

West London Chorus

COVID-19 risk assessment for:

Rehearsal day and time

Tuesday evenings 7.45 - 9.30pm

Rehearsal venue

St Michael's Elmwood Rd

**NB. This risk assessment to be used in conjunction
with Chiswick Choir Rehearsal Risk Assessment**

Prepared By

Susanna Everton, Secretary Chiswick Choir

Date

27/02/2022

Review

As lockdown easing guidance changes

Action

Risk area	Possible mitigations and actions	Responsible	Relevance
1. Infection rate in your area high			
Local restrictions apply with little notice			
<p>Check government guidance on local lockdowns (see notes section)</p> <p>Check Coronavirus cases data regularly (see notes section)</p> <p>if there are local restrictions or a local surge in cases, cancel rehearsals for that week</p> <p>remember to communicate with: members, MD, volunteers, venue</p> <p>whole committee decision</p>		Covid Coordinator	Yellow
			Yellow
			Orange
			Green
2. Risk to/from individuals to/from group			
High/moderate risk/vulnerable individuals attend			
<p>check definition of high/moderate risk/vulnerable persons at least once a term (see notes)</p> <p>identify high/moderate risk/vulnerable individuals via self-assessment, questionnaire, direct conversation (CONFIDENTIALITY)</p> <p>re-evaluate at regular intervals/as guidance changes, e.g. at least once a term</p> <p>consider - if they don't self-exclude, do you want to exclude individuals at high/moderate risk from in-person meetings</p> <p>if exclusion - for how long? Re-evaluate regularly (at least once a term) - determine criteria, e.g. change of guidance</p> <p>if allowing attendance, clarify it is attendee's decision, that group's measures cannot reduce risk to zero - ask them to sign that they have understood</p> <p>Check vaccination status</p> <p>Use QR code on entry</p>		Committee	Green
			Yellow
			Review
			Keep
			Yellow
			Yellow
			Keep
			Review

Infectious individual attends rehearsals		
exclude potentially infectious individuals from attending and entering rehearsal venue	Committee	
use pre-attendance questionnaire via online form or email to stop potentially infectious individuals attending (CONFIDENTIALITY)		Discard
Recommend lateral flow test result for those unsure of status		
use on the door questionnaire to stop potentially infectious individuals entering rehearsal venue		Discard
4 questions to ask:		
1) do they have any of the symptoms: runny nose, headache, fatigue, sneezing, sore throat		
2) have they been in close contact with someone with symptoms		
3) have positive LFT or PCR test		
Inability to track & trace when someone falls ill outside meeting		
keep register, with seating plan, of everyone who attends rehearsals every week	Committee	
ensure if anyone falls ill with Covid between one rehearsal and the next that they know to contact Secretary or Treasurer		Review
Covid Coordinator to contact all attendees of last 2 rehearsals; ask to self-isolate for 5-7 days from date of attending rehearsal with affected individual and take an LFT		Review
Complacency means mitigating measures not complied with		
remind attendees verbally - at entrance, at break, during rehearsal, as it fits with your schedule	Committee	
make sure you communicate in ways appropriate to everyone (e.g. consider dyslexia, deafness, vision-impairment etc.)		
make it someone's responsibility to do reminders, and rotate that, that increases everyone's buy-in		

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
(have a system - 2 warnings and you're out, so it doesn't come as a surprise when you do exclude them)
enforce exclusion rigorously - it may make some people cross, but the majority will be relieved and behind you

Committee

3. Behaviour of attendees/individual safety measures

Individuals spread or breathe in virus-laden particles

- 1) 2 metre social distancing AT ALL TIMES - before, during and after musical activity, during breaks, in bathrooms
- 2) sneeze/cough into tissue/crook of arm (if not wearing a face-covering)
- 3) no hugging, hand-shaking, lingering to chat in rehearsal venue before/after; chat, if you wish, outside,
- 4) wearing of face-coverings in the rehearsal is voluntary
- 5) Remind singers that they should bring several face-coverings, as they are ineffective when wet through. Also to bring own sealable plastic bag to store and take home and wash/ dispose of
- 6) have a box of disposable face coverings on hand and spare sealable plastic bags for those who don't bring them

Choir members

Discard

Review

Review

Review

Review

Individuals spread/pick up virus by touching shared surfaces

set out expected behaviours:

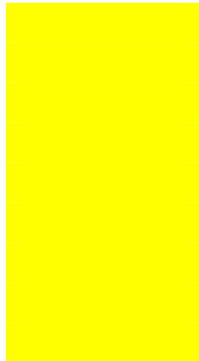
- 1) avoid touching shared surfaces as much as possible
- 2) sanitise/wash hands on arrival, departure, before/after break, after bathroom visit
- 3) bring your own and do not share equipment (music stands, sheet music etc.)
- 4) use allocated seat and keep all your own equipment and personal belongings by and in that space, unless too large if that is the case, follow instructions on where and how to deposit equipment
- 5) bring your own refreshments

Choir members

Review

Volunteers pick up virus in course of their duties		
for volunteers helping with choir activities:	Committee	
1) contain and designate their area of operating (e.g. cleaning only, entrance only)		
2) register who does what job on what date		
3) limit and note who they work with (where applicable, e.g. arrivals area)		
4) provide relevant personal protection equipment - e.g. disposable gloves, cleaning materials, face coverings		
Your usual venue is not Covid-19 secure		
For each venue, check their Risk Assessment and Covid-19 secure measures	Committee	
Check against COVID-19: Guidance for the safe use of multi-purpose community facilities (link in notes)	Venue	
if they are not – find a different venue		
Space not large enough (floor and volume) to be safe		
find out first how many of your members currently willing/able to return in person	Committee	
rehearse outdoors where possible - if weather a factor advise on appropriate clothing and protection	Choir members	Discard
consider: private gardens, parks, large gazebos, open-sided barns, car parks, etc.		Discard
reduce numbers rehearsing to ensure radius of 2m around each singer/player and 3-5m distance to conductor		Review
reduce numbers rehearsing to ensure social distancing of 2m is possible at all times, not just during singing/playing		Review
consider: entrance/exit, route to lavatory, route to break area, socially distanced queues at any of these points		
find a different venue to rehearse in to accommodate capacity		
Build-up of aerosols		
rehearse outdoors (see above)	Committee	Discard
Rehearsal venue risk assessment should inform on the following:	Venue	
if there is mechanical ventilation (air-conditioning) and what kind, to what standard		
consider: no recycling of air, no blowing air across participants (ideally draw used air away upwards),		

frequency of air-change, (HEPA) filters fitted, maintenance, age of system
 if no mechanical ventilation in place, look at doors and windows
 test (to some extent) effectiveness with CO2 monitor before and after ventilation
 do not use fans - they can blow particles over people
 build ventilation into your schedule: before rehearsals, in break, afterwards
 reduce length of rehearsal overall to maximum one hour
 reduce length of chunks of rehearsal to between 15-30mins per chunk (followed by ventilation)
 ideally ask participants to go outside/elsewhere whilst you ventilate
 find a different venue to rehearse in if good ventilation not achievable



Build-up of virus on shared surfaces

ask venue to remove any equipment or items that you do not use to prevent people leaning against/using them (cleaning!)
 if using venue chairs:
 1) make sure they are hard chairs (can be cleaned)
 consider buying your own if venue does not have hard chairs
 2) clean before and after use
 The Choir will be responsible for cleaning surfaces used by the Choir, will provide the necessary materials and will dispose of the used materials in a secure way
 cleaning of shared surfaces - tables, light switches, door handles - before and after rehearsals
 cleaning of facilities: loos, sinks, kitchens
 3) limit number of volunteers handling such shared equipment
 4) keep a register of who does it on what date; provide gloves and hand-sanitiser

Committee

Venue

Review
Discard
Review

Covid transmission in toileting 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 social distance or reduce numbers in the facility
- consider queue traffic management with tape/barriers

Contaminated surfaces

- ensure cleaning before and after rehearsals, more frequently if few facilities for many people
- The Choir will be responsible for cleaning surfaces used by the Choir, will provide the necessary materials and will dispose of the used materials in a secure way
- encourage hand washing - soap, paper towels, poster reminding, poster with handwashing technique
- provide hand sanitiser on way into toilet facilities

Committee

Venue

Review

Queuing points and traffic flow (applies to all rooms / areas)

Difficulty of maintaining 2m social distancing

- Think about pathways and routes throughout the rehearsal venue needing to allow for 2m social distancing
- 2m markers on floor; one way systems; clear signage (if permitted by venue owner)
- well-marked paths with directional arrows/flow control measures (cones, barriers)
- Arrival will take time (register/pre-assessment/temperature): manage queueing
- consider using: posters/signs, tape on floor, barriers/cones, volunteers
- consider also: queue management if queueing in public area (street), staggered arrival?
- Leaving after rehearsal - consider staggering it; reminder not to linger and socialise inside
- Queuing for the loos/routes to and from bathrooms/inside the bathroom block
- Break area and routes to and from break area
- Refreshments area (if there is) and routes to and from it
- Moving of piano, conductor's rostrum, music stand and screens
- one way routes are very helpful for people, as they do the job of social distancing for them, ditto floor tape – make it easy!

Committee

Venue

Review

Review

Review

Review

Review

Review

Review

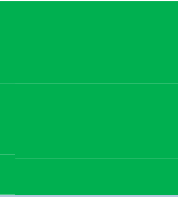

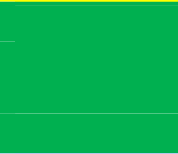
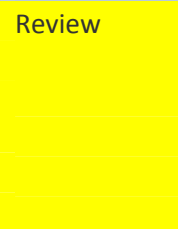
Review

Review

Review

Review

Review

Rubbish		
<p>Contaminated material not properly disposed of</p> <p>to be discussed with venue - part of their risk assessment; The Choir to provide own disposal bags and to dispose safely as directed by venue.</p> <p>The Choir is not to dispose of any rubbish left by other users of the venue, or leave any of their own rubbish unsealed.</p> <p>provide volunteers with gloves, hand sanitiser, soap/towels</p>	<p>Committee</p> <p>Venue</p>	
Cost		
<p>Measures that are possible/deemed necessary are not affordable</p> <p>discuss with venue – can they reduce rent/take on some of the costs, e.g. cleaning?</p> <p>consider member subscriptions and how many might be able/willing to increase their subscription</p> <p>look at your budget – are there other costs which can be reduced in compensation? e.g. sheet music costs, concert costs</p>	<p>Treasurer</p> <p>Venue</p>	<p>Discard</p> <p>Discard</p> <p>Discard</p>
Other users of venue		
<p>Activity before yours leaves legacy of droplets/aerosols</p> <p>discuss with venue what activities take place before you that day</p> <p>Ensure enough time to clean and ventilate between previous activity and yours</p> <p>ensure enough time so that participants do not cross over, creating pinch points you would not be able to control</p> <p>consider scheduling your activity a bit later to ensure ‘clear blue water’ between previous use and yours</p>	<p>Committee</p> <p>Venue</p>	 
Venue cannot accommodate whole group at 2m distancing		
<p>find out how many members willing/able to attend now and reassess venue capacity on findings</p> <p>maybe in a few months guidance on social distancing has changed; or you have found another venue</p> <p>reduce numbers rehearsing to ensure radius of 2m around each singer/player and 3-5m distance to conductor</p> <p>this can buy you time to find a larger venue/see whether guidance on 2m distancing changes</p> <p>investigate new venue</p>	<p>Committee</p> <p>Venue</p>	<p>Review</p> 

Covid-safe placing of individuals during activity		
<p>not face to face consider back to back; side by side; staggered rows; everyone has 2m radius 3m-5m between front row of singers/players and conductor consider plastic screens against: cost, storage, potentially useless (aerosols float above), potentially more dangerous (virus traps), who cleans?</p>	<p>Musical Director</p>	<p>Discard Discard Discard Discard</p>
Participants cannot hear each other/conductor/vice versa		
<p>do not just shout or speak/sing more loudly! (increased emission of aerosols) consider instead a pocket amp/head mic for conductor if you have some budget/someone with tech, consider mics over the group and feedback speakers to the conductor weigh up (temporary) unsatisfactory musical experience against social isolation and (long-term) danger of group drifting apart</p>	<p>Musical Director</p>	<p>Keep Keep Keep Discard</p>
Substantial numbers cannot attend in person		
<p>this is likely initially, so make a plan to provide activity via digital methods eg ZOOM, to minimise risk of alienating non-attendees long-term weigh up (temporary) investment in additional resources (e.g. additional MD time) against losing these members forever</p>	<p>Committee</p>	<p>Keep Keep</p>
Virus spread through use of equipment		
<p>Piano to be cleaned- particularly the keys and lid (see guidanxce in notes) ensure that volunteers involved in setting up of equipment are registered/provided with gloves etc. ensure that all users of equipment wash hands before and after use and/or use hand sanitiser ensure that the same instrument is always issued to the same user to further minimise cross contamination</p>	<p>Committee</p>	<p>Keep Keep Keep Keep</p>

Virus spread through sheet music

email it to people and ask them to print their own for practise (acceptable if you have bought/hired)
buy electronic print-your-own licenses
use out of copyright print-your-own music (e.g. ISMLP)
buy and have sent straight to participants' homes
experiment with electronic music (bring own iPad etc.) - consider accessibility/affordability, not possible for all
hire/buy as usual, pack into sealed plastic folders, issue to members with instruction to leave sealed for 72 hrs
in all cases, remind constantly not to share and only to use own set of music

Librarian

Aerosol transmission through prolonged exposure

reduce overall length of rehearsal – some recommend no more than 60-90 mins in total
reduce rehearsal 'stints' to between 15-30mins and then ventilate for 15 mins
incorporate ventilation into your time planning

Musical Director

Review

Increased aerosols through high volume sound

reduce volume of singing – fewer aerosols produced
reduced volume of singing means less need for participants to breathe deeply
i.e. also reduces risk of 'hoovering up' a large amount of aerosols through in-breaths
singing some consonants can also increase aerosol production (– this is perhaps not the moment to insist on clear and strong articulation)
adapt what you do in rehearsals (e.g. focus on harmonies, rather than articulation; listening rather than fortissimo)
adapt repertoire temporarily to work on quieter pieces with less 'air-intensive' techniques

Musical Director

Review

<p>Virus spread through shared equipment</p> <p>make clear from the start and build in regular reminders NOT to share equipment depending on your group this could be sheet music, music stands, mics, etc. keep reminding members to bring all of their own stuff for emergencies have a disinfecting plan in place and/or gloves etc. to minimise transmission risk</p>	<p>Committee Members</p>	<p>Green</p>
<p>Aerosol transmission to/from conductor facing the group</p> <p>3m-5m between front row of singers/players and conductor consider use of plastic screen Beware – aerosol can travel above; it can act as ‘virus trap’ not cleared by ventilation; who will clean, properly? face coverings for conductor and singers/players pocket amp and head mic so conductor does not have to shout to make themselves heard</p>	<p>Musical Director</p>	<p>Green</p> <p>Discard</p> <p>Green</p> <p>Review</p> <p>Discard</p>
<p>Accompanist exposed to Covid-19 via singers and/or piano</p> <p>ideally only usual/official accompanist to use piano – no-one to casually bash through their notes clean piano thoroughly before and after rehearsals ensure accompanist hand sanitises before/after accompanist to turn own pages to avoid compromising social distancing No-one to face accompanist to sing/play; if proximity to piano needed, then side by side with pianist and 3-5m distance consider positioning of piano in relation to singers – 3-5m; screen necessary?</p>	<p>Accompanist</p>	<p>Green</p>

6. Technical equipment set-up

Provision of microphones and equipment for simultaneous ZOOM rehearsal - electrical safety and transmission from MD touching mics and keyboards

Technician responsible for set up and striking of equipment, including cleaning. The MD will be touching and adjusting the laptop and personal microphone and these will be cleaned before and afterwards by the technician.

4 microphones on 3 stands; 1 mixer; 1 laptop plus table; power leads and extension cable to mains microphone leads

Technician to ensure safe set up of electrical equipment and cabling to prevent electric shock and trip hazards.

Technician

7. Ancillary activity

Provision of refreshments is source of transmission

participants to bring their own refreshments and not share with others

if you have to provide – does venue have protocol for this? If so, follow that

if you have to provide and no venue protocol exists, then provide with disposable cups and teaspoons

consider pre-packed small biscuit packets

if you use venue mugs or even your own – really consider if this is so essential to your activity that it is worth risking:

transmission to participants

transmission to volunteers handling refreshments

Choir members

Breaks risk compromising 2m social distancing		
<p>Consider the need for a break. It is likely you will need one now, to accommodate the need to ventilate consider:</p> <p>Ideally people leave the room entirely, but consider the available space outside and need for social distancing.</p> <p>how they get there whilst not bunching up</p> <p>whether there's enough room there for them to maintain 2m distancing</p> <p>how you get them all to leave quickly but in an orderly fashion so you get maximum ventilation time</p>	<p>Musical Director</p> <p>Choir members</p>	<p>Yellow</p> <p>Green</p>
Arrival/departure compromises 2m social distancing		
<p>stagger arrival/departure times.(e.g. leave in seating rows, as they do in planes)</p> <p>remind of expected behaviours: no lingering on arrival or departure to chat to friends to go straight to allocated space on arrival and to leave hall straight away on departure – chatting can be done outside!</p> <p>use signage, one way systems, volunteers, tape on floor...</p>	<p>Committee</p> <p>Choir members</p>	<p>Discard</p> <p>Green</p> <p>Discard</p>
8. Transport to/from rehearsals		Discard
Attendees pick up Covid on the way to/from rehearsals		
<p>discuss with members, so that they are aware of desirable hierarchy of transports:</p> <p>walk, cycle, own car – ideal</p> <p>shared car – use face coverings, open windows, sit far from each other</p> <p>public transport least good, but trains better than buses better than underground</p> <p>look at your venue:</p> <p>space for umbrellas/wellies/wet raincoats?</p> <p>places to lock bikes?</p> <p>parking?</p> <p>if public transport unavoidable (eg. London) can you adjust rehearsal time to avoid busiest transport times?</p>	<p>Committee</p> <p>Choir members</p>	<p>Green</p>

9. Your organisation	Review	
Desirable/necessary risk management measures unaffordable		
<p>do you want to put off meeting again in person for a few months? carefully cost one-off investments (eg pocket amp/mic for conductor) with new commitments (venue?)</p> <p>consider cleaning materials, disposable stuff (e.g. gloves, coffee cups etc.), extra binbags... are you saving costs elsewhere? are you able to increase your income (e.g. voluntary increased subscriptions)</p>	<p>Chairman Committee</p>	<p>Yellow background</p>
(too many) volunteers needed to run rehearsals	Discard	
<p>do you want to go ahead now with in person rehearsals? carefully work out the number of people you will need – can those attending to play/sing help with a task in rotation? if not, where will you find the volunteers you need? consider burnout risk if it's always the same suspects or if you expect too much of a single person</p>	<p>Committee</p>	<p>Orange background</p>
Loss of income from membership subscriptions		
<p>if you are providing different activities to parts of your membership should that carry same subscription? will you/are you providing a 'reduced service' and are members therefore going to expect a reduced charge? you have additional costs – can careful communication with members enable you to cover those from subscriptions? consider those who are able to pay more consider those who are able to pay less – and who may have lost their job over this or struggle with finance as a family</p>	<p>Treasurer Committee</p>	<p>Orange background</p>