

## Autumn Term 2021 Rehearsal Risk Assessment (Indoor)

Chansons, Perth Chamber Choir

Venue: National Christian Outreach Centre and Annex, Perth

Rehearsal times: 7.15 - 9.30pm

Date: Mondays commencing 23 August to 13 December 2021 (NB holiday on 18 October)

Risk no	Respons. person	Risk & Implications	Actions	Progress/ Position	Review Date	Links for information
<b>Wider environment risks - Local, regional and national guidelines and statistics</b>						
1	Choir Administrator	Local, regional or national restrictions are applied in response to increased infection statistics leading to 1. more rigorous conditions for groups to meet; 2. groups no longer able to meet	1. and 2. Check latest government guidelines and coronavirus cases data and review new conditions and consider whether rehearsals are still possible. Cancel rehearsals if not. Inform all members and venue.	All latest government guidance has been considered and accompanying advice from experts and representative organisations such as Making Music, ABCD, etc	Weekly before each rehearsal	<a href="https://gov.scot/publications/coronavirus-covid-19-daily-data-for-scotland_and">https://gov.scot/publications/coronavirus-covid-19-daily-data-for-scotland_and</a> <a href="https://makingmusic.org.uk/resource/can-group-get-back-in-person">https://makingmusic.org.uk/resource/can-group-get-back-in-person</a>
<b>Venue - create a low risk environment</b>						
2	Choir Administrator	Inadequate ventilation leads to greater risk of transmission	a. large conference room chosen which is space enough for 2 metre distance between each attendee; b. rehearsals sessions kept short with frequent breaks for ventilation; c. Attendees to be advised to leave the building for breaks during rehearsal in order to fully ventilate the room.	Large conference room hired to accommodate over 40 participants at 2 metre social distance. May return to smaller venue once restrictions ease and members feel comfortable.	For each rehearsal and reviewed when restrictions ease.	<a href="https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-the-performing-arts-and-venues-sector/pages/where-we-are-now/#Nonprofessional">https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-the-performing-arts-and-venues-sector/pages/where-we-are-now/#Nonprofessional</a>
3	Choir Administrator	Build-up of virus on shared surfaces	a. all venue equipment (chairs, tables, music stands, toilet facilities, door handles, light switches, etc) cleaned prior to rehearsal; b. unnecessary equipment removed by venue prior to rehearsal; c. those undertaking admin tasks, etc provided with gloves, mask; d. nominated individuals only to undertake activities, names recorded; e. no entry signs positioned to prevent unnecessary access to other rooms	Discussed and agreed with venue	For each rehearsal	<a href="https://www.scotland.anglican.org/wp-content/uploads/Revised-Guidance-Version-8-28.05.21.pdf">https://www.scotland.anglican.org/wp-content/uploads/Revised-Guidance-Version-8-28.05.21.pdf</a>
4	Choir Administrator	Transmission when using toilet facilities	a. toilets to be used by only one person at a time; b. queue outside toilet area at minimum 2 metre distance; c. toilet users to wash hands / sanitise; d. nominated member to monitor	Venue already has in place signage, handwashing, sanitiser, tape to mark 2 metre distance.	For each rehearsal	
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5	Choir Administrator	Transmission during entry and exit from venue	a. arrival time not to coincide with departure of other group/venue user; b. on arrival members to sanitise hands, wear masks and remain socially-distanced; c. nominated member to monitor social-distancing, mask wearing and hand sanitising protocols; d. members should register then proceed to their assigned place; e. once in place members are requested not to move around rehearsal space; e. f. individual taking register is provided with gloves, mask, etc; g. on departure and during breaks members are requested to maintain social distancing	Instructions and indicative seating plan circulated prior to rehearsal and displayed at entrance.	For each rehearsal	
6	Choir Administrator	Transmission during rehearsal period	a. all seats/attendees to be placed minimum 2 metres apart; b. numbers restricted to allow for full 2 metre distancing in available space; c. individuals to remain in position throughout rehearsal (either seated or standing immediately in front of seat); d. all personal belongings to be taken to seat and remain there during rehearsal; e. all individuals to remain facing forward during rehearsal; f. refreshments will not be provided, attendees may bring their own water, etc.; g. singing will be carried out at low or medium volumes. Loud singing and talking are to be avoided. h. rehearsal pieces and singing will be adapted to reduce aerosol production	Seating plan previously circulated to members and copy displayed at entrance. Choir seating plan measured and seats arranged accordingly.	For each rehearsal	<a href="https://www.gov.scot/publications/coronavirus-covid-19-protection-levels">https://www.gov.scot/publications/coronavirus-covid-19-protection-levels</a>
7	Choir Administrator	Transmission during rehearsal break	Attendees to wear mask while moving from/to rehearsal space for 15-minute break and to follow social-distancing protocol. Room to be vacated and ventilated as much as possible during break. Members are requested to go outside during the break - weather permitting.	Committee to monitor social distancing, mask wearing, etc. during break and access to toilets	For each rehearsal	
8	Choir Administrator	Transmission through discarded safety and other materials generated by rehearsals	a. members to take their own waste material away with them, including masks, gloves, etc. b. area checked at end of rehearsal and all waste material to be bagged and sealed; c. choir to provide bags for disposal.	Nominated helper to check venue is clear of rubbish at end of rehearsal		
<b>Rehearsal member risks - individual safety measures</b>						
9	Choir Administrator	Unable to Trace & Protect when someone falls ill outside rehearsal	a. Keep attendance register; b. Follow seating plan; c. Check members' declaration records latest contact details; d. Provide members with choir point-of-contact if they fall ill within 14 days of rehearsal (advise to arrange PCR test); e. all attendees to be contacted and asked to self-isolate for 14 days after rehearsal and advise lateral flow test; f. Nominate individual to take register and remind of protocols etc on arrival; g. Trace & Protect details to be kept for 21 days then destroy	a. Attendance register already a routine activity; b. Declaration form/health check questionnaire to be issued prior to rehearsal; d. L Trayner to be contact point; e. D Wilson to take register, etc.	Weekly check. Termly review.	<a href="https://www.nhs.uk/conditions/coronavirus/coronavirus-covid-19-in-scotland/">Coronavirus (COVID-19) in Scotland   NHS inform</a>
10	Choir Administrator	Attendees pick up Covid-19 on the way to/from rehearsals	a. members made aware of risks of different forms of travel, eg car sharing, public transport, walking, cycling, etc; b. recommend solo private travel unless unavoidable.	Advice included in rehearsal crib sheet	When any changes are made to national or local guidance	<a href="https://www.protect.scot">https://www.protect.scot</a>
Risk	Respons.	Risk & Implications	Actions	Progress/ Position	Review Date	Links

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11	Committee	High- or moderate-risk or vulnerable individuals attend rehearsal	a. Check definition of high/moderate risk/vulnerable persons; b. identify those by self-assessment, questionnaire, direct conversation; c. consider if they don't self-exclude, do we exclude from in-person meetings? d. if they don't self-exclude then clarify that attendee accepts it is her/his decision to accept risk of participation; e. offer livestreaming of rehearsals to anyone unable to attend in person	Committee agreed that individuals have the right to decide for themselves what personal risk they are willing to carry	Weekly check. Termly review.	<a href="#">Coronavirus (COVID-19) in Scotland   NHS inform</a>
12	Choir Administrator/ MD	Transmission through sharing or distribution of music or other equipment	a. members to bring own copies of music; b. use music members already have; c. members to be instructed and reminded NOT to share music, equipment; d. inform members in advance what to bring to rehearsal; e. MD music stand to be sanitised before and after rehearsal; f. list of music to be circulated in advance; g. new music to be ordered sufficiently in advance, inserted into individual plastic wallets prior to circulation.	Planned use of music already in circulation	Montly check. Termly review.	
13	Choir Administrator	Infected individual attends rehearsal	a. all potential attendees to sign pre-attendance declaration/health questionnaire at the beginning of term (Inc MD, pianist, helpers); b. attendees will be registered at each rehearsal and asked to confirm they meet requirements for attending; c. anyone who cannot or will not confirm will be sent home; d. all attendees will be required to wear face coverings and to have these in place before they enter rehearsal space; d. spare face coverings will be made available for anyone who forgets theirs or needs a replacement.	Instructions circulated to all members prior to rehearsal setting out guidelines for attendance, expectations and behaviour.	Reviewed termly.	
14	Choir Administrator	Individual falls ill with possible Covid-19 symptoms during rehearsal	a. arrangements made to send individual home immediately; b. individual asked to have covid test if any of key symptoms are present; c. rehearsal ends immediately if covid symptoms present; d. all attendees asked to self-isolate until test results from individual are available; e. if covid-19 is confirmed all attendees to be informed and follow Test & Protect protocol; f. venue to be informed.	Taken ill during rehearsal plan' agreed in advance, nominated individuals and MD to follow	After any incident	
15	Choir Administrator/ MD	Transmission from attendees not conforming to required behaviours	a. guidance to be issued to all members attending rehearsals in advance with agreement to conform to this as part of declaration; b. all attendees to be reminded before and on arrival at rehearsal what expected behaviours are and the consequences of not meeting those; c. warnings to be issued immediately anybody does not conform by MD or committee members present; d. if behaviours repeated individual to be excluded from future rehearsals where covid restrictions are in place.	Guidance information drawn up. Protocol for exclusion to be drawn up and circulated to members	After any incident	
<b>Rehearsal conductor risks</b>						
16	MD	Conductor at increased risk of infection due to facing singing individuals	Ensure safer 3 metre distance between singers and conductor. Screens to be positioned between MD (and accompanist) and singers	Venue layout to provide suitable distancing		
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<b>Rehearsal accompanist risks</b>						
17	MD	Accompanist at increased risk of infection due to facing singing individuals and/or MD	a. Ensure safer 3 metre distance between singers and accompanist; b. MD to observe 2 metre distance from accompanist; c. Screens to be positioned between accompanist and singers	Venue layout to provide suitable distancing	When any changes are made to national or local guidance	
18	Accompanist	Accompanist at increased risk of infection due to keyboard, seat or musical score transmission	a. keyboard keys and surrounds cleaned prior to and after rehearsal; b. piano stool to be cleaned prior to and after rehearsal; c. accompanist to use hand sanitiser prior to rehearsal and before departure; d. technicians/helpers wear gloves and masks while setting up and packing down keyboard equipment.	Chansons keyboard is not shared with any other group/person	When any changes are made to national or local guidance	
<b>Helpers/volunteers risks</b>						
19	Choir Administrator	Volunteers, helpers, visitors at risk of infection	a. ensure all volunteers, etc are provided with same information about expected behaviours, pre-rehearsal healthcheck, etc. b. all should wear masks at all times, and gloves for all allotted tasks; c. register who does what	Spare PPE available.	When any changes are made to national or local guidance	