

COVID-19 risk assessment for Ember Choral
 Wednesday evenings OL of Lourdes, Thames Ditton
 7.30 - 8.45 pm

Risk area	Possible mitigations and actions	Responsible	Relevance	Other relevant notes
1. Infection rate in our area high				
Local restrictions apply with little notice				
	We will check government guidance on local lockdowns	Committee	High	Government guidance on local lockdowns.
	We will check Coronavirus cases data regularly	Committee	High	Check corona virus cases data regularly
	The Committee are fully involved in remedial action	Committee	Med	
	We will cancel rehearsals where risk is deemed to be high	Committee	High	
	We will communicate regularly with members, MD, pianist, OL of Lourdes	Committee	Med	
2. Risk to/from individuals to/from group				
High/moderate risk/vulnerable individuals attend				
	We will check definition of high/moderate risk/vulnerable persons at least once a term	Committee	High	NHS guidance: risk categories
	We will identify high/moderate risk/vulnerable individuals via self-assessment and direct conversation where possible	Committee	High	
	We will re-evaluate at regular intervals/as guidance changes, and at least once a term	Committee	High	
	We will discourage vulnerable individuals at high risk from attending rehearsals e.g. those with underlying health conditions	Committee	High	
	We will re-evaluate exclusions regularly (at least twice a term)	Committee	High	
	All members to sign that they understand they come to rehearsals at their own risk and we cannot reduce risk to zero	Members	High	
Infectious individual attends rehearsals				
	We will exclude potentially infectious individuals from attending and entering rehearsal venue	Committee	High	
	A pre-attendance questionnaire will be distributed via an online form and emailed to identify potentially infectious individuals	Valerie	High	
	The questionnaire must be completed before a member is allowed to enter the rehearsal hall	Members	High	
	We will keep a register of everyone who attends rehearsals every week (for NHS Track & Trace)	Valerie	High	
	If anyone develops symptoms during or after attending a rehearsal they must have a test and if positive, contact Linda immediately	Members	High	
	Linda will then contact NHS Track & Trace	Linda	High	
	AND contact all attendees of last 2 rehearsals and ask them to self-isolate for 14 days from date of attending rehearsal with patient	Linda	High	
Ability to deal with person becoming unwell in rehearsals				
	We will send the person home immediately	Committee	High	
	If we need to call transport for them, we will seat them on non-upholstered chair, wearing face covering and disposable gloves, by open window or door until transport arrives	Committee	High	
	The member with symptoms must take a test the next day and communicate the result to us	Members	High	
	We will terminate rehearsal immediately and send everyone home, asking them to self-isolate until test result received	Committee	High	
	We will inform the Parish Office	Committee	High	
Complacency means mitigating measures not complied with				
	At the start of every rehearsal, Joel or Linda will issue a brief reminder of all safety measures	Linda/Joel	Med	

Non-compliance with measures means risk to other attendees			
We will make it clear to members that if they do not comply with the measures the choir has in place, they will be excluded	Committee		Med
We will enforce exclusion rigorously	Committee		Med
3. Behaviour of attendees/individual safety measures			
Individuals spread or breathe in virus-laden particles			
Social distancing AT ALL TIMES. This means before, during and after musical activity, during breaks, in bathrooms	Members		High
Sneeze/cough into tissue/crook of arm (if not wearing a face-covering)	Members		High
No hugging, hand-shaking, lingering to chat in rehearsal venue before/after; chat, if you wish, outside, at suitable distance...	Members		High
During the break by all means chat, but remain seated	Members		High
Face-coverings in the rehearsal venue are recommended in the first instance	Members		Med
Members should bring several face-coverings, as they are ineffective when wet through	Members		Med
Individuals spread/pick up virus by touching shared surfaces			
1) Members to avoid touching shared surfaces as much as possible	Members		Med
2) Members to sanitise/wash hands on arrival, departure, before/after break, after bathroom visit	Members		Med
3) Members to bring their own refreshments and cup	Members		Med
4) We will have plastic bags on stand-by for safe disposal of potentially contaminated items (masks, wipes, gloves)	Committee		Med
Volunteers pick up virus in course of their duties			
For volunteers helping with register/chairs/cleaning etc. we will:			
1) Contain and designate their area of operating (e.g. cleaning only, entrance only)	Committee		Med
2) Register who does what job on what date	Committee		Med
3) Limit and note who they work with (where applicable, e.g. arrivals area)	Committee		Med
4) Provide relevant personal protection equipment - e.g. disposable gloves, cleaning materials	Committee		Med
4. Rehearsal space			
Your usual venue is not Covid-19 secure			
Liaise with OL of Lourdes e.g. have they published their risk assessment, is it Covid-19 compliant?	Bob		Med
We will check against COVID-19: Guidance for the safe use of multi-purpose community facilities	Bob		Med
if they are not – we will search for a different venue	Bob		Med
Space not large enough (floor and volume) to be safe			
First we will find out how many of our members currently willing/able to return in person	Linda		High
We will reduce numbers rehearsing to ensure social distancing is possible at all times, not just during singing/playing	Committee		Med
We will review entrance/exit, route to bathrooms, socially distanced queues at any of these points	Committee		Med
We will consider finding a different venue to rehearse in to accommodate capacity	Bob		Med
Build-up of aerosols			
As there is no mechanical ventilation in place, we will use doors and windows for additional ventilation	Committee		Med

[Covid-19 Guidance for the safe use of multi-purpose-community-facilities](#)

We will build ventilation into the rehearsal period: before rehearsals, in break, afterwards	Committee	Med
Length of rehearsal to be two 30 minutes sessions with a short (15 mins) break to be taken staying seated	Committee	Med
We will search for a different venue if good ventilation not achievable	Bob	Med
Build-up of virus on shared surfaces		
1) We will clean chairs before and after use using antiseptic wipes provided by the choir	Committee	Med
2) Nominated volunteers only to handle chairs	Committee	Med
3) We will keep a register of who does what, on what date; provide gloves and hand-sanitiser	Committee	Med
4) We will liaise with OL of Lourdes on cleaning of toilets and shared surfaces - tables, light switches, door handles - before and after rehearsals	Bob	Med
Queueing points and traffic flow (applies to all rooms / areas)		
Difficulty of maintaining social distancing		
We will look at pathways and routes throughout the rehearsal venue needing to allow for social distancing	Committee	Med
We may need to manage queueing on arrival	Committee	Med
Leaving after rehearsal - members to leave row by row; reminders not to linger and socialise inside	Linda/Joel	Med
Music will be distributed prior to the first rehearsal through 4 external distribution points	Bernie	Med
Contaminated material not properly disposed of		
To be discussed with venue i.e. whose responsibility, whose binbags, where to dispose binbags?	Bob	Med
Measures that are possible/deemed necessary are not affordable		
We will discuss with venue – what costs will they take on e.g. cleaning?	Bob	Med
We will reflect extra PPE costs in annual budget	Valerie	Med
5. Our musical activity		
Venue cannot accommodate whole group with social distancing		
We will find out how many members willing/able to attend now and reassess venue capacity on findings	Valerie	Med
We will limit numbers rehearsing to 28 + MD and pianist	Committee	High
Investigate new venue if necessary	Bob	Med
Covid-safe placing of individuals during activity		
Singers to be side by side and staggered rows	Committee	Med
Participants cannot hear each other/conductor/vice versa		
Singers to be advised not to shout or speak/sing more loudly! (increased emission of aerosols)	Joel/Linda	Med
Consider a pocket amp/head mic for conductor	Joel/Linda	Med
Weigh up (temporary) unsatisfactory musical experience against social isolation and (long-term) danger of group drifting apart	Committee	Med
Substantial numbers cannot attend in person		
As this is likely initially, we will develop a plan to provide opportunities to rehearse remotely, and have social activities e.g. Zoom quizzes	Committee	Med
Virus spread through sheet music		
All members to be allocated their own copy, not to be shared	Berine	Med

Accompanist exposed to Covid-19 via singers and/or piano			
Only usual accompanist to use piano	Pam	Med	
We will clean piano before and after rehearsals	Pam	Med	
Ensure accompanist hand sanitises before/after	Pam	High	
6. Ancillary activity			
Provision of refreshments is source of transmission			
Members to bring own refreshments and drinking containers/biscuits	Members	High	
Breaks risk compromising social distancing			
A break will be introduced to accommodate the need to ventilate	Committee	Med	
Members to remain seated (unless they need the bathroom)	Members	Med	
Arrival/departure compromises social distancing			
We should consider staggering arrival times. At the end, members to leave in seating rows, as they do in planes.	Joel/Linda	Med	
Regular reminders not to linger on departure to chat to friends until outside	Joel/Linda	Med	
7. Transport to/from rehearsals			
Attendees pick up Covid on the way to/from rehearsals			
Members to avoid public transport if possible	Members	Med	
Shared car – best to avoid, otherwise use face coverings, open windows, sit far from each other	Members	Med	
8. Our organisation			
Desirable/necessary risk management measures unaffordable			
We would consider delaying rehearsals in hall until January 2021	Committee	Med	
We will cost up one-off investments (e.g. pocket amp/mic for conductor) with new ongoing commitments (higher venue costs, etc)	Valerie	Med	
We will monitor the cost of cleaning materials, disposable stuff (e.g. gloves, coffee cups etc.), extra binbags...	Valerie	Med	
Can we save costs elsewhere?	Valerie	Med	
Can we find additional funds?	Valerie	Med	
Volunteers needed to run rehearsals			
Can those attending to play/sing help with a task in rotation?		High	
If not, can we run the rehearsals safely?		High	
Loss of income from membership subscriptions			
Income will drop as fewer members are expected to return initially, six members have already confirm they are leaving permanently	Valerie	Med	
We will have additional costs – careful communication with members should allow us to recover those from subscriptions	Valerie	Med	