed necessary are not affordable	<p>Consider member subscriptions and how many might be able/willing to increase their subscription</p> <p>Look at your budget – are there other costs which can be reduced in compensation? E.g. sheet music costs, concert costs</p>		<p>Ask singers for donations each week that they attend</p> <p>Buy own music if using scores</p>
Other users of venue			
Activity before yours leaves legacy of droplets/aerosols	<p>Discuss with venue what activities take place before you that day</p> <p>Ensure enough time to clean and ventilate between previous activity and yours</p> <p>Ensure enough time so that participants do not cross over, creating pinch points you would not be able to control</p> <p>Consider scheduling your activity a bit later to ensure 'clear blue water' between previous use and yours</p>		
5. Your musical activity			
Venue cannot accommodate whole group at 2m distancing	<p>Find out how many members willing/able to attend now and reassess venue capacity on findings</p> <p>Reduce numbers rehearsing to ensure radius of 2m-3m around each singer/player and 3-5m distance to conductor</p> <p>It may be that in a few months guidance on social distancing has changed; or you have found another venue</p> <p>This can buy you time to find a larger venue/see whether guidance on 2m distancing changes</p> <p>Investigate new venue</p>		
Covid-safe placing of individuals during activity	<p>Not face to face</p> <p>Consider back to back; side by side; staggered rows; everyone has 2m radius;</p> <p>3m-5m between front row of singers and conductor/accompanist; consider a plastic screen</p> <p>Against: cost, storage, potentially useless (aerosols float above), potentially more dangerous (virus traps), who cleans?</p>		Draw up detailed seating plan for Ansell Centre
Participants cannot hear each other/conductor/vice versa	<p>Do not just shout or speak/sing more loudly! (increased emission of aerosols)</p> <p>Consider instead a pocket amp/head mic for conductor</p> <p>Weigh up (temporary) unsatisfactory musical experience against social isolation and (long-term) danger of group drifting apart</p>		

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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 Regularly ask singers for feedback via email to try to improve the general experience Weigh up (temporary) investment in additional resources (e.g. additional md time) against losing these members forever		
Virus spread through use of band instruments/equipment	If unavoidable (e.g.piano), create a cleaning regime (see guidance in notes)		Making Music guidance Covid-19 secure cleaning for various instruments Consult with Ansell Centre. Use wipes and paper towels to minimise damage to piano
Virus spread through sheet music	Hire/buy as usual, pack into sealed plastic folders and store for at least 72 hours. Issue to members with instruction to keep for rehearsal period 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 – some recommend no more than 1 hour in total Reduce rehearsal 'stints' to between 15-30mins and then ventilate for 15 mins Incorporate ventilation into your time planning Constantly remind attendees of the requirement of 'no mingling' (England) Constantly remind attendees of the requirement to be socially distance at all times (all nations)		Open doors and windows before and after rehearsal. Have some open during rehearsal.
Increased aerosols through high volume sound	Reduce volume of singing – fewer aerosols produced Reduced volume of singing also means less need for participants to breathe deeply i.e. also reduces risk of 'hovering up' a large amount of aerosols through in-breaths Singing some consonants can also increase aerosol production (~ this is perhaps not the moment to insist on clear and strong articulation) Adapt what you do in rehearsals (e.g. focus on harmonies, rather than articulation; listening rather than fortissimo) Adapt repertoire temporarily to work on quieter pieces with less 'air-intensive' techniques		Discuss problems with MD and ensure he is supportive
Aerosol transmission to/from conductor facing the group	3m-5m between front row of singers and conductor Consider use of plastic screen (Beware – aerosol can travel above; it can act as 'virus trap' not cleared by ventilation; who will clean, properly?) Face coverings for conductor and singers Pocket amp and head mic so does not have to shout to make themselves heard		
Accompanist exposed to Covid-19 via singers and/or piano	Ideally only usual/official accompanist to use piano – no-one to casually bash through their notes Clean piano thoroughly before and after rehearsals Ensure accompanist hand sanitises before/after Accompanist to turn own pages to avoid compromising social distancing 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/conductor – 3-5m; screen necessary?		Check with Ansell Centre. Use wipes and paper towels Consider placing piano behind all the singers
6. Ancillary activity			
Provision of refreshments is source of transmission	Ask participants to bring their own		
Breaks risk compromising 2m social distancing	Abolish half time break		
Arrival/departure compromises 2m social distancing	Stagger arrival/departure times? (e.g. leave in seating rows, as they do in planes) Remind of expected behaviours: no lingering on arrival or departure to chat to friends; maintain 2m social distancing at all times To go straight to allocated space on arrival and to leave hall straight away on departure – chatting can be done outside!		Instruct singers to leave by voice sections
7. Your organisation			
Desirable/necessary risk management measures unaffordable	Do you want to put off meeting again in person for a few months? Carefully cost up one-off investments (e.g. pocket amp/mic for conductor) with new ongoing commitments (venue?) Carefully cost up each weekly session, consider venue hire, MD and accompanist fees Consider cleaning materials, disposable stuff (e.g. gloves, mask, sanitiser, wipes for piano and chairs etc.), extra binbags... Are you saving costs elsewhere? Are you able to increase your income (e.g. voluntary increased subscriptions)		Consult treasurer No major concert planned Ask for donations from singers who attend
	Insurance: your activity will be covered, provided it follows official guidance and has been risk-assessed, so that you are not acting negligently - NO ADDITIONAL COST		
(Too many) volunteers needed to run rehearsals	Do you want to go ahead now with in person rehearsals? Carefully work out the number of people you will need – can those attending to sing help with a task in rotation? If not, can you arrange teams with some committee members in charge? Consider burnout risk if it's always the same suspects or if you expect too much of a single person		
Loss of income from membership subscriptions	If you are providing different activities to parts of your membership – should that carry the same subscription? Will you/are you providing a 'reduced service' and are members therefore going to expect a reduced charge? You have additional costs – can careful communication with members enable you to cover those from subscriptions?		Subscriptions suspended until January
Loss of reputation due to rehearsing/not rehearsing	You are obliged to consult your stakeholders, i.e. your members, volunteers, music professionals (MD, accompanist), venue Ensure you communicate whatever you decide (rehearsing/not rehearsing) thoroughly to all the stakeholders Communicate with the public, i.e. potential members or volunteers, past or potential audiences etc. If you do rehearse in person, be sure to communicate with the passing public that this is permitted activity Share with public your risk assessment (e.g. link to website)		