

Outdoor Rehearsal Risk Assessment

Chansons, Perth Chamber Choir
 Venue: St Ninian's, Perth Cathedral grounds - rear courtyard
 Outdoor rehearsal: 7.30 - 9.00
 Date: Monday, 7 June 2021 (in case of cancellation - alternative date 21 June 2021)

Risk no	Respons. person	Risk & Implications	Actions	Progress/ Position	Review Date	Links for information
Wider environment risks						
1	Choir Administrator	Local and/or regional restrictions are applied leading to 1. more rigorous conditions for groups to meet; 2. groups no longer able to meet	1. and 2. Review new conditions and consider whether rehearsals are still possible. Cancel rehearsals if not. Inform all members and venue.	No local/regional conditions in place currently.	As announcements made	https://gov.scot/publications/coronavirus-covid-19-daily-data-for-scotland
2	Choir Administrator	New national restrictions are applied leading to 1. more rigorous conditions for groups to meet; 2. groups no longer able to meet	1. and 2. Review new conditions and consider whether rehearsals are still possible. Cancel rehearsal if not. Inform all members and venue.	All latest guidance has been considered and accompanying advice from experts and representative organisations such as Making Music, ABCD, etc	As announcements made	https://www.makingmusic.org.uk/resource/can-group-get-back-in-person
3	Choir Administrator	Unable to Trace & Protect when someone falls ill outside rehearsal	a.Keep attendance register; b.Keep & enforce 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; e.all attendees to be contacted and asked to self-isolate for 14 days after rehearsal; 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.	Before each rehearsal	Coronavirus (COVID-19) in Scotland NHS inform
Venue						
4	Choir Administrator	Inadequate ventilation leads to greater risk of transmission	a. choose outside venue for maximum ventilation; b. keep rehearsals short (1 hour of singing); c. Take a break during rehearsal	Use of indoor space for rehearsals is not being considered at present. This risk assessment will undergo a full review when planning any future indoor rehearsals (ie from August 2021)	For each rehearsal and reviewed for future indoor rehearsals	https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-the-performing-arts-and-venues-sector/pages/where-we-are-now/#Nonprofessional
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5	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	https://www.scotland.gov.uk/content/uploads/Revised-Guidance-Version-8-28.05.21.pdf
6	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	
7	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 remain outside courtyard space, 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 in courtyard rehearsal space; e. once in place members should not swap places, move around rehearsal space nor socialise; f. individual taking register is provided with gloves, mask, etc.	Instructions/crib sheet and seating plan circulated prior to rehearsal and displayed at entrance. Chalk marks will show layout of choir places in courtyard.	For each rehearsal	
8	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 marked out in chalk on courtyard ground. Choir numbers to be maximum of 30 for the outdoor rehearsal.	For each rehearsal	https://www.gov.scot/publications/coronavirus-covid-19-protection-levels
9	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.	Committee to monitor social distancing, mask wearing, etc. during break and access to toilets	For each rehearsal	
10	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		
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Rehearsal member risks						
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.	Committee agreed to accept self-exclusion of vulnerable members	To be reviewed after rehearsal	Coronavirus (COVID-19) in Scotland NHS inform
11	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	https://www.protect.scot
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	Planned use of music already in circulation	To be reviewed after rehearsal	
13	Choir Administrator	Infected individual attends rehearsal	a. all potential attendees to sign pre-attendance declaration/health questionnaire that they do not meet Government criteria for self isolation (Inc MD, pianist, helpers); b. attendees will be registered 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; e. 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 strict guidelines for attendance, expectations and behaviour.	To be reviewed after rehearsal	
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 Trace & Protect informed; f. venue to be informed.	Protocol '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 member and committee	After any incident	
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Rehearsal conductor risks						
16	MD	Conductor at increased risk of infection due to facing singing individuals	Ensure safer 3-5 metre distance between singers and conductor	Venue layout to mark/provide suitable distancing	Further measures may be considered (eg screen, microphone) for future indoor rehearsals	
Rehearsal accompanist risks						
17	MD	Accompanist at increased risk of infection due to facing singing individuals and/or MD	a. Ensure safer 3-5 metre distance between singers and accompanist; b. MD to observe 2 metre distance from accompanist	Venue layout to mark/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	After first rehearsal and for future indoor rehearsal risk assessment	
Helpers/volunteers risks						
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.	After first rehearsal and for future indoor rehearsal risk assessment	