

Group name: Macclesfield Singers (part of KEMS)

Document Date:

COVID-19 risk assessment for:

30-Aug-20

Rehearsals: Monday 7:30pm, St Michael's Church, Macclesfield

Risk area + Possible mitigations and actions	Responsible
1. Infection rate in your area high	
Local restrictions apply with little notice	
Monitor local TV and newspapers. Consult with Committee/MD. Cancel rehearsals as appropriate and communicate.	Lynne Spedding
2. Risk to/from individuals to/from group	
High/moderate risk/vulnerable individuals attend	
1) Create a Protocol for all singers to follow.	Lynne Spedding
2) Stress that each singer must take personal responsibility for their safety.	
Infectious individual attends rehearsals	
Protocol to make it clear that individuals must NOT attend a rehearsal if:	Lynne Spedding
1) they have any of the symptoms: elevated temperature, continuous cough, loss of smell and taste	
2) they have been in close contact with someone with symptoms	
3) NHS Track & Trace have asked them to self-isolate	
4) they have returned from abroad and been asked to self-isolate	
Inability to track & trace when someone falls ill outside meeting	
1) Must keep register, with seating plan, of everyone who attends rehearsals every week, for 21 days (for NHS Track & Trace)	Lynne Spedding
2) Ensure if anyone falls ill between one rehearsal and the next they contact Chair (lynne.norbron@gmail.com or 01625 614819)	
3) if that happens, Singers' Chair to contact NHS Track & Trace	
AND contact all attendees of last 2 rehearsals; ask to self-isolate for 14 days from date of attending rehearsal where this occurred	
Inability to deal with person becoming unwell in rehearsals	
1) Send person home immediately	Member of Cttee
2) If you need to call transport for them, seat them on non-upholstered chair, wearing face covering and disposable gloves, by open window or door until transport arrives	
3) Ask person with symptoms to take a test asap and communicate the result to you	
4) Terminate rehearsal immediately and send everyone home, asking them to self-isolate until test result received	
5) Clean rehearsal space carefully	
6) Tell venue	
Complacency means mitigating measures not complied with	
1) Issue Protocol at start of term.	Lynne Spedding
2) Remind attendees verbally - at entrance, at break, during rehearsal, as it fits with your schedule	
3) Make it someone's responsibility to do reminders, and rotate that, to increase everyone's buy-in	
Non-compliance with measures means risk to other attendees	
1) Make it clear to members that if they do not comply with the measures group has in place, they will be excluded	Lynne Spedding
2) Have a system (like school?) - 2 warnings and you're out, so it doesn't come as a surprise when you do exclude them	
3) Enforce exclusion rigorously - it may make some people cross, but the majority will be relieved and behind you	

3. Behaviour of attendees/individual safety measures

Individuals spread or breathe in virus-laden particles

Protocol to set out expected behaviour:

- 1) **2 metre social distancing AT ALL TIMES, this means before, during and after musical activity and in toilets**
- 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, at 2m distance...
- 4) Make wearing of face-coverings in the rehearsal venue mandatory
- 5) Clarify that they can remove for actually singing but should comply at all other times
- 6) Have some disposable face coverings available in case people forget to bring them.

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Individuals spread/pick up virus by touching shared surfaces

Protocol to set out expected behaviours:

- 1) Avoid touching shared surfaces as much as possible
- 2) Sanitise/wash hands on arrival, departure, after toilet visit
- 3) Bring your own sanitiser and do not share equipment
- 4) Use allocated seat and keep all their own equipment and personal belongings by and in that space
- 5) Bring your own drink if you wish. This can be consumed during the rehearsal - **there will not be a break**

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Volunteers pick up virus in course of their duties

- 1) Agree who should store, bring, set-up MD's music stand etc
- 2) Ensure that hands are sanitised or disposable gloves are worn.

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4. Rehearsal space

Your usual venue is not Covid-19 secure

Confirm adequacy of St Michael's Risk Assessment

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Space not large enough (floor and volume) to be safe

- 1) Space is large enough for c48 singers
- 2) Seating charts to maintain 2-metre spacing (and 3-metre spacing to MD).

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Build-up of aerosols

- 1) Ventilation is not practical in St Michael's Church but it is an extremely large space and we will restrict number of singers to around 48 each time
- 2) Shorten the rehearsal to 1 hour (or 1.5 hours maximum) with no break

Singers Cttee

Build-up of virus on shared surfaces

- 1) Each singer to bring their own anti-virus spray and cloth
- 2) Each singer to wipe down the wooden vertical surfaces and upholstery of their seat after the rehearsal
- 3) Chairs to be set out in advance of the Monday rehearsal using sanitised hands or disposable gloves.
- 4) Singers to proceed direct to their seats and make only minor adjustments of position.
- 5) Chairs to be returned to previous positions at the end of the rehearsal

Each singer
Each singer
Singers Cttee
Each singer
Singers Cttee

Covid transmission in bathroom facilities

Aerosols in air

Encourage singers to observe social distancing when in line.

Singers Cttee
Singers Cttee

Contaminated surfaces

- 1) Toilets to be cleaned after rehearsal
- 2) Door handles and light switches to be wiped down before exit.
- 3) Members to be reminded to observe personal hygiene when using toilet facilities.

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

Difficulty of maintaining 2m social distancing

- 1) Church has an elementary 1-way system at the entrance.
- 2) Singers will proceed directly to their seats.
- 3) Singers will be required by the Protocol to maintain strict social-distancing.
- 4) The kitchen will be out-of-bounds.

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Rubbish

Contaminated material not properly disposed of

People to take home their own rubbish.

Each singer

Cost

Measures that are possible/deemed necessary are not affordable

Discussions ongoing with the Treasurer.

Singers Cttee

Other users of venue

Activity before yours leaves legacy of droplets/aerosols

- 1) Apart from the KEMS rehearsals on Monday nights, other activities in the Church are:
 - Sunday services
 - Church open for private prayer morning Mon - Sat mornings
 - St Michael's Choir will probably rehearse Wed evening
 - potentially other bookings: prompt communication between Church & KEMS Chair essential if these could impact KEMS Risk Assessment
 - ad hoc practices on organ by Church Musical Director
- 2) This situation may change.
- 3) The link with the St Michael's Risk Assessment is critical here

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5. Your musical activity

Venue cannot accommodate whole group at 2m distancing

It may become necessary to rehearse just part of the group

Music Director

Covid-safe placing of individuals during activity

Certain chairs will be allocated for members

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Participants cannot hear each other/conductor/vice versa

We may use the church PA system if necessary

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Substantial numbers cannot attend in person

- 1) Chair has already been in contact with singers to find out who is unable or unwilling to return.
- 2) *Zoom* sessions may help to link with absent members

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Virus spread through use of band instruments/equipment

N/A

Virus spread through sheet music

Singers will keep hold of their own sheet music / scores

Singers Cttee

Aerosol transmission to/from conductor facing the group

- 1) 3m between front row of singers and conductor
- 2) Face coverings for conductor and singers

Accompanist exposed to Covid-19 via singers and/or piano

- 1) Piano at least 3m from any singers
- 2) Piano keys sanitised before and after use and pianist to hand sanitise before using the piano.

6. Ancillary activity

Provision of refreshments is source of transmission

Singers to bring their own refreshments. Kitchen to be out-of-bounds.

Arrival/departure compromises 2m social distancing

- 1) Stagger arrival/departure times? (e.g. leave in seating rows, as they do in planes)
- 2) Remind of expected behaviours: no lingering on arrival or departure to chat to friends
- 3) Singers to go straight to allocated space on arrival and to leave hall straight away on departure – chatting can be done outside!

7. Transport to/from rehearsals

Attendees pick up Covid on the way to/from rehearsals

Most singers come by car. Discourage car-sharing.

8. Your organisation

Desirable/necessary risk management measures unaffordable

N/A

Insufficient volunteers needed to run rehearsals

Not envisaged

Loss of income from membership subscriptions

Being monitored

Treasurer