

Group name Penicuik Community Choir
COVID-19 risk assessment for: Weekly rehearsals
Rehearsal day and time Wednesday 7.30pm to 9PM
Rehearsal venue St Mungo's Church, Penicuik
Last updated 02-Dec-21

Risk area	Possible mitigations and actions	Responsible	Notes
1. Infection rate in your area: high			
Local restrictions apply with little notice			
	Committee to monitor for any local changes before each session.	Committee	Government Guidance on local lockdowns Check coronavirus cases data regularly NHS guidance: risk categories
	If there are local restrictions or a local surge in cases, cancel rehearsals until safe to resume.	Committee	
	Committee to inform all members of cancelled rehearsal(s) via email 24 hours in advance.	Committee	
	Communicate with members, musical director (MD) and venue.	Committee	
2. Risk to/from individuals to/from group			
High/moderate risk/vulnerable individuals attending rehearsals			
	Members are asked to declare and to exclude themselves if they see themselves as vulnerable/at risk.	All	
	Clarify it is attendee's decision, that the choir's measures cannot reduce risk to zero, and that attendance is on condition of abiding by the measures in place at the time.	Committee	
	Re-evaluate at regular intervals and / or as guidance changes, at least once every two months.	Committee	
Infectious individual attends rehearsals			
	Committee member to welcome attendees and keep a record of attendance and seek confirmation of no covid symptoms.	Committee	
	Exclude potentially infectious individuals from attending and entering rehearsal venue.	Committee	
	5 questions to ask yourself before attending. If you answer yes to any of these questions then do not attend.	All	
	1) Have you had a positive result from a Covid-19 test in the last 14 days?		
	2) Do you have any Covid-19 symptoms or had any in the last 7 days: raised temperature, new persistent cough, loss of or change to your sense of taste or smell?		
	3) Have you been in close contact with someone who has tested positive for Covid-19, or with someone who has had Covid-19 symptoms but not had a negative Covid-19 test result, in the last 14 days?		
	4) Have you been contacted by the national 'Track and Trace' service and told you should self-isolate (within the last 14 days)?		
	5) Have you returned from abroad and been told to quarantine (within the last 14 days)?		
	Members may supply a nominated contact, in the event of them falling ill at a rehearsal.	All	
	Committee to keep weekly records for 21 days, in the event of a member testing positive for Covid-19 and it be necessary to inform NHS track-and-trace.	Committee	
	All records - email or paper - to be destroyed after 21 days.		
Inability to track & trace when someone falls ill outside meeting			
	Keep register, with a dated picture of where everyone who attends rehearsals sits every week, for 21 days (for NHS Track & Trace.)	Committee	
	Ensure if anyone falls ill, or tests positive for Covid-19 between one rehearsal and the next, that they know to contact Penicuik Community Choir Committee (PCC) and who to contact. Ensure if anyone falls ill, or tests positive for Covid-19 between one rehearsal and the next, that they know to contact PCC.	All	
	If contacted by NHS Track & Trace nominated committee member/members to be informed as soon as possible.	Committee	
Inability to deal with person becoming unwell in rehearsals			
	Advise members that if they attend, in an emergency, one person will come into close contact with them (wearing mask and gloves).	Committee	
	If awaiting transport, member to move to separate area, wearing a face covering.	All	
	Ask person with symptoms to take a test asap and communicate the result to the Committee.	All	
	Inform venue	Committee	
Complacency means mitigating measures not complied with			
	All members to be sent a copy of the summary document 'Penicuik Community Choir: what to expect' which explains the key safety measures which all members are expected to comply with. If any member has no access to computer then a written copy must be given to them. The risk assessment is to be made available to all members and placed on the choir website. The key safety measures will be explained before each choir session. It will be explained in writing and verbally that attendance at rehearsals is conditional on compliance with the measures in place.	Committee	
Non-compliance with measures means risk to other attendees			

Make it clear to members that if they do not comply with the measures put in place by the Committee, they will be excluded from the rehearsal.

Committee

3. Behaviour of attendees/individual safety measures

Individuals spread or breathe in virus-laden particles

Set out expected behaviour:

- 1) 1 metre (m) social distancing AT ALL TIMES from entry to exit of the building. This means before, during and after musical activity, and outside 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, at 1m distance.
- 4) Face coverings during singing will not be compulsory, but members may wear face coverings if they wish.

Committee

All

All

All

All

Individuals spread/pick up virus by touching shared surfaces

Set out expected behaviours:

- 1) Singers to bring their own music. Where necessary, e.g. new singer, music will be supplied in personal pack (having been quarantined for at least 72 hours) and placed on chairs.
- 2) Singers to raise hand if they wish to speak to MD.
- 3) Hand sanitiser made available and mandatory use at entry. Masks made available if any member has forgotten to wear one.
- 4) Avoid touching shared surfaces as much as possible
- 5) All members to sanitise/wash hands on arrival, departure. After bathroom visit use spray provided in addition to washing hands.
- 6) Members to bring own equipment (sheet music, pencil, etc.) and not to share.
- 7) All members to go immediately to a seat and keep all their own equipment and personal belongings by and in that space. If personal belongings are too large, then these are to be deposited next to the chairs storage area.
- 9) No sharing of music. No 'looking over someone's shoulder' if music has been forgotten.

Committee

All

All

Committee

All

All

All

All

All

All

Committee / volunteers pick up virus in course of their duties

Members helping with register/set up/ etc. are responsible for own health, and fulfil their role on this understanding.

Committee

Specific roles are assigned. Members may be asked to help carry equipment to and from the hall and should sanitise hands afterwards.

Committee

4. Rehearsal space

Your usual venue is not Covid-19 secure

N/A

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

N/A. Rehearsal space is large enough to accommodate at 1m distance.

Choir to sing in the church pews, spaced to ensure radius of 1m around each singer, MD positioned in the alter area at front of members to be more than 2m away

Committee

Areas for various groups of singers marked out and members to proceed straight to their seat.

Committee

Build-up of aerosols

Doors propped open during rehearsals.

Committee

Choir members to proceed to a seat immediately upon arrival. Face coverings must be worn..

Committee

Build-up of virus on shared surfaces

Any equipment e.g. table at the entrance to be put out, cleaned, and put away by nominated person/s.

All

All members to be asked to avoid touching shared surfaces as much as possible.

All

All members to sanitise/wash hands on arrival, after bathroom visit.

All

Covid transmission in bathroom facilities

Aerosols in air

Choir members to be asked not to use on-site facilities, if at all possible.

Committee

1m distancing if queueing for facilities.

All

Contaminated surfaces

Facilities to be cleaned before rehearsal and at the end.

Committee

Members to hand wash - soap, paper towel.

All

Provide hand sanitiser.

Committee

Queueing points and traffic flow

Difficulty of maintaining 1 metre social distancing

Upon arrival, members to proceed immediately to their seat by the shortest possible route. Have a nominated person overseeing this to ensure this is happening.

Committee

Committee to welcome members at the door and to remind re: not lingering, 1m distancing and going straight to seat.

Committee

Members not to arrive early, but to arrive on time.

Committee

	Leaving after rehearsal - reminder not to linger or socialise inside, tiered system of departure from front row to back. 1m distancing if queueing for facilities.	Committee All
Rubbish		
Contaminated material not properly disposed of	Members to be advised to take away their own rubbish and / or contaminated materials e.g. tissues.	All
Cost		
Measures that are possible/deemed necessary are not affordable	N/A	
Other users of venue		
Activity before our rehearsal leaves legacy of droplets/aerosols	Discuss with venue what activities take place before rehearsal that day, and ensure enough time so that participants do not cross over, creating pinch points which we are not able to control. Ensure enough time to clean and ventilate between previous activity and ours.	Committee Committee
5. Your musical activity		
Venue cannot accommodate whole group at 1m distancing	N/A	
Covid-safe placing of individuals during activity	Choir placed in Church pews, with at least 1m radius around each singer. All singers facing forwards. Face masks to be worn at all times except when singing.	Committee All
Participants cannot hear each other/conductor/vice versa	MD to use a microphone or venue's PA.	MD
Virus spread through sheet music	The choir's programme will consist of pieces which choir members already have at home. Choir members will therefore bring their own music. Should it be necessary at any time to hand out music (e.g. new singer) then the music will be collated, quarantined for 72 hours, and left on seats before rehearsal. Members not to share music, and only to use their own music. No 'looking over someone's shoulder' if music has been forgotten.	All All
Increased aerosols through high volume sound	Reduce volume of singing – fewer aerosols produced and less need for members to breathe deeply. MD to select 'quieter' pieces of music. Softer consonants. MD to specify softer consonants to reduce aerosols.	MD MD
Virus spread through shared equipment	Make clear from the start and build in regular reminders NOT to share equipment or music. Regular reminders to bring all of their own stuff.	Committee Committee
Aerosol transmission to/from conductor facing the group	MD to be in alter area in front of church, more than 2m from choir members Face coverings not compulsory, but a personal choice for each member. MD to use microphone or venue's PA.	MD All MD
Accompanist exposed to Covid-19 via singers and/or piano	N/A No accompanist.	
6. Ancillary activity		
Provision of refreshments is source of transmission	N/A	
Arrival/departure compromises 1m social distancing	Members not to arrive early, to avoid 'chatting'. Reminder of expected behaviours: no lingering on arrival or departure to chat to friends, but they are welcome to do this away from the venue / pub etc. Members to go straight to a seat on arrival and to leave the room straight away on departure. Committee members to 'marshall'.	Committee Committee Committee Committee
7. Transport to/from rehearsals		
Attendees pick up Covid on the way to/from rehearsals	Discuss with members, so that they are aware of desirable hierarchy of transports: 1. Walk, cycle, own car – ideal. 2. Shared car – use face coverings, open windows, sit far from each other. 3. Public transport if necessary.	Committee All All All

[Guidance on car sharing](#)

[Guidance on public transport](#)