

Alnwick and District Choral Society - Risk Assessment for restarting rehearsals with Coronavirus

Version 3 updated November 2021

Notes:

1. This risk assessment has been completed as recommended in government guidance "working safely during coronavirus".
Updated August 2021. (available on gov.uk)
2. The guidance outlines the following Priority Actions which are addressed within this risk assessment
 - a. Complete health and safety risk assessment
 - b. Turn people with Covid 19 symptoms away
 - c. Provide adequate ventilation
 - d. Clean more often
 - e. Enable people to check into your venue
 - f. Communicate and train

RISK ASSESSMENT

#	Risk	Likelihood	Severity	Risk value	Mitigation	Likelihood	Severity	Risk value	Owner	Action
1	Risk of infection from members with Covid.	2	5	10	Request members not to attend if unwell. Encourage members to have had 2 vaccinations. Request members to have a negative lateral flow/PCR test result prior to each rehearsal/concert. Test kits are available free of charge from NHS online or from many pharmacies.	1	3	3	Chairman and Committee	Email to members and ongoing communication on web site/email/verbal.
2	Possible congregation of people at entrance/exit etc.	5	2	10	Encourage social distancing and prevent congregating in entrance areas. Request members to wear face masks when not singing (including entrance/exit).	3	2	6	Line reps	Email to members and ongoing communication on web site/email/verbal.
3	Singing carries risk of airborne virus	4	5	20	Encourage singing more quietly/humming when possible to avoid overly projecting voice. Ensure all windows and doors are open prior to, during and after rehearsal Investigate feasibility of using CO2 monitors.	2	5	10	Line reps, Music Director, Committee	Email to members and guidance during rehearsals Investigate and purchase possible CO2 monitor
4	Prolonged duration of singing increases risk of airborne and droplet transfer	4	5	20	Rehearsals shortened to 60 minutes of singing, about 75 minutes total.	2	3	6	Committee	Also email to members
5	Music director and accompanist face singers risking two way transfer of droplet borne virus	5	5	25	Position Music director and accompanist as far as possible from singers.	1	5	5	Committee, Music Director, Accompanist	Confirm arrangements with Music Director and Accompanist.
6	Using school building previously and subsequently used by children creating risk of cross transmission of virus.	4	4	16	Rehearsal commences several hours after the halls prior use - windows open throughout. Room cleaned before choir arrive. School left unoccupied for several hours after rehearsal and cleaned before children arrive, again with windows open.	1	3	3	School/ Committee	Also email to members
7	Indoor hall of fixed and limited size compromising ability to socially distance.	4	4	16	Spread out seating and singers as much as space allows. Focus on space between rows in particular.	2	2	4	Committee	Also email to members Develop seating plan
8	General touch points chairs, door handles, toilets have potential for contact transfer of virus.	2	4	8	Provide sanitiser and encourage its use at entrance points. Clean all chairs, key touch points and areas necessary before and after rehearsal.	1	3	3	School	Confirmed with School
9	Someone becomes ill at rehearsal	1	5	5	Sick person to leave rehearsal as soon as possible. Consider ending rehearsal once sick person has left.	1	4	4	Alison/Committee	Email to members and verbal updates. Review real time
10	Risk of transfer on music scores	3	3	9	Pre-planned named seating arrangement with music provided on chairs prior to practice.	1	3	3	Committee, Line Reps and Librarian	Develop seating plan Communicate to members Organise/distribute music

11	Risk of an attendee becoming unwell following a rehearsal and testing positive for COVID	2	3	6	Take attendance register at each rehearsal. Ensure email/contact information up to date and shared with line reps. Members encouraged to advise Secretary/Line Reps as soon as possible, Committee to advise other choir members (while respecting confidentiality) and to encourage them to follow government guidance and to give consideration to other members. Note: NHS Test and Trace primarily responsible for advising contacts.	1	3	3	Committee	"Line Reps complete register (as usual) Members asked to update contact details if necessary (by email)" Update members guidance
12	Risk of several attendees becoming unwell following a rehearsal and testing positive for COVID.	2	4	8	See mitigations for risk # 11, and also: Committee consider cancelling the following rehearsal to provide a firebreak and advise members accordingly.	1	3	3	Committee	Update guidance to members and communicate changes by email and verbally at the next rehearsal. Committee to hold small meeting to agree possibly cancelling rehearsals.
13	Attendees generally at more vulnerable end of age range	4	5	20	All mitigations will aid reduction of risk. Vulnerable members free to make own decisions about attendance. Ensure all members understand ways of working and are encouraged to support.	3	3	9	Committee	Hold mini Committee meetings after first few practices to review. Verbal requests for feedback
13	Uncertainty and concern amongst attendees	4	1	4	Communicate to members to ensure they understand the guidance provided and are encouraged to support it for the safety of themselves and other members Provide access to risk assessment to help reassure members of the consideration given to the issues. Review risk assessment at the end of each of the first few rehearsals and then once a month. Feedback from members to be welcomed and encouraged at all times.	2	1	2	Committee	Email to members and ongoing communication on web site/email/verbal.
	Total Risk Score			177				64		