

COVID-19 Risk Assessment for re starting choir rehearsals at the Temple Methodist Church, Wellington

August 2020

- The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
- This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Infection rate in local area –	Risk of a local surge in cases	Regular monitoring of local rates through NHS and Gov.uk web sites. Refer adverse movements if any to other committee members	Ongoing with any change in government guidelines to be advised to all members.
INDIVIDUALS			
Individual choir members including those who may be shielding	Risks of choir members attending who may be infectious	Stay at home guidance if unwell at entrance and in Church. All choir members to sanitise as they enter the building. All choir members to bring own hand sanitiser to use during rehearsal as needed	Information for all members prior to rehearsal: i) Please do not attend if you have been unwell within the last 24hrs. ii) The usual toilets are closed, but there is one at the end of the hall for

	Risk to clinically vulnerable members of the choir attending	Clinically vulnerable members of the choir not to attend singing in person	<p>Emergency use only. Please remember this before you leave home.</p> <p>iii) Please bring your own hand sanitiser for use during rehearsal.</p> <p>iv) members to be informed that they will be asked to leave if they do not comply with Covid19 risk assessment requirements</p> <p>Identify vulnerable choir members through member survey prior to starting rehearsals in person</p>
Compliance with Test and Trace	Risk of not being able to comply with Test and Trace requirements if a choir member falls ill	Registration for all choir members to be recorded each week together with health status for each choir member	<p>A Committee member to be at the entrance to the hall to record members attending and their state of health:</p> <ol style="list-style-type: none"> 1. Do they have any symptoms, raised temperature, cough, loss of sense of smell/taste 2. Have they been in close contact with someone with symptoms 3. Have NHS Test and Trace asked them to self-isolate 4. Have they returned from abroad and been asked to self isolate <p>Members will not have to sign themselves in</p>

			<p>Keep register of seating plan of everyone who attends for 21 days</p> <p>Ensure members know to contact WCS Committee contact for NHS test and trace</p> <p>Investigate use of QR code either for the church or for the choir for informing NHS test and trace</p>
Musical Director	Risk to the Musical Director of standing in front of 30 singers	<p>Follow DCMS government guidance in conjunction with MD and adjust as necessary.</p> <p>Currently can comply with minimum 3m distance.</p> <p>Will look to use static microphone to ensure minimised risk of aerosol dispersion</p>	<p>Ongoing with adjustments to be made as may be required by government direction.</p> <p>To be purchased or sourced from the Church</p>
Accompanist	Risk to the Accompanist of playing near to 30 singers	<p>Follow DCMS Government guidance in conjunction with accompanist.</p> <p>Currently content to accompany providing distance and placed behind singers so singers are not directed towards her</p>	<p>Ongoing with adjustments to be made as may be required by government directives</p>
Individual choir member falls ill during rehearsal	Risk of not complying with the Church risk assessment for when someone falls ill	<p>Informing the Covid19 lead at the Church if someone falls ill with CV-19 on the premises during rehearsal</p> <p>The church to identify isolation area in the church for individuals who fall ill whilst in the church</p>	<p>Information to members</p> <p>Advise members to inform Weekly Committee Lead member if they feel unwell at anytime during a rehearsal</p> <p>Advise individual to go home if unwell or to call next of kin to collect</p> <p>Ask member to inform NHS testing of WCS Committee contact for track and trace and to inform WCS</p>

			<p>Committee contact with results of NHS testing (this maybe superseded by use of QR code) Terminate rehearsal</p>
REHEARSAL VENUE			
<p>Entrance to the church Risk of transmission of the virus when choir members are arriving at the rehearsal</p>	<p>Social distancing is not observed as people congregate before entering premises. Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be when choir members are coming into the building or congregate in the church or for vulnerable people. People drop tissues.</p>	<p>Church has marked out 2 metre waiting area outside entrance to the church and in the foyer to encourage care when queueing to enter. Social distancing reminders posted in above locations Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by WCS Church has cleaning regime in place to be undertaken after each group Committee members asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Covid19 Weekly Monitors Remind choir members arriving to observe social distancing guidelines at all times. Entry only via main entrance Signage will advise on one-way system to be observed by all choir members. No entry signs for corridor and once inside church Provide hand sanitiser stations at main entrance to the church Wipe handles to doors after everyone has arrived and on leaving and all switches using sanitizer. Direct each member to a seat in the hall and ask them to stay put and not to wander around to chat. Draw attention to exit door</p> <p>Information for Choir Members Members to use hand sanitiser on arrival, departure, before/after break, after bathroom visit</p>

			<p>Members arriving to observe social distancing guidelines at all times</p> <p>Remind members arriving to observe one-way system</p>
	<p>Risk of transmission of the virus when choir members are paying membership</p>	<p>Payment via bank transfer will become the norm. If not possible, members will be asked to send me a cheque by post.</p> <p>For late payers, the Treasurer can also email an iZettle invoice</p> <p>As a last resort, the use of an iZettle card reader could be implemented at the rehearsal as long as it does not create a queue or a bottleneck</p>	<p>OG to amend payment form and make this available on line</p> <p>LW to circulate new payment form to members Complete 27 Sept 2020</p> <p>With an extra fee born by us or extended to the member?</p>
<p>Rehearsal space in the church</p>	<p>Risk of choir members not observing social distancing in the body of the church prior to the rehearsal starting</p>	<p>Cleaning surfaces to include chairs, door handles and surfaces before and after the rehearsal</p> <p>Disposing of rubbish containing tissues and cleaning cloths.</p> <p>This will need to form part of the Covid19 Monitor role</p> <p>Choir members to be allocated seat for rehearsal and all personal belongings to be kept with them</p>	<p>Covid19 Weekly Choir Monitor</p> <p>Written guidance for Covid19 choir Monitors to advise to clean all door handles, light switches and surfaces during rehearsal break and at the end of rehearsal before leaving the church</p> <p>Rubbish bags to be taken away by Committee member or Covid19 monitor at end of each rehearsal</p> <p>Covid Monitor role guide to be written</p> <p>Information to Choir members</p> <p>Remind to keep to allocated seat and not to move around the venue once seated</p>

	Risk to choir members of contracting the virus while singing	Choir members to sit in identified seat and to face forwards for singing Choir members to wear a mask at all times in the church and when singing	Investigate suitable masks/face coverings for singing Information for Choir members Bring several face coverings to rehearsals as they are ineffective if wet through Provide disposable masks for those who forget to bring masks
	Build up of droplets / aerosols during singing	Hall to be well ventilated at all times	Windows to be opened at the start of the rehearsal session Exit door to be kept open if possible while singing Rehearsal break after 30 minutes when doors can be opened for ventilation for 5 – 10 minutes Rehearsals to last for ? 1hr 15 mins / 1hr 30 mins
Toilet in the Church	Risk of transmission of the virus to choir members using the toilet Toilets in the corridor are not in use.	Only the toilet in the church can be used. This should be used in emergencies only. Committee members will need to control access to toilet one at a time, with attention to more vulnerable users. All surfaces in the toilet will need to be cleaned by the Committee before the start of the rehearsal unless hall cleaner has precleaned out of hours. Door handles and light switches to be cleaned regularly.	Identified Committee lead i) Check all supplies of paper towels, tissues, toilet paper and soap. Also check there is a bin for disposal of used wipes, tissues etc. ii) Post all relevant notices. ie. Vacant/Engaged. Hand washing and sanitising. Cleaning after each use by the user. AH/OG will provide sanitising wipes and hand sanitiser. iii) Record each user for Track and Trace purposes.

		Hand sanitiser to be provided by WCS	iv) Clean and check all before leaving the hall.
Exiting the Church	Risk of transmission of the virus when choir members are entering or leaving the church There is a one-way system with exit via door near to organ in the church. The main risk will be from people either trying to leave together or chatting in groups outside	Church has created one- way system and provided signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by WCS	3 pump hand sanitizers and Clinell wipes to be provided for each rehearsal placed by each entrance and exit door Covid19 Weekly Choir Lead Ensure choir members observe social distancing as they leave the premises All door handles and light switches to be cleaned during singing break and before leaving the church at the end of the session
Music Scores	Risk of transmission of the virus from handing out music scores	MD to consider structure of initial Zoom sessions where no physical paper music provided by WCS will be required. Ahead of any return to live singing in any number, consideration to be given to the exclusive use of self printed scores etc.	We still need to agree how to address this issue before any return to live singing.