

The Chichester Singers

COVID-19 risk assessment for:

Wednesday 7.30 pm

St Paul's Church, Chichester

Rehearsals

Risk area	Possible mitigations and actions	Responsible	Other relevant notes
1. Infection rate in your area high			
local restrictions apply with little notice			
	Check government guidance on local lockdowns	JS	
	Check Coronavirus cases data regularly	JS	
	If there are local restrictions or a local surge in cases, cancel rehearsals for that week	JW	
	Remember to communicate with: members, MD, volunteers, venue	IM/CS	
2. Risk to/from individuals to/from group			
High/moderate risk/vulnerable individuals attend			
	Check definition of high/moderate risk/vulnerable persons at least once a term	WB	Overall committee is responsible for decisions. Named person does not carry sole responsibility
	Identify high/moderate risk/vulnerable individuals via self-assessment, questionnaire, direct conversation	WB	
	Re-evaluate at regular intervals/as guidance changes, e.g. at least once a term	WB	
	Issue clear guidelines to those attending rehearsals	CS	
Infectious individual attends rehearsals			
	Exclude potentially infectious individuals from attending and entering rehearsal venue		Weekly remind singers that they must not attend if even slightly unwell
	Members to check rehearsal guidelines before each rehearsal and report to WB on the Wednesday if not able to comply	WB	Weekly reminder on Mondays to relevant group
Inability to track & trace when someone falls ill outside meeting			
	keep register, with seating plan, of everyone who attends rehearsals every week, for 21 days (for NHS Track & Trace)	WB	
	ensure if anyone falls ill between one rehearsal and the next they contact WB immediately	IM	
	if that happens, contact NHS Track & Trace	IM	
	AND contact all attendees of last rehearsal; ask to self-isolate for 14 days from date of attending rehearsal with patient	IM	
	Any member who contracts Covid must produce a clear Covid test before returning to rehearsals		
	Check to see whether St Paul's has NHS Covid 19 QR code.	DC	Would this make social distancing more difficult?
Inability to deal with person becoming unwell in rehearsals			
	Send person home immediately	CS	
	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		
	Ask person with symptoms to take a test asap and communicate the result to you		
	Terminate rehearsal immediately and send everyone home, asking them to self-isolate until test result received		
	Clean rehearsal space carefully		
	Tell venue		
Complacency means mitigating measures not complied with			
	Compile clear guidance on policies and procedures to all members	CS	Full details are in the Members' area on the CS website
	Remind attendees of guidance before and at each rehearsal	JW/IM	Weekly reminders to each group on a Monday
Non-compliance with measures means risk to other attendees			
	make it clear to members that if they do not comply with the measures group has in place, they will be excluded	CS	
	enforce exclusion rigorously - it may make some people cross, but the majority will be relieved and behind you		
3. Behaviour of attendees/individual safety measures			
Individuals spread or breathe in virus-laden particles			
	Expected behaviour is set out in the Rules and Procedures document sent to all members		
	1) 2 metre social distancing AT ALL TIMES, this means before, during and after musical activity, in bathrooms		
	2) Sneeze/cough into tissue/crook of arm (if not wearing a face-covering)		
	3) Wear face covering on entry, departure and any movement round the rehearsal venue (lavatory etc)		
	4) No hugging, hand-shaking, lingering to chat in rehearsal venue before or after		
	5) After rehearsal no lingering in car park area to chat (rule of six). Leave area immediately on leaving.		
	Have a box of disposable face coverings on hand for those who don't bring one		
Individuals spread/pick up virus by touching shared surfaces			

- Expected behaviours set out in Rules and Procedures document
- 1) singers to avoid touching shared surfaces
 - 2) sanitise hands on arrival, departure, after bathroom visit. Singers to bring own hand sanitiser.
 - 3) use allocated seat and keep all your own equipment and personal belongings in that space
 - 4) bring your own water

Volunteers pick up virus in course of their duties			
	For volunteers helping with register/cleaning etc.: 1) Contain and designate their area of operating 2) Register who does what job on what date 4) Provide relevant personal protection equipment - e.g. disposable gloves, cleaning materials, face coverings	RMWG	DS/IM set up Zoom, DC does lights etc, WB/IM registers All others set out chairs and help members find seats
4. Rehearsal space			
your usual venue is not Covid-19 secure			
	St Paul's is Covid secure and has appropriate risk assessment and procedures and is safe for 55 singers	RMWG	Confirmed at meeting with head verger 3 Sept 2020
Space not large enough (floor and volume) to be safe			
	St Paul's is a suitably large venue to accommodate up to 55 singers There will be a radius of 2m around each singer/player and 3m distance to conductor and pianist Ample space for socially distanced queues at entrance and use of bathrooms Four Streets Project (FSP) (soup kitchen) operates from another part of the church from 7 - 8pm Car park becomes congested Avoid front of church/car park at arrival time	RMWG	Need to ensure CS and FSP members are kept separate on arrival Members to park in North Street Car Park All singers to enter through side door
Build-up of aerosols			
	St Paul's is a large high space with good ventilation RMWG considers the space safe for a rehearsal of one hour without a break Windows and the main door will remain open throughout the rehearsals (whatever the weather) Length of rehearsal will be one hour	RMWG	Members must dress appropriately for cooler conditions than normal
Build-up of virus on shared surfaces			
	1) Chairs will be cleaned before and after rehearsal by St Paul's staff. 2) Committee members will arrange chairs before members arrive. Chairs not to be moved after rehearsal. Keep a register of who does chairs on what date; provide gloves and hand-sanitiser St Paul's will clean all surfaces before and after rehearsal	CS	Provide gloves for chair movers there will be an extra charge for this
Covid transmission in bathroom facilities			
Aerosols in air	Ensure social distancing maintained when queueing for facilities and also inside toilet block Consider blocking off some of the sinks to maintain that	RMWG	Plenty of space for queueing but not likely to be necessary There are three separate cubicles with own basin.
Contaminated surfaces	Probably limited use of toilet block in short rehearsal. Have surface wipes available by door St Paul's responsible for cleaning before and after Encourage hand washing - poster with handwashing technique		
Queueing points and traffic flow (applies to all rooms / areas)			
difficulty of maintaining 2m social distancing	Plenty of space at St Paul's to allow for 2m social distancing at all times Members to be given specific arrival times beforehand and checked in Volunteers/stewards will direct singers on arrival Easy for those arriving to keep distance in queue Leaving after rehearsal by rows from back; reminder not to linger and socialise inside or outside Members to use lavatory during rehearsal as necessary. Queues unlikely.	RMWG	
		All	Stewards to direct
Rubbish			
contaminated material not properly disposed of	Unlikely to be much rubbish. Singers to take own tissues etc home Provide volunteers with gloves for chair removal etc.	RMWG	
Cost			
measures that are possible/deemed necessary are not affordable	The Choir anticipates being able to afford extra costs eg extra cleaning by venue Treasurer to monitor costs	DS	
Other users of venue			
activity before yours leaves legacy of droplets/aerosols	Rehearsals to begin at 7.30 to allow hall to be ventilated and cleaned after last church activity	RMWG	Discussed and agreed with venue on 4 Sept

5. Your musical activity		
venue cannot accommodate whole group at 2m distancing	Numbers likely to attend are known from a survey Choir to be divided into two groups attending alternate rehearsals	RMWG
Covid-safe placing of individuals during activity	Singers will be spaced side by side in staggered rows with 2m radius 3m between front row of singers and conductor	RMWG
participants cannot hear each other/conductor/vice versa	It will be possible to ensure all can hear without raising voices	All
substantial numbers cannot attend in person	Rehearsals to be live streamed so that those not attending can follow	All
virus spread through sheet music	All singers to bring own scores to rehearsals (already safely distributed) No sharing of scores No scores available to borrow at rehearsals	
aerosol transmission through prolonged exposure	Rehearsal to be limited to one hour maximum Singers to arrive promptly rather than early	All
increased aerosols through high volume sound	JW will organise rehearsal practice to ensure minimum risk from aerosol spread	JW
aerosol transmission to/from conductor facing the group	3m between front row of singers and conductor and pianist	RMWG
accompanist exposed to Covid-19 via singers and/or piano	Only official accompanist to use piano Clean piano thoroughly before and after rehearsals Ensure accompanist hand sanitises before/after At least 3m distance between pianist and singers	SGS Provide wipes
6. Ancillary activity		
breaks risk compromising 2m social distancing	There will be no break. Singers must arrive promptly and leave safely as soon as the rehearsal is over	RMWG
arrival/departure compromises 2m social distancing	Stagger arrival times ; leave in seating rows from the back Go straight to allocated space on arrival. Leave hall straight away on departure. No mingling in car park.(Rule of Six)	
7. Transport to/from rehearsals		
attendees pick up Covid on the way to/from rehearsals	Most members arrive by car, bicycle or on foot. Minimum risk from public transport	
8. Your organisation		
desirable/necessary risk management measures unaffordable	Committee has agreed that it is desirable and possible to begin real rehearsals minimum investment needed for gloves, masks, wipes The Chichester Singers has good reserves to support emergencies There are no concert costs until March at the earliest	DS
(too many) volunteers needed to run rehearsals	It is likely that we will have sufficient volunteers, looking at past experience	All
loss of income from membership subscriptions	Subscription income will be down this year but this is factored into budget Committee has agreed reduced subscription for this year.	DS

Donations have been invited (in a low key manner)
Discretion is always applied to members' personal circumstances when payments are due