

- Risk Assessment for the Resumption of Choir Rehearsals
  - Date prepared - 20<sup>th</sup> September 2020; revised 11 October 2020
  - Location – Wesley Hall, Crookes, Sheffield, S10 1UD
  - Rehearsal times – 7pm to 8.30pm
  - Planned Rehearsal dates – From 20/10/2020 to 15/12/2020
- a) This risk assessment is to be shared with all chorus members, the musical director, piano accompanist & vocal coach.
  - b) All individuals attending rehearsals, in whatever capacity, agree to comply with the following recommendations and guidance to ensure their own safety and that of other chorus members.
  - c) Chorus members not attending the venue will be able to rehearse using live streaming.
  - d) For the purposes of Track and Trace, there will be an attendance record taken at each rehearsal using the electronic registration system.

The Risk Assessment below details the risks we have identified, the steps that need to be taken to reduce the risk and who is responsible for doing this. It is based on assigning each risk two numerical values, one for the likelihood of the risk, and one for the severity of the risk.

**Likelihood of risk:**

1. Seldom
2. Frequent
3. Certain or near certain

**Severity of risk**

1. Low (minor injury)
2. Medium (serious injury)
3. High (fatality)

Based on the numbers above, the Risk Rating (RR) can be found by multiplying the likelihood of the risk by the severity of the risk:

		Potential consequences of risk		
		1 (Low)	2 (Medium)	3 (High)
Likelihood of risk	1 (Seldom)	1 (Trivial risk)	2 (Tolerable risk)	3 (Moderate risk)
	2 (Frequent)	2 (Tolerable risk)	4 (Moderate risk)	6 (Substantial risk)
	3 (Certain)	3 (Moderate risk)	6 (Substantial risk)	9 (Intolerable risk)

If the risk is deemed to be too high, then action will need to be taken in order to reduce the risk.

The COVID-19 Risk Assessment begins on the next page.

## Risk Assessment

Hazards/Risks	Persons Affected	Before control			Additional Covid-19 Controls – Reducing Risk	After control			Notes/ Further Actions
		L	S	RR		L	S	RR	
1. Transmission by an infected person	All attending rehearsals	2	2	4	If anyone has symptoms of Covid 19, and /or has tested positive, and/or has knowingly been in contact with someone who has symptoms or tested positive, they should not attend rehearsals and should follow the relevant government guidance. Look for symptoms of Covid 19. These are fever (temperature above 37.80C, continuous cough, change or loss of sense of smell and taste.	1	2	2	The temperatures of the members attending will be checked prior to entry using a remote sensor. Anyone showing any of the symptoms of Covid-19 will not be allowed in and advised to self-isolate for at least 8 days.
2. Infection rate is high	All attending rehearsals	2	2	4	If there are local restrictions cancel rehearsal for that week AND advise all chorus, musical director and piano accompanist using the weekly email newsletter	1	2	2	Email prepared by administrator
3. Inability to track and trace when someone falls ill outside of the rehearsal	All attending rehearsals	2	2	4	Retain electronic register of everyone who attends the weekly rehearsals for 21 days (for NHS Track & Trace) If anyone falls ill between one rehearsal and the next they should arrange a Covid 19 test. If the test proves positive immediately inform the Chorus designated persons.	1	2	2	Chorus Designated persons advising of illness are the Administrator, Chairman or other committee members

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4. Inability to deal with a person becoming unwell in rehearsals	All attending rehearsals	1	2	2	<p>Seat them on an isolated non-upholstered chair, wearing a face covering and disposable gloves by an open window or door.</p> <p>Arrange transport and send home immediately.</p> <p>Ask person with symptoms to take a test as soon as possible and communicate the results to the designated persons.</p> <p>Terminate the rehearsal immediately and send everyone home asking them to self-isolate until the test result is received.</p> <p>Advise Wesley Hall of the incidence.</p>	1	2	2	Chorus Designated persons to advise of illness are the Administrator, Chairman or other committee members
5. Complacency means mitigating measures are not complied with	All attending rehearsals	2	2	4	<p>Use posters at the building and rehearsal space entrance to remind chorus members of Covid 19 – wash hands – face coverings – space.</p> <p>At the start of the rehearsal communicate with chorus members the location of the toilets and the protocol for leaving the venue – Sanitise - Face coverings – Space.</p> <p>Also at the start of the rehearsal ask and if possible address questions from the chorus members.</p>	1	2	2	At the end of the rehearsals designated persons will be positioned at the building entrance and outside of the 1 <sup>st</sup> floor Sanctuary (rehearsal room). The designated persons will remind singers to wear face coverings and keep socially distant from each other.

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6. Transmission through social contact.	All attending rehearsals and other building users	2	2	4	<p>Put on face covering prior to entering the building and wear it at all times other than when singing.</p> <p>Once inside the building Chorus members will have their temperature taken and provided with hand sanitiser. Following this the Chorus members should not stop to gather which creates groups and bottlenecks for building users.</p> <p>Chorus members should enter via the main entrance off Crookes road, have their temperature taken and provided with hand sanitiser and then progress to the Sanctuary which is on the 1<sup>st</sup> floor level using the stairs or lift (one person only to use the lift) wearing masks at all times until the rehearsal starts while maintaining social distancing at all times.</p> <p>At the beginning and at the end of rehearsals chorus members should not gather within the building which creates groups but maintain social distancing.</p> <p>Warning triangles placed on the floor at 2m intervals in advance of the electronic register will indicate social distancing requirements.</p> <p>A seating plan positioned away from the electronic register will highlight where singers sit to rehearse.</p>	1	2	2	<p>To avoid bottlenecks at entry / exit points designated persons will be positioned at the building entrance and outside of the 1<sup>st</sup> floor Sanctuary (rehearsal room) both before and after the rehearsal. The designated persons will remind singers to keep socially distant from each other and continue to wear face coverings.</p> <p>Attendees not wearing face coverings once inside the building will be reminded to do so. A stock of face coverings will be provided for those who have forgotten to bring theirs.</p>

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6 Continued Transmission through social contact.	All attending rehearsals and other building users	2	2	4	Laminated A4 cards placed on the seats will also help to identify the correct positions for the singers Once the rehearsal finishes and prior to leaving the Sanctuary all persons should wear face coverings and continue to do so until outside the building.	1	2	2	A designated person positioned after the electronic register will encourage singers to keep moving, avoid bottlenecks and move quickly to their seats
7. Aerosol or droplet transmission as a result of singing	All attending rehearsals	2	2	4	Chorus members should maintain social distancing (2m) at all times including while singing. Chorus members seating will be arranged prior to the start of the rehearsal in order to maintain the required social distancing. Chorus members should not stand in rows directly behind other singers. Chorus members should not face each other. The Musical Director when facing the choir will stand on the Dais and maintain a distance of at least 3m and ideally 5m from the singers. The high level windows either side of the Sanctuary are to remain open to maintain airflow through the room. The doors to the rehearsal space will remain open to assist with keeping the room ventilated Rehearsal time will be limited to 1 1/2 hours.	1	2	2	Agree seating layout with MD prior to the rehearsal. Chairs to be arranged prior to rehearsal at least 2m apart. Designated person to contact the Building Manager to understand how to open the high level windows. At the start of the rehearsal designated person to emphasize the importance of maintaining the seating layout to ensure social distancing and not to move chairs. As the rehearsal space windows and doors are being left open, Chorus members are encouraged to wear warm clothing

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8. Transmission via surfaces (e.g. door handles)	All attending rehearsals and other building user	2	2	4	<p>The church will have been cleaned prior to rehearsal according to the protocols in Wesley Hall’s risk assessment.</p> <p>Door handles, handrails and other surfaces likely to be used by the chorus members will be wiped using antibacterial wipes both before and at the end of the rehearsal. Also the chairs used will be sprayed with an anti-bacterial spray.</p> <p>The chorus should only use the toilets at the rear of the Sanctuary on the 1<sup>st</sup> floor that include hand washing facilities.</p> <p>Anyone using the toilets should wipe surfaces with antibacterial wipes prior to leaving the facility.</p> <p>Hand sanitiser will be positioned at entry and exit points from the rehearsal space and should be used.</p> <p>Use the seats provided by the venue which should not be moved.</p> <p>Chorus members are encouraged to touch as few surfaces as possible to reduce the likelihood of transmission</p>	1	2	2	<p>Designated person to bring and take away antibacterial wipes and hand sanitiser to each rehearsal.</p> <p>Used wipes are to be disposed in a bin.</p> <p>Persons responsible for setting up the facilities are to apply hand sanitiser prior (e.g. seats, tables, electronic register)</p> <p>Chorus to provide its own wipes and sprays.</p> <p>Wipes will be provided</p>

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9. Accompanist exposed to Covid 19 via singers and / or piano	Accompanist	2	2	4	Clean the piano thoroughly before and after rehearsals Ensure Accompanist hand sanitises before and after rehearsal. Maintain a distance of at least 3m and ideally 5m from the singers.	1	2	2	Discuss piano cleaning protocol with Wesley Hall building manager . Instruct Chorus that no-one but the accompanist is to use the piano.
10. Transmission on paper and materials	All attending rehearsals	2	2	4	Chorus members to use their own scores or bring photocopies that have been emailed. Music should not be shared between singers. Chorus members to bring their own pencils to rehearsals that should not be shared. Chorus’s music stand to be cleaned prior to and at the end of the rehearsals Refreshments will not be provided – chorus members should bring their own drink if required and should not share their refreshments with others.	1	2	2	Reminder by Committee member prior to rehearsal.
11. Venue not Covid-19 secure	All attending rehearsals	2	2	4	Check venue beforehand. Check venue Risk Assessment. Hold trial run.	1	2	2	