

COVID-19 Risk Assessment

Your [company] name: Philomusica of Gloucestershire and Worcestershire

Assessment carried out by: John Quinn

Date of next review: January 2021

Date assessment was carried out: 17 October 2020

About my business [please say something about your work, and where you do it]

Philomusica is an amateur choral society with ca 90 adult members. Prior to the Covid-19 emergency members met in one of two weekly rehearsal groups at either Bromyard Road Methodist Church, St Johns Worcester or in the Early Years hall, Milestone school, Longford Lane, Gloucester. Rehearsals lasted for 2 hours. The full choir came together for occasional joint rehearsals at one or other of these venues, usually twice per year. The full choir gives about 10 public concerts each year in a variety of churches. One or two of these concerts will be accompanied by an orchestra, usually consisting of max. 45 players. The orchestra assembles on the day and does not rehearse separately. The choir membership ranges widely in age. Our youngest members are probably about 30 years old and we have one member aged 90. The average age is probably 60. The choir includes individuals who are classed as extremely clinically vulnerable.

How this risk assessment was done [please adapt to suit your circumstances]

This Risk Assessment (RA) is based on the method and principles of the Health & Safety Executive (HSE)'s COVID-19 risk assessment, including advice about coronavirus and safe working here: <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>. We have also taken into account guidance from the Association of British Choral Directors (ABCD) https://www.abcd.org.uk/news/2020/08/Revised_guidelines_allow_nonprofessional_singing_again. This guidance stems from guidelines issued by the Department for Culture, Media and Sport (DCMS). The aim of this RA is to identify how COVID-19 could spread in our rehearsal environment, and to identify methods to stop the spread of the virus. A separate RA will be compiled before any public concerts are undertaken. This assessment reflects any relevant official government guidance for safe working during the pandemic.

I identified hazards through familiarity with the two rehearsal venues and through liaison with the authorities at each. Note is being taken of their Risk Assessments, including our awareness of the rehearsal spaces through regular usage of both in the past, identifying entry and exit procedures and movement around the building, noting ventilation options, considering equipment cleaning procedures, taking note of additional risks associated with certain musical activities, e.g. singing, and reflecting on travel and how our members would get to the rehearsal venues.

I will update this assessment periodically in light of changes in government guidance or restrictions.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Getting or spreading coronavirus by not sanitising / washing hands or not washing them adequately	Members of the choir through acquisition of coronavirus (and as a consequence, fellow household "contacts" of members of the choir)	<ul style="list-style-type: none"> • Clear policy about handwashing / Hand hygiene • Ensuring that the rehearsal venues provide water soap and drying facilities at wash station • Provision of hand sanitiser 	<ul style="list-style-type: none"> • Ensure the venue has provided a supply of disposable towels, hand soap Provide hand sanitiser. • Communicate hand hygiene policy clearly and repeatedly – policy could state perform "hand hygiene on arrival and on departure and after activities that may have contaminated the hands" • Ensure paper towels if used can be disposed of safely e.g. via pedal bin • Remind members of the need to avoid direct (skin to skin) 	Committee members (nominated)	Before each rehearsal takes place Good hand hygiene to be performed during each rehearsal	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<p>contact with other members during rehearsals</p>			
<p>Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points, lifts, and other communal areas</p>	<p>Members of the choir</p>	<p>Design route to ensure speedy entrance and exit to/from rehearsal Identify:</p> <ul style="list-style-type: none"> - any areas where social distancing cannot be observed - areas and surfaces that are frequently touched but are difficult to clean 	<ul style="list-style-type: none"> - Minimising contact points for attendees (e.g. a nominated person will open all doors/ operate light switches etc.). - Contact points (frequently touched items) to be cleaned and disinfected at the beginning and end of the rehearsal - Communicate hand hygiene policies - Local reps to maintain an attendance register as members arrive rather than individual members "signing in" - Members to wear face coverings throughout the rehearsal, including arrival and departure - Each rehearsal will be limited to one hour's duration 	<p>Committee members (nominated)</p>	<p>Before each rehearsal takes place</p>	
<p>Getting or spreading coronavirus from use</p>	<p>Other users of the church, including</p>	<ul style="list-style-type: none"> - Rehearsal attendees to be 	<p>We have requested a copy of the church's own Risk</p>	<p>All attendees at rehearsals</p>	<p>At every rehearsal</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
of the rehearsal facilities – Holy Trinity Church	people who visit the church for worship	<p>required to wear masks in common areas such as corridors and to observe hand hygiene requirements</p> <ul style="list-style-type: none"> - Toilets to be out of bounds except in an emergency - All seats and equipment used by members during the rehearsal to be sanitised after the rehearsal ends 	<p>Assessment document so that we can ensure we comply with their requirements.</p> <p>Any choir members arranging seating /equipment at the beginning and the end of the rehearsal to perform hand hygiene before and after doing this activity.</p>			
Getting or spreading coronavirus from use of the rehearsal facilities – St Stephen’s, Barbourne	Other users of the church, including people who visit the church for worship	<ul style="list-style-type: none"> - Rehearsal attendees to be required to wear masks in common areas such as corridors and to observe hand hygiene requirements - Toilets to be out of bounds except in an emergency 	<p>We have requested a copy of the church’s own Risk Assessment document so that we can ensure we comply with their requirements.</p> <p>Any choir members arranging seating / equipment at the beginning and the end of the rehearsal to perform hand hygiene before and after doing this activity.</p>	All attendees at rehearsals	At every rehearsal	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>All seats and equipment used by members during the rehearsal to be sanitised after the rehearsal ends</p>				
<p>Getting or spreading coronavirus from shared materials</p>	<p>Members of the choir</p>	<ul style="list-style-type: none"> - Eliminated shared copies of music - Ensuring hand hygiene routines followed by all 	<p>Make all members aware that they must bring their own music to rehearsals, No sharing of materials such as music, paperwork or pencils. Make members aware of these requirements before their first attendance at rehearsals through usual communication channels</p>	<p>Committee and all attendees</p>	<p>In advance of each rehearsal</p>	
<p>Getting or spreading coronavirus through not social distancing</p>	<p>Members of the choir</p>	<ul style="list-style-type: none"> - Identify places where it may not be possible to maintain social distancing - Ensure all chairs so laid out prior to rehearsal that social distancing can be observed 	<p>Consider arrangement of rehearsal space – not only left-to-right layout of seats but also distance between each row</p> <ul style="list-style-type: none"> - Plan arrangement of seating in advance of first rehearsal and put markers on the seats to indicate which seats may be occupied - Calculate maximum room person capacity for 	<p>Committee</p>	<p>In advance of each rehearsal</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			rehearsal rooms that maintains COVID-secure status of the room			
Choir member uses public transport or shared vehicle to attend rehearsal and may introduce infection	Members of the choir	Consider suggesting members attend by means other than public transport (or if unavoidable, that they wear face coverings on public transport as per Government policy and perform hand hygiene on arrival at rehearsal venue), avoid lift-sharing if possible (other than with members of own family group) and wear face covering as required by Government.	Regular reminders to all members	All rehearsal attendees	In advance of each rehearsal	
Poor ventilation in workspace leads to risks of coronavirus spreading	Members of the choir	<ul style="list-style-type: none"> - Ensure adequate ventilation during rehearsals - Identify additional means of ventilating space 	<ul style="list-style-type: none"> - Limit number of people in rehearsal room at any one time - Calculate maximum room person capacity for rehearsal rooms that maintains COVID-secure status of the room 	Committee	At every rehearsal	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<ul style="list-style-type: none"> - Ensure ventilation of the rehearsal rooms are optimised by maximising movement / flow of air through the room (by opening windows and doors) - Both churches have high ceilings in the nave, where participants will be seated so air will not be circulating in a confined space. 			
Increased transmission risks from certain musical activities	Members of the choir	<ul style="list-style-type: none"> - Ventilation of teaching space; - Social distancing - Arrangement of room - Ensuring volume of singing is not excessive - Face coverings to be worn throughout rehearsal by all participants 	Monitor government guidance and research for changes in guidance Regular reminders to all members	Committee & Conductor	At every rehearsal	
Danger of a member passing on infection	Members of the choir	<ul style="list-style-type: none"> - Require all members to stay 	Regular reminders to all members	All rehearsal attendees	Between every rehearsal	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
acquired elsewhere to other members		<p>away if they believe they may have contracted the virus</p> <ul style="list-style-type: none"> - Require any member who tests positive or who is required to self-isolate through Track & Trace promptly to inform Philomusica if they have recently attended a rehearsal - Maintain an accurate register of rehearsal attendees with contact details 	<p>If there is a breach of these controls, contact the <i>Public Health England</i> Health Protection Team (HPT) to advise them of the breach and take public health advice as appropriate HPT Contact details: tel 0300 303 8162</p>	<p>For a breach - local reps in liaison with Committee</p>		
Getting or spreading coronavirus by not complying with national requirement to self-isolate when indicated	Members of the choir	Remind choir members of the national (and any local) laws on the requirement to self-isolate at home (eg if they develop symptoms that meet	Remind choir members of these requirements	Committee informing members of the choir Strict compliance by choir members	Now	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		the “case definition” of COVID-19 or if they do not have symptoms but are required to self-isolate because eg they have had a known contact with a confirmed case of infection, post-travel quarantine)				
Acquisition of coronavirus by choir members who are extremely clinically vulnerable	Choir members who are extremely clinically vulnerable	All the measures above	Advise such members of options available to them:- <ul style="list-style-type: none"> - Not attending rehearsals - Attending rehearsals but wearing a face covering throughout whole rehearsal - <i>Attending rehearsals “virtually” through Microsoft Teams / Zoom (if feasible)</i> 	Committee	Before resumption of rehearsals	

