

Summary Risk Assessment

In line with Government guidelines for Performing Arts (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>), this Risk Assessment has been produced for Woodbridge Choral Society's weekly choir rehearsals at the Woodbridge Community Hall. It follows the guidance from Making Music, and references the Community Hall's 'Special Conditions (SC) of Hire' (attached).

Full details of the risks identified and mitigating precautions taken are provided in subsequent pages.

Source of Risk	Impact (I) (1-5)	Probability (P) before precautions (1-5)	Probability (P) after precautions (1-5)	Risk (IxP) before precautions taken	Risk (IxP) after precautions taken
1: Local restrictions applied with little notice	4	3	3	12 - High	12 - High
2: Infected participants pass virus on to group	5	3	1	15 - high	5 - acceptable
3: Participants don't follow safety measures	4	3	2	12 - high	8 - acceptable
4: Rehearsal space is unsuitable (ventilation, space)	4	1	1	4 - acceptable	4 - acceptable
5: Precautions for the rehearsal itself are inadequate	3	4	1	12 - high	3 - low
6: Precautions for other activities are inadequate	3	3	1	9 - acceptable	3 - low
7: Attendees pick up Covid on the way to/from rehearsals	5	2	1	10 - acceptable	5 - acceptable
8: Inadequate commitment from WCS to ensuring a Covid-safe activity	4	2	1	8 - acceptable	4 - acceptable

Impact: Negligible = 1; Slight = 2; Moderate = 3; Severe = 4; Fatality or Major = 5

Probability: Unlikely = 1; Possible = 2; Quite Possible = 3; Likely = 4; Very Likely = 5

Risk: 1 to 3 = Low; 4 to 10 = Acceptable; 11 to 18 = High; 19 to 25 = Unacceptable

Assessed by: Thomas Yeung	Signed
Position: Acting Chairman	Dated 1 December 2020

Risk Area 1: Local infection rate is high

Risk: Local restrictions are applied with little notice

- [SC16] We checked applicable government guidelines (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>) before planning the rehearsals and continue to track any changes in policy or rules. The guidelines were first published on 11th May 2020, latest update 30th November 2020.
- We will ensure we comply with any national or local restrictions as they evolve – if there are any changes nationally or locally, we will take appropriate action (which may include cancelling rehearsals).
- We will communicate any changes (cancellation, rescheduling, extra precautions) with all participants, volunteers and the venue.
- Any decisions on cancellation/curtailment are made by the Committee but may be delegated to the Covid Coordinator for speed of decision making.

Risk Area 2: Risk to/from individuals to/from group

Risk: an infected participant attends the rehearsal and passes the virus on to others in the choir

- [SC9] All participants must register in advance and provide their name and contact phone number or email address. In compliance with GDPR rules, we will collect only the minimum amount of data necessary, and retain it no longer than necessary. We will provide this data to NHS Test & Trace if necessary.
- [SC4] All participants will be required to confirm before each rehearsal that they:
 - do not have any Covid-19 symptoms.
 - have not been in 'close contact' with someone with symptoms.
 - have not been contacted by the NHS Test & Trace team asking them to self-isolate.
 - have not recently returned from abroad and been asked to self-isolate.
- We will keep a register (with seating plan) of attendees at each rehearsal (for Test & Trace) and retain this for 21 days.
- We have registered for an NHS QR code and will post it at each entrance to the Hall (in addition to taking a register of attendees).

Risk: High/moderate risk/vulnerable individuals attend

- We will ask high/moderate risk/vulnerable individuals to identify themselves as part of our registration process.
- We will allow high/moderate risk/vulnerable individuals to attend rehearsals, but will clarify it is their decision and that the measures described here cannot reduce risk to zero, and we will ask them to confirm that they have understood this.
- [SC7] We will emphasise the importance of maintaining social distancing for any high/moderate risk/vulnerable participants, including, for example, keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present.

Risk: a participant falls ill outside the rehearsal

- If a participant contracts the virus, or displays any symptoms, they MUST NOT ATTEND and must inform the Covid Coordinator.

- If an infection is reported, the Covid Coordinator will inform NHS Test & Trace and provided all necessary contact details.
- The Covid Coordinator will contact all participants of the last 2 rehearsals and ask them to self-isolate for 14 days from date of contact with the infected person.

Risk: a participant displays symptoms or becomes unwell during the rehearsal

- [SC13] If a participant becomes displays Covid symptoms or becomes ill during the rehearsal, we will terminate the rehearsal immediately and send all participants home.
- If the affected person requires transport, we will seat them on non-upholstered chair, wearing face covering and disposable gloves, by an open window or door until their transport arrives
- We will ask the affected person to take a Covid test as soon as possible and communicate the result to the Covid Coordinator.
- We will ask all participants to self isolate (as a precaution) until the test result is received.
- We will clean the rehearsal space carefully, wearing appropriate PPE and using appropriate materials.
- The Covid Coordinator will inform the venue, both on the day of the incident, and after the results of the Covid test are known.

Risk: Complacency means mitigating measures not complied with

- We will create posters and signs to display each week at the entrance, by bathrooms, other prominent locations as reminders.
- We will remind participants verbally as well – when they arrive, before breaks, and at the end of the rehearsal, so that all participants remain aware of the need to follow the guidelines.
- We will consider impairments such as dyslexia, deafness, vision-impairment etc. in all communications.
- Different participants will be invited each week to stand up and do the reminders, to keep it fresh and increase buy-in.
- We will make it clear that keeping to the rules is EVERYONE's responsibility, and that failing to do so increases the risks for other members of the choir.
- We will make it clear to participants that if they do not comply with the measures the choir has set in place, they will be excluded from the rehearsals.
- We will introduce a 'two warnings and you're out' system, so it doesn't come as a surprise if we do exclude them.
- We will enforce exclusion rigorously - it may make some people cross, but we believe that the majority will be relieved and support us.

Risk Area 3: Behaviour of attendees/individual safety measures

Risk: Individuals spread or breathe in virus-laden particles:

- [SC6] We will send detailed Joining Instructions to participants before the first event – this will set out our expected behaviours for the rehearsals:
 - Two-metre social distancing AT ALL TIMES, this means before, during and after musical activity, during breaks, in bathrooms, when moving around the building.
 - Absolutely no 'mingling': THIS IS A LEGAL REQUIREMENT.
 - If you have to sneeze/cough, do so into tissue/crook of arm (if not wearing a face-covering).

- No hugging, hand-shaking, lingering to chat in the hall before or after rehearsals; chat, if you wish, outside, at 2m distance.
- In breaks, by all means chat, but remain at 2m distance.
- [SC17] Face-coverings MUST be worn when inside the building at all times – the only exception is that they MAY be removed when actually singing from your allocated position during the rehearsals, and they must be replaced before leaving your marked position.
- All participants should bring their own masks and not share with others. Two masks would be better, because they are less effective when wet. NO MASK, NO ENTRY!

Risk: Individuals spread/pick up virus by touching shared surfaces

- We will include the following in the Joining Instructions:
 - Avoid touching shared surfaces as much as possible.
 - Sanitise/wash hands on arrival, departure, before/after break, after bathroom visit.
 - Use allocated seat and keep all personal belongings by and in that space.
 - Bring your own refreshments.

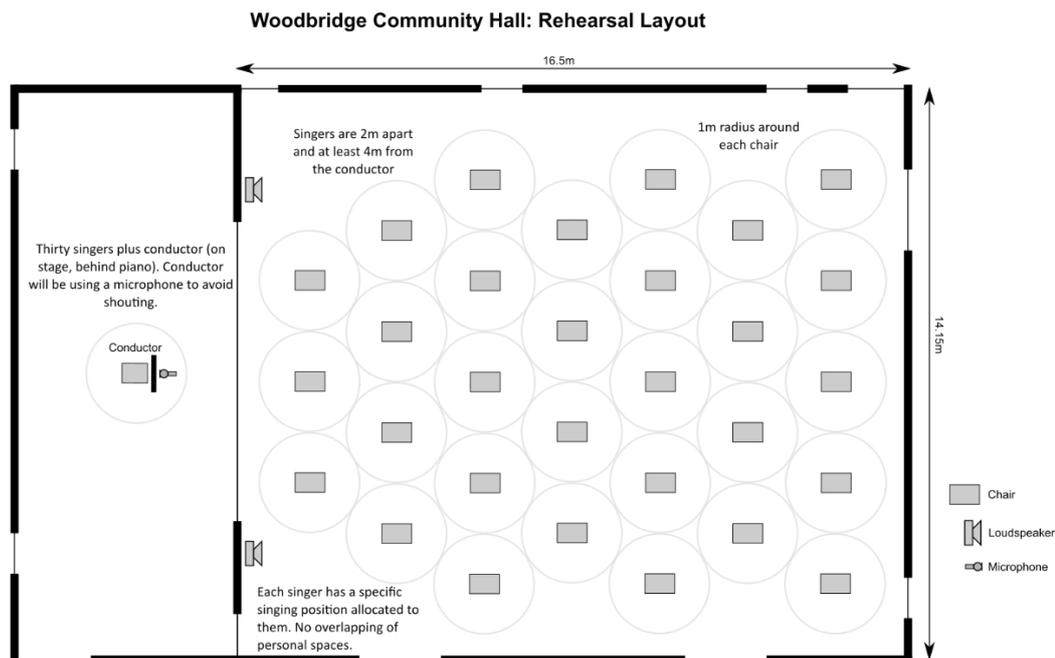
Risk: Volunteers pick up virus in course of their duties

- We will reduce the risk for any volunteers helping with registration/ traffic management/cleaning etc.
 - Contain and designate their area of operation (e.g. cleaning only, entrance only).
 - Register who does what job on what date (and keep for Test & Trace).
 - Limit and note who they work with (where applicable, e.g. arrivals area).
 - Provide relevant personal protection equipment - e.g. disposable gloves, cleaning materials, face coverings.

Risk Area 4: Rehearsal space and ventilation

Risk: The proposed venue is not large enough (floor and volume) to be safe

- The rehearsals will take place in the Woodbridge Community Hall, which has already been declared a Covid-19 Secure venue, and which already has its own Risk Assessment and Special Conditions (attached) for hire. These set a maximum capacity of sixty people in the main hall, but we will remain far below this figure. We will comply with all the venue Special Conditions, and supplement them with our own extra precautions.
- [SC6,8] Space: Rehearsals will be attended by up to thirty singers plus the conductor. The proposed layout ensures that singers all sing in the same direction, are spaced 2m apart in staggered rows, and are at least 4m from the conductor.



Woodbridge Choral Society

Whitbourn Annelies Rehearsals
November 2020
Version 1

Choir: 30
Chairs: 31

Risk: Ventilation may be inadequate

- [SC5] Ventilation: The hall is 16.5m by 14.1m with a high ceiling (approx 5m). Ventilation is provided by eight large opening windows at ceiling level. These are located on opposite sides of the hall, providing natural cross-ventilation. All three main doors in the hall will also be left open during rehearsals, to add further ventilation (also a special condition of hire from the venue).
- Aerosols: There is no mechanical ventilation in the hall. To reduce build-up of aerosols, rehearsals will be limited to two thirty-minute sessions, with a ten-minute break between them, during which the room will be vacated and allowed to ventilate.

Risk: Build-up of virus on shared surfaces

- [SC8] All unnecessary equipment and furniture will be removed from the room.
- Only hard chairs will be used, and these will be sanitised before and after use.
- The number of volunteers setting up the room (handling chairs, moving equipment, etc.) will be limited. We will keep a register of who does it on what date, providing gloves and hand-sanitiser.
- [SC3] As set out in the special conditions of hire from the venue, they will clean the hall each morning, but we will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during the rehearsal, and we will keep the premises clean through regular cleaning of surfaces during the rehearsals, paying particular attention to wash hand basins and kitchen sinks (if used), and again on leaving.
- The hall provides some cleaning materials, but we will provide our own disposable cloths, gloves, masks, and cleaning materials, to safeguard our volunteer members.

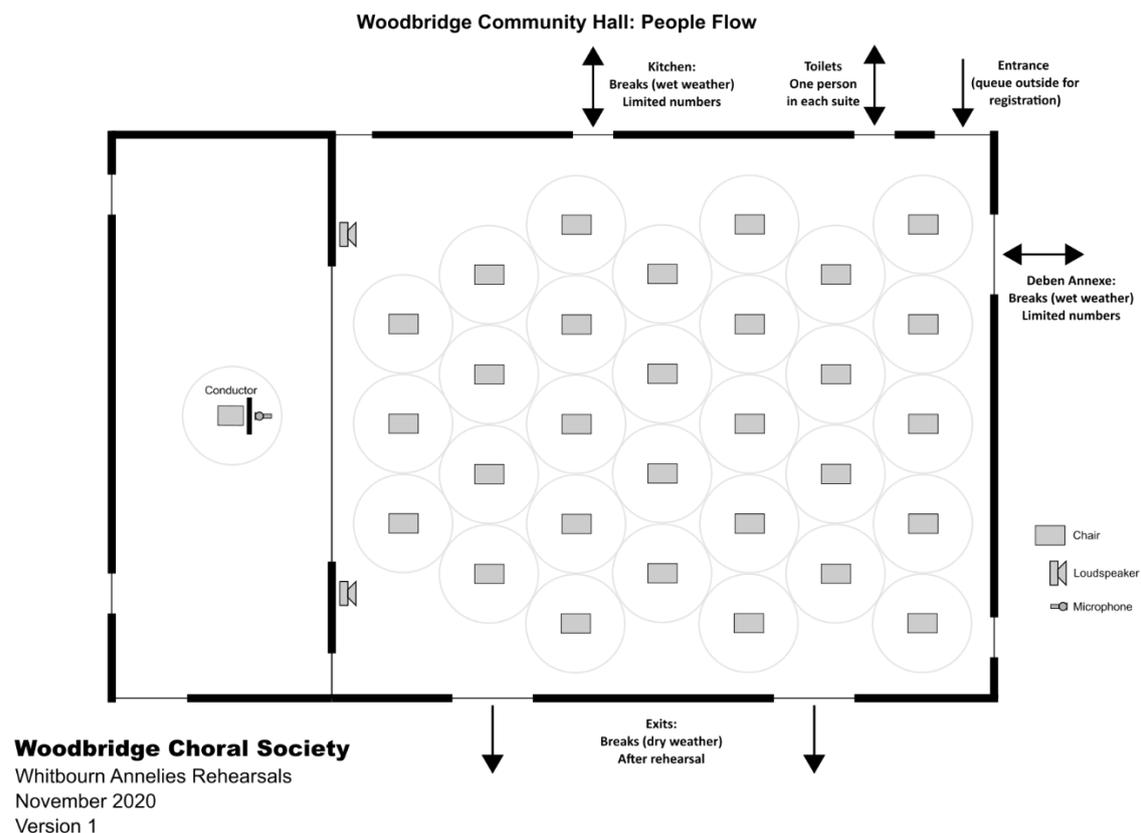
- [SC10] We will dispose of any rubbish created during the rehearsals, including tissues and cleaning cloths, in the rubbish bags provided under the sink in the kitchen before we leave the hall.

Risk: Covid transmission in bathroom facilities

- All participants are encouraged to use the toilet at home if possible, to reduce the risk associated with shared toilet facilities, and to reduce the work of cleaning them after use.
- If participants do use the toilets, they will be asked to clean the surfaces (sinks, taps, handles) afterwards using the materials provided, and sanitise their hands before returning to the main hall.
- [SC6] Participants must ensure that social distancing is maintained when queuing for toilets and will make sure that no more than one person uses each suite of toilets at one time. This is a Hall requirement.
- We will remind all participants about the requirement for wearing masks indoors and of 'no mingling' at all times.
- We may need to mark specific areas for queuing - if so participants must observe the signs for everyone's benefit.

Risk: moving around the building

- [SC6] In line with the guidelines, we will have separate entrance and exit doors, and encourage participants not to gather at 'pinch points' such as doors or in corridors.
- We will mark pathways through the building as well as each participant's singing position – all participants are asked to follow the arrows and to stick to the marked routes.
- [SC14] We will manage queuing on arrival by organising the seating arrangements in advance, and having multiple QR codes by entry/exit doors and in various places around the hall.
- Members of the Committee will help guide people to their seats and point out entry/exit doors, break areas in the case of bad weather (Deben Annexe, Entry Hall, Kitchen, and outside), and the location of the toilets.
- We will mark the break area(s) and routes to and from them.
- Note that no refreshments will be provided – Participants will be encouraged to bring their own water bottles and to keep them in their own space.
- We will remind participants to keep any coats/umbrellas etc. with them in their own space.



Risk Area 5: During the Rehearsals

Risk: inadequate spacing

- To comply with the guidelines, we have restricted the number of singers within the room, and spaced them two metres apart.
- Participants will be told to move directly to their allocated seat and stay there during each rehearsal session (only thirty minutes).
- Once at their position, they may take their mask off while singing, but must wear it while moving around the building and during breaks (unless they go outside).

Risk: Participants cannot hear the conductor

- [SC15] The Conductor will use a microphone and PA system to avoid him raising his voice (thereby emitting more aerosols).
- Participants will be asked not to talk during rehearsals so that no one has to shout.

Risk: Virus spread through sheet music

- Each singer will bring their own copy of the music, so there will be no sharing of music.
- Participants must bring their own pencils, rubbers, etc. – no sharing.

Risk: Virus spread through use of instruments/equipment

- For rehearsals, the only instrument to be used will be a digital piano. This will be supplied by the Conductor and will be transported, set up and played only by him.
- No one else should touch the piano – no page turner, and no casual note-bashing by singers to find their note.

Risk Area 6: Ancillary activities

Risk: Participants break 2m rule during breaks

- Breaks are necessary to allow the room to ventilate and aerosols to disperse. Ideally, the room should be vacated, so participants are encouraged to step outside for fresh air and maybe a (socially-distanced) chat.
- The Conductor will remind participants of the importance of social distancing, even when outside.

Risk: Arrival/departure compromises 2m social distancing

- We may ask participants to enter/leave the building by row (like on an aeroplane). If so, we will provide them with a seating plan in advance so they know where they will be sitting.
- We will remind participants not to linger in the hall or doorways, chatting can be done outside!

Risk Area 7: Transport to/from rehearsals

Risk: Attendees pick up Covid on the way to/from rehearsals

- We will send out Joining Instructions to all participants. This will include the hierarchy of transport options:
 - walk, cycle, own car – ideal
 - shared car – use face coverings, open windows, sit far from each other
 - public transport least good, but trains are better than buses.
- Guidance provided in the Joining Instructions will be subordinate to any prevailing Government guidelines on travel.

Risk Area 8: Lack of Management Commitment

- The Woodbridge Choral Society is organising these rehearsals for the benefit of their members. The WCS Committee is ultimately responsible for the management of all WCS activities.

Covid-Coordinator: Thomas Yeung, Acting Chairman. ty@thomasyeung.biz +44 7500 531 058

References and sources of advice

- This Risk Assessment has been developed in line with the latest guidelines from Government: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>
- It is based upon the template (<https://www.makingmusic.org.uk/resource/risk-assessment-covid-secure-rehearsals>) provided by 'Making Music', a nation-wide organisation of leisure-time music groups and a registered charity.
- Special Terms of Hire for Woodbridge Community Hall:



Special conditions of hire due to Covid-19.

- NHS Test & Trace QR Poster:



WCS QR poster for Annelies Rehearsals.p