

Group name Stewartby Amateur Operatic and Dramatic Society
COVID-19 risk assessment for:
Rehearsal day and time Thursday, 7.45pm
Rehearsal venue Stewartby United Church hall, Park Crescent, Stewartby. MK43 9NJ

Risk area	Possible mitigations and actions	Responsible	Other relevant notes
1. Infection rate in your area high			
Local restrictions apply with little notice			
	Check government guidance on local lockdowns	Colin Jones	Government guidance on local lockdowns local restrictions usually limit SOCIAL not PLANNED activity
	if there are local restrictions or a local surge in cases, cancel rehearsals for that week	Colin Jones Hazel Daniels	remember to communicate with: members, MD, volunteers, venue
2. Risk to/from individuals to/from group			
High/moderate risk/vulnerable individuals attend			
	check definition of high/moderate risk/vulnerable persons at least once per quarter	Colin Jones	NHS guidance: risk categories
	identify high/moderate risk/vulnerable individuals via self-assessment, questionnaire, direct conversation	member	
	re-evaluate at regular intervals/as guidance changes, e.g. at least once a quarter	committee	
	consider - if they don't self-exclude, do you want to exclude individuals at high/moderate risk from in-person meetings	committee	
	if exclusion - for how long? Re-evaluate regularly (at least once a quarter) - determine criteria, e.g. change of guidance	committee	
	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	Colin Jones	
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	Colin Jones	see document Arrangements for Rehearsals at Stewartby Church
	use on the door questionnaire to stop potentially infectious individuals entering rehearsal venue	committee	see document Arrangements for Rehearsals at Stewartby Church
Inability to track & trace when someone falls ill outside meeting			
	keep register, with seating plan, of everyone who attends rehearsals every week, for 21 days (for NHS Track & Trace)	committee	
	ensure if anyone falls ill between one rehearsal and the next that they know to contact group and who to contact	Colin Jones	if that happens, contact NHS Track & Trace AND contact all attendees of last 2 rehearsals; ask to self-isolate for 14 days from date of attending rehearsal with patient Test & Trace guidance from 18 September, it is mandatory to keep details of attendees for 21 days for NHS Test & Trace (England) from 24 September (England), it is mandatory to register for and display an NHS Test & Trace poster with a QR code at the entrance to your venue
Inability to deal with person becoming unwell in rehearsals			
	create a plan for this eventuality:	committee	send person home immediately 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 person with symptoms to take a test asap and communicate the result to you terminate rehearsal immediately and send everyone home, asking them to self-isolate until test result received clean rehearsal space carefully tell venue
Complacency means mitigating measures not complied with			
	create posters and signs to display each week at the entrance, by bathrooms, other prominent locations as reminders	Colin Jones	
	remind attendees verbally - at entrance, at break, during rehearsal	committee	
	make sure you communicate in ways appropriate to everyone (e.g. consider dyslexia, deafness, vision-impairment etc.)	committee	
	make it someone's responsibility to do reminders, and rotate that, that increases everyone's buy-in	committee	this is potentially the biggest risk going forward, as participants get 'used to' rehearsing again: be very aware and keep this high on agenda
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	Colin Jones	
Risks to some members from meeting or NOT meeting in person			
	decide on balance of risks between potential for physical harm (picking up Covid-19) versus mental harm (loneliness, social isolation)		

3. Behaviour of attendees/individual safety measures

Individuals spread or breathe in virus-laden particles

set out expected behaviour: 1) 2 metre social distancing AT ALL TIMES, this means before, during and after musical activity 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...	committee member member member	remind people that 'no mingling' (England) is an absolute pre-requisite of being allowed to meet for activity; not complying jeopardises rehearsals for all
4) wearing of face-coverings in the rehearsal venue mandatory except whilst singing	member	clarify for singers that they may need to bring several face-coverings, as they are ineffective when wet through at which time they should be stored in a sealed plastic bag have a box of disposable face coverings on hand for those who don't bring one

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, after bathroom visit 3) bring own and do not share equipment (music stands, sheet music, etc.) 4) use allocated seat and keep all own equipment and personal belongings by and in that space 5) bring own refreshments	committee member member member member
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4. Rehearsal space

Your usual venue is not Covid-19 secure

find out if they are – have they published their risk assessment, is it Covid-19 compliant check against COVID-19: Guidance for the safe use of multi-purpose community facilities (link in notes) if they are not – find a different venue	committee committee committee	Covid-19 Guidance for the safe use of multi-purpose community facilities
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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 reduce numbers rehearsing to ensure social distancing of 2m is possible at all times consider: entrance/exit, route to bathrooms find a different venue to rehearse in to accommodate capacity	Colin Jones committee committee committee
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Build-up of aerosols

find out if there is mechanical ventilation (air-conditioning) and what kind, to what standard if no mechanical ventilation in place, look at doors and windows	committee committee	do not use fans - they can blow particles over people consider plug-in HEPA filters/air-purifiers, but make sure appropriate for size of space and highest grade HEPA filter 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
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Build-up of virus on shared surfaces

clean chairs before and after use limit number of volunteers handling shared equipment keep a register of who does it on what date; provide gloves and hand-sanitiser cleaning of shared surfaces - tables, light switches, door handles - before and after rehearsals clean toilet area	committee committee committee committee	some cleaning materials provided by Church, also supply own materials
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Covid transmission in bathroom facilities

Aerosols in air	committee	remind everyone of requirement of 'no mingling' (England) at all times
Contaminated surfaces	committee	remind everyone of social distancing of 2m to be maintained at all times
	committee	encourage hand washing - soap, paper towels, poster reminding, poster with handwashing technique provide hand sanitiser on way into toilet facilities

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

Difficulty of maintaining 2m social distancing	committee	one way routes are very helpful for people, as they do the job of social distancing for them, ditto floor tape – make it easy!
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Rubbish

Contaminated material not properly disposed of	committee	
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Cost			
Measures that are possible/deemed necessary are not affordable	discuss with venue – can they reduce rent/take on some of the costs, e.g. cleaning? consider member subscriptions and how many might be able/willing to increase their subscription	committee Church Council	
Other users of venue			
Activity before yours leaves legacy of droplets/aerosols	discuss with venue what activities take place before you that day Ensure enough time to clean and ventilate between previous activity and yours ensure enough time so that participants do not cross over, creating pinch points you would not be able to control consider scheduling your activity a bit later to ensure ‘clear blue water’ between previous use and yours	committee Church Council committee Church Council committee	
5. Your musical activity			
Venue cannot accommodate whole group at 2m distancing			
	find out how many members willing/able to attend now and reassess venue capacity on findings reduce numbers rehearsing to ensure 2m social distancing investigate new venue	committee committee committee	it may be that in a few months guidance on social distancing has changed; or you have found another venue
Covid-safe placing of individuals during activity			
	not face to face extra space between front row and conductor	committee committee	consider back to back; side by side; staggered rows; everyone has 2m radius
Participants cannot hear each other/conductor/vice versa			
	do not just shout or speak/sing more loudly! (increased emission of aerosols) consider instead a pocket amp/head mic for conductor	committee committee	weigh up (temporary) unsatisfactory musical experience against social isolation and (long-term) danger of group drifting apart
Substantial numbers cannot attend in person			
	this is likely initially, so make a plan to provide activity, 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	committee committee	
Virus spread through sheet music			
	remind constantly not to share and only to use own set of music	member	email it to people and ask them to print their own for practice (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
Aerosol transmission through prolonged exposure			
	reduce overall length of rehearsal	committee	reduce rehearsal ‘stints’ to between 15-30mins and then ventilate for 15 mins incorporate ventilation into your time planning constantly remind attendees of the requirement of ‘no mingling’ (England) constantly remind attendees of the requirement to socially distance at all times
Increased aerosols through high volume sound			
	reduce volume of singing	member	reduce volume of singing – less need to breathe deeply, fewer aerosols produced 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 repertoire temporarily to work on quieter pieces with less ‘air-intensive’ techniques
	adapt what is done in rehearsals (e.g. focus on harmonies, rather than articulation; listening rather than fortissimo)	committee	
Virus spread through shared equipment			
	make clear from the start and build in regular reminders NOT to share equipment	committee	
Aerosol transmission to/from conductor facing the group			
	3m-5m between front row of singers and conductor	committee	consider use of plastic screen face coverings for conductor and singers/players pocket amp and head mic so does not have to shout to make themselves heard

Accompanist exposed to Covid-19 via singers and/or piano			
	ideally only usual/official accompanist to use piano – no-one to casually bash through their notes	committee	
	clean piano thoroughly before and after rehearsals	committee	
	ensure accompanist hand sanitises before/after	committee	
	accompanist to turn own pages to avoid compromising social distancing	committee	
	No-one to face accompanist to sing/play; if proximity to piano needed, then side by side with pianist and 3-5m distance	committee	
	consider positioning of piano in relation to singers – 3-5m; screen necessary?	committee	
6. Ancillary activity			
Provision of refreshments is source of transmission			
	ask participants to bring their own	committee	
Breaks risk compromising 2m social distancing			
	it is possible a break will be needed to accommodate the need to ventilate	committee	<p>absolute requirement of 'no mingling', at all times (even during breaks)</p> <p>absolute requirement to be socially distanced at all times (2m minimum)</p> <p>consider: Ideally people leave the room entirely, but where should they go? how they get there whilst not bunching up whether there's enough room there for them to maintain 2m distancing how you get them all to leave quickly but in an orderly fashion so you get maximum ventilation time</p>
Arrival/departure compromises 2m social distancing			
	stagger arrival/departure times?	committee	<p>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</p> <p>absolute requirement of 'no mingling'</p> <p>absolute requirement to be socially distanced at all times (2m minimum)</p> <p>to go straight to allocated space on arrival and to leave hall straight away on departure – chatting can be done outside!</p>
7. Transport to/from rehearsals			
Attendees pick up Covid on the way to/from rehearsals			
	members are aware of desirable hierarchy of transports	member	<p>walk, cycle, own car – ideal</p> <p>shared car – use face coverings, open windows, sit far from each other</p>
8. Your organisation			
Desirable/necessary risk management measures unaffordable			
	do you want to put off meeting again in person for a few months?	committee	
	carefully cost up one-off investments (e.g. pocket amp/mic for conductor) with new ongoing commitments (venue?)	committee	
	consider cleaning materials, disposable stuff (e.g. gloves, coffee cups etc.), extra binbags...	committee	insurance: your activity will be covered, provided it follows official guidance and has been risk-assessed, so that you are not acting negligently - NO ADDITIONAL COST
Loss of income from membership subscriptions			
	if you are providing different activities to parts of your membership – should that carry the same subscription?	committee	
	will you/are you providing a 'reduced service' and are members therefore going to expect a reduced charge?	committee	
	you have additional costs – can careful communication with members enable you to cover those from subscriptions?	committee	
	consider those who are able to pay more	committee	
	consider those who are able to pay less – and who may have lost their job over this or struggle with finance as a family	committee	
Loss of reputation due to rehearsing/not rehearsing			
	publicise decisions - web site	Colin Jones	
	publicise decisions - newsletter	Colin Jones	
	publicise decisions - local media	Wendy Field	
	publicise decisions - other	Carol Wallman	
		committee	<p>you are obliged to consult your stakeholders, i.e. your members, volunteers, music professionals (MD, accompanist), venue</p> <p>ensure you communicate whatever you decide (rehearsing/not rehearsing) thoroughly to all the stakeholders</p> <p>communicate with the public, i.e. potential members or volunteers, past or potential audiences etc.</p> <p>if you do rehearse in person, be sure to communicate with the passing public that this is permitted activity</p> <p>share with public your risk assessment (e.g. link to website)</p>