



COVID-19 Risk Assessment

Ensuring Participants Safety						
Who is at risk	What is the outline risk	Controls required	Additional, Specific control measures to be implemented	Priority (High/Med/Low)	Action by whom	Completed (Date/Name)
Choir Members Choir Leader	Infection rate in local area high	Check Government guidance on local lockdowns. Link HERE	Check local Coronavirus cases data regularly. Link HERE . Communicate this to all attendees.	High	Stephen Amer	Stephen Amer 30/08/20
Choir Members	What personal risk does each attendee fall under? (High/Moderate risk or Vulnerable individual)	Each person attending is requested to advise which of the three personal risks they fall under.	Definition of high/moderate risk is HERE as well as shared on /BookaSpace page of Beccles choir website. Stephen Amer will check for guidance changes at least once per term and to re-evaluate if appropriate. If a person discloses that they are a vulnerable individual and does not self-exclude, Stephen Amer may exclude attendance.	High	Stephen Amer Choir Members	Stephen Amer 30/08/20
Choir Members Choir Leader	Attendee within the group is a virus carrier.	Ensure current guidance on self-isolation is emphasised in pre-event communications.	Prior to and upon arrival, members will be asked the following questions: 1) Do you have any of these symptoms: elevated temperature, continuous cough, loss of smell and taste? 2) Have you been in close contact with someone with symptoms? 3) Have NHS Track & Trace asked you to self-isolate? 4) Have you returned from abroad and been asked to self-isolate?	High	Stephen Amer Choir Members	Stephen Amer 30/08/20

			If the answer to any of these questions is yes, they will be excluded from rehearsals.			
Choir Members Choir Leader	Transmission of virus through close personal contact.	One-way system is in place at the Waveney Centre – entrance via side alleyway and through rear patio doors, exit via usual main entrance. This system to be observed by all choir members.		Medium	The Waveney Centre Stephen Amer Choir Members	Stephen Amer 30/08/20
Choir Members Choir Leader		No drinking water can be supplied – all members to bring their own bottle if they want a drink available throughout the session.		Medium	The Waveney Centre Stephen Amer Choir Members	Stephen Amer 30/08/20
Choir Members Choir Leader		People to use the sanitising stations upon arrival, before departure and after visits to the toilet.		Medium	The Waveney Centre Stephen Amer Choir Members	Stephen Amer 30/08/20
Choir Members Choir Leader		Chairs will be set out in advance, spaced at intervals of 1-metre width and 3-metre depth between chairs.	Chairs should not be moved or repositioned by members. Once sat, choir members should only sing whilst facing forward. The above measure allows for a maximum of 28 choir members attending with places available on a first-come, first-served basis.	Medium	The Waveney Centre Stephen Amer Choir Members	Stephen Amer 30/08/20
Choir Members Choir Leader		Face masks to be worn upon arrival to the centre, during break, when visiting the toilet and whilst departing.		Medium	Stephen Amer Choir Members	Stephen Amer 30/08/20
Choir Members Choir Leader		The Waveney Centre will be kept well ventilated by keeping all patio doors open throughout each session.		Medium	The Waveney Centre Stephen Amer Choir Members	Stephen Amer 30/08/20
Choir Members Choir Leader	Transmission of virus by touching.	Request no touching, hugging or shaking of hands		Medium	Stephen Amer Choir Members	Stephen Amer 30/08/20

Choir Members Choir Leader	Transmission of virus by touching shared surfaces.	All chairs, door handles, toilets and touchpoints will be disinfected prior to and after rehearsal.	Encourage people to avoid touching surfaces as much as possible.	High	Stephen Amer Choir Members	Stephen Amer 30/08/20
Choir Members Choir Leader	Transmission of virus through sharing of items.	Choir members are to download lyric sheets on the /BookaSpace page on Beccles choir website and print prior to attending the session.	If any members are unable to do this and are missing any lyric sheets; the choir leader (only) may distribute copies to them whilst wearing disposable gloves. The lyric sheet must remain only with that person to whom it has been given to.	Medium	Stephen Amer Choir Members	Stephen Amer 30/08/20
Choir Members Choir Leader		Ask attendees to bring their own pens or pencils if required.		Medium	Stephen Amer Choir Members	Stephen Amer 30/08/20
Choir Leader	Transmission of virus through the handling of money.	Attendance fee to be placed within collection tub.	Correct cash only may be offered by each choir member (No change to be taken or given). Once there, it will remain in the tub for 72 hours before taking out by choir leader.	Medium	Stephen Amer Choir Members	Stephen Amer 30/08/20
N/A	Unexpected absence.	Make it clear who attendees should contact if they are unable to come.	If a person discovers that they are unable to attend after booking, they should contact Stephen on 07909 510976 or info@beccleschoir.co.uk so that their place can be released for another person.	Low	Choir Members	Stephen Amer 30/08/20
N/A	Venue is unavailable. (This circumstance might arise after a COVID occurrence).	Consider whether it would be appropriate to have a standby (risk assessed) venue. How would a change of venue be communicated?	Alternative venue explored but unable to find a venue which is COVID-secure, large enough to accommodate chairs with social distancing and that can be ventilated sufficiently.	Low	Stephen Amer	Stephen Amer 30/08/20
Choir Members Choir Leader	Transmission of virus through close personal contact.	Social/break time may only occur whilst observing 2-metre social distancing, wearing face masks and only outside to allow for ventilation.	No lingering to chat after rehearsal allowed. Attendees may do so outside if they wish but only if not congregating near to the exit in a way which would obscure the exit route for other choir members and only while observing a 2-metre social distance.	Med	Stephen Amer Choir Members	Stephen Amer 30/08/20

Cleaning Checklist

Who is at risk	What is the outline risk	Controls required	Additional, Specific control measures to be implemented	Priority (High/Med/Low)	Action by whom	Completed (Date/Name)
Choir Members Choir Leader	Insufficient cleaning of shared spaces.	Responsibility for cleaning the venue has been agreed beforehand. The Waveney Centre have advised that they have stringent cleaning methods in place for hirers.	Stephen Amer is required to additionally wipe over chairs after session with disinfectant and cloth supplied by the Waveney Centre.	High	Stephen Amer The Waveney Centre	Stephen Amer 30/08/20

Somebody becoming ill During Choir Session (Whether COVID related or not)						
Who is at risk	What is the outline risk	Controls required	Additional, Specific control measures to be implemented	Priority (High/Med/Low)	Action by whom	Completed (Name/Date)
Choir Members Choir Leader	Risk of COVID-19 infection.	Consider whether it is necessary to appoint a trained first aider, in case of illness occurring a choir session.	The decision is made that no first aider is required. Stephen Amer is the appointed 'Responsible Person' (RP). AN RP is not required to have First Aid knowledge or training but would take charge in the event of an attendee falling ill. This decision is based on the fact that only specialised medical staff can diagnose COVID-19 and then only after testing an individual.	High	Stephen Amer	Stephen Amer 30/08/20
Choir Members Choir Leader	Risk of COVID-19 infection.	Agree procedures before the event.	Stephen Amer to send person home immediately. If transport is needed, the person would be situated by an open door wearing face covering and disposable gloves until transport arrives. Rehearsal would be stopped immediately. Venue would be advised of what has occurred.	High	Stephen Amer	Stephen Amer 30/08/20

Awareness of Control Measures Amongst Choir Members						
Who is at risk	What is the outline risk	Controls required	Additional, Specific control measures to be implemented	Priority (High/Med/Low)	Action by whom	Completed (Name/Date)

Choir Members	Attendees unaware of risk and procedures.	The Beccles Community Choir COVID-19 Risk Assessment can be seen HERE and is available on the /BookaSpace page on Beccles choir website. Attendees should read this before the event.	Posters displayed showing symptoms and requesting that if any members have experienced these, they are to leave immediately.	Medium	Stephen Amer	Stephen Amer 30/08/20
Choir Members		Make an announcement at the start of the event to highlight the key control measures in place.		High	Stephen Amer	Stephen Amer 30/08/20
Choir Members		Ensure that all attendees know they can speak to Stephen Amer if they have any concerns or questions.		Medium	Stephen Amer	Stephen Amer 30/08/20
Choir Members Choir Leader	Non-compliance with control measures.	Ensure that all attendees know that non-compliance will result in exclusion.		Low	Stephen Amer	Stephen Amer 30/08/20

After a Known Exposure						
Who is at risk	What is the outline risk	Controls required	Additional, Specific control measures to be implemented	Priority (High/Med/Low)	Action by whom	Completed (Name/Date)
Choir Members Choir Leader	Risk of COVID-19 infection.	Register will be kept for 21 days (for NHS Track & Trace)	Register to have seating plan attached (photo taken at rehearsal)	High	Stephen Amer The Waveney Centre	Stephen Amer 30/08/20
Choir Members Choir Leader	A member advises that they have fallen ill after attending a rehearsal.	Ensure they know who to contact.	Stephen Amer to contact NHS Track & Trace. Stephen Amer to contact all attendees of the last two rehearsals.	High	Stephen Amer The Waveney Centre	Stephen Amer 30/08/20
Choir Members Choir Leader	Risk of COVID-19 infection.	Stephen Amer to advise the Waveney Centre who may decide that they close the building for 72 hours.	If closure is not possible then the Waveney Centre are suggested to follow Public Health England guidance on cleaning in non-healthcare settings. This information is available HERE .	High	Stephen Amer The Waveney Centre	Stephen Amer 30/08/20

Beccles Community Choir: Stephen Amer
Date completed: 30th August, 2020
Review date: No later than 31st December, 2020

This risk assessment has been compiled to ensure that as far as is reasonably practicable, any attendees are not exposed to any undue COVID-19 related risks to their health and safety.

For more information about what Beccles Community Choir requires of its members who plan on attending, please visit www.BecclesChoir.co.uk/BookaSpace

For more information about this risk assessment, contact Stephen Amer on 07909 510976 or info@BecclesChoir.co.uk