



**St Peter's Church Choir, Streatham**

**– Risk Assessment for Rehearsals and Live Performance relating to Covid 19 safety**

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**Author:** David Chapman

[Based on RSCM Template 18/8/2020]



## **COVID-19 RISK ASSESSMENT: MUSIC IN LIVE SERVICES**

Updated: 18<sup>th</sup> August 2020

This document is to help people to organize live music within services safely in the aftermath of the COVID-19 pandemic. We hope it gives you a practical framework to think about what you need to do when restarting services and activities. There are many approaches to completing a risk assessment and this does not claim to be 'the' solution. Rather, it is one way to help evaluate and manage risk. The accompanying cover note sets out some further principles to guide your thinking.

Churches and cathedrals have been permitted to open for purposes of individual private prayer since 13 June. Government guidance currently requires that a risk assessment is carried out for every building and site open to the public. Since 4 July, church buildings have been allowed to reopen, providing physical distancing rules remain in place. As of 15 August, small groups of singers have been permitted to sing in accordance with government guidance; congregations are not allowed to sing.

### **Protecting those most at risk**

Current evidence for COVID-19 shows that age, ethnicity, biological sex, disability, pregnancy and underlying health conditions place certain individuals at great risk from the disease. Taking into account the demographic of your congregation and your musicians is therefore important.

You must make sure that the risk assessment for your music group addresses the risks of COVID-19. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your church or venue. Your risk assessment will help you decide whether you have done everything you need to.

**Steps to a safer service:**

- ✓ We have carried out a COVID-19 risk assessment
- ✓ We have cleaning, handwashing and hygiene procedures in line with guidance.
- ✓ We have taken reasonable steps to maintain distancing measures.
- ✓ Where people cannot be distanced, we have done everything practical to manage transmission risk.

**Access to church buildings for purposes of performance in live services and rehearsals**

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 and name
<p>Organist Choir Members Conductor/DofM Other church users / officers</p>	<p>Transmission of virus through close personal contact</p>	<p>Choose one point of entry into the church to manage the flow of your musicians and indicate this with notices, keeping emergency exits available at all times. Where possible use a different entrance and exit to the congregation or other attendees.</p>	<p><b>Friday rehearsal and live services:</b>  The choir members will enter via the choir vestry door and enter the church via the organ corridor in a clockwise direction. Choir members will exit via the church north door (organ side).  A clock-wise one-way system will be maintained in the organ corridor for choir members.</p>	<p>HIGH</p>	<p>Director of Music</p>	<p>David Chapman 4/9/2020</p>
	<p>Transmission of virus in enclosed space</p>	<p>Buildings have been aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation.</p>	<p>In general, St Peter's is a large church with good ventilation in the church worship space..  For this reason, rehearsals and live performances for groups will take place in the church and not the choir vestry.  When possible to do so, the church doors will be left open (to some degree) during choir rehearsals and services to increase ventilation  Rehearsals with up to two choir members and an accompanist can take place in the choir vestry with distancing in place.  A one-way system will operate within the restricted under organ</p>	<p>HIGH</p>	<p>Director of Music</p>	<p>David Chapman 4/9/2020</p>

			<p>corridor and choir members will not be required to congregate in this space.</p> <p>All music will be laid out in the places of choir members and organist in the church before rehearsals and services -avoiding the need to congregate in the choir vestry.</p> <p>The choir will not process in / out before/after services.</p> <p>A written vestry prayer will be provided to choir members for personal use before and after the service to avoid need for congregating and interaction with others.</p> <p>Choir members will not be required to robe whilst these restrictions are in place to reduce need for congregating in the choir vestry.</p> <p>To avoid need to reenter the vestry and to avoid transmission through sharing of items during services, rehearsals or at other times: Choir members will be asked to bring any personal items they wish to use with them and take them away after the service and be responsible for cleaning see <i>Virus transmitted through sharing of items</i></p>			
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	<p>Insufficient cleaning of shared spaces</p>	<p>Review the CofE guide on cleaning church buildings, which can be found <a href="#">here</a>. Agree a cleaning procedure before the event or ensure the venue will take responsibility for adequate cleaning. Complete the cleaning checklist (below) if appropriate.</p>	<p>All choir members, organist and DofM to use hand sanitizer before and after the rehearsal or service.</p> <p>The policy for use of toilets during services is to discourage use – i.e. for emergency only. The same approach will be used for choir rehearsals.</p> <p>Organist to be responsible for cleaning organ and piano keys before and after use</p> <p>Choir members will be asked to take part in cleaning of furniture used during rehearsals</p>	<p>HIGH</p>	<p>Director of Music</p>	<p>David Chapman 4/9/2020</p>
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	Additional risk of infection	Cordon off or remove from public access the area occupied by the musicians, as appropriate.	<p>The choir / organ area is not used by other groups so it is not necessary to cordon this off.</p> <p>Furniture used for rehearsals will be cleaned before and after use at rehearsals.</p> <p>Visiting organists are asked to clean keys before and after practice.</p>	HIGH	Director of Music	David Chapman 4/9/2020
	Separated space is not observed for musicians	Survey the area to be occupied by your musicians to plan for physical distancing in seats, aisles, and allowing for the safe flow of visitors. Remember 1m plus in all directions from each person.	<p>Configurations of the choir area will be implemented (see <b>Seating Patterns</b> diagram) for different numbers of choir members up to a maximum of 8 (in Choir area) or 13 in South Aisle) observing social distancing.</p> <p>These layouts will be reviewed after each rehearsal and service and a more comprehensive review made at the end of September and updates made as necessary and published.</p> <p>The adult choir will rehearse on Fridays towards the High Altar/Mary piano.</p> <p>The Youth choir will rehearse on and in front of the choir steps.</p> <p>All services and rehearsals before services will be conducted in the choir area.</p> <p>Once the maximum is reached new Seating Patterns will be agreed and implemented or the numbers of singers will be limited accordingly.</p>	HIGH	Director of Music	David Chapman 4/9/2020

			Any areas that congregation may use on Sunday are to be wiped down before and after rehearsals with disposable wipes.			
	Transmission of virus through close personal contact	Consider bottlenecks such as staircases or narrow corridors. Will you need to implement a one-way system?	See <i>Transmission of virus in enclosed space</i>	HIGH	Director of Music	David Chapman 4/9/2020
		Remind your performers beforehand about important safe practices. E.g. no physical contact, practice hand washing.	Email to be sent to choir members, organists regarding the safe practices to be observed. This will be reinforced with sign posting or information at each service or rehearsal.  Adult and Youth Choir members will be briefed on the measures in place at the first rehearsal/service that they attend.	HIGH	Director of Music	David Chapman 4/9/2020
		If the church has been used in the last 72 hours, ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes.	Process to be put in place with Fr Steffan and Churchwardens regarding any church use that may compromise cleaning regime.  Designated choir members will be asked to unlock/lock church doors to reduce use of door furniture where possible.	MEDIUM	Director of Music	David Chapman 4/9/2020

		Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	See policy re toilet use under <i>Insufficient cleaning of shared spaces</i>  Choir members to be encourage to use air hand dryer in the toilet.	HIGH	Director of Music	David Chapman 4/9/2020
		Alert attendees on arrival to any particular hazards, and the need to take care while moving around the venue (particularly if wearing robes).	Choir Members and Organist to be asked to only use the designated rehearsal and performance areas of the church.	MEDIUM	Director of Music	David Chapman 4/9/2020
		Remove any items that do not need to be present, particularly those in thoroughfares.	Survey to be carried out to check for unneeded items and their removal organized.	MEDIUM	Director of Music	David Chapman 4/9/2020

<b>Ensuring participants' safety</b>						
<b>Who is at risk?</b>	<b>What is the outline risk?</b>	<b>Controls required</b>	<b>Additional, specific control measures to be implemented</b>	<b>Priority (High/Med/Low)</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
Organist Choir Members Conductor/DofM Other church users / officers	Attendee within the group is a virus carrier	Ensure current guidance on self-isolation is emphasised in pre-event communications.	Email to be sent to choir members, organists regarding the safe practices to be observed.	HIGH	Director of Music	David Chapman 4/9/2020
	Virus spread by hands	Determine placement of hand sanitisers available for your musicians to use.	The choir will use the church provision of hand sanitisers and wipes  For choir rehearsals a bin / bin liner	HIGH	Director of Music	David Chapman 4/9/2020

			will be used to remove all choir disposable items, so that they can be disposed of in good time and not fill up the bin capacity ahead of the weekend.			
	Illness	Consider asking two people to learn a solo in case one is taken sick.	Music can be changed in the event of sickness.	LOW	Director of Music	David Chapman 4/9/2020
	Unexpected absence	Make it clear who attendees should contact if they are unable to come.	Email to be sent to choir members, organists regarding notifying DofM of any absence.	LOW	Director of Music	David Chapman 4/9/2020
	Illness	Ensure that there are at least two people on the event team able to fulfil each role (e.g. organist) and at least one additional person approved to supervise u18s.	Existing working practice in place.	LOW	Director of Music	David Chapman 4/9/2020
	Venue unavailable <i>(this circumstance might arise after a COVID occurrence)</i>	Consider whether it would be appropriate to have a standby (risk assessed) venue. How would a change of venue be communicated?	Responsibility of Fr Steffan and Churchwardens to advise.	LOW	Fr SM and Churchwardens	David Chapman 4/9/2020
	Virus transmitted via printed music	Ensure that everyone has their own copy of the music/worship materials. Ideally, these should be brought from home. If music is handed out on the day, ensure the music is distributed and collected by one person wearing disposable gloves and that the music stays with one individual throughout the performance.	DofM will take responsibility for ensuring that copies are provided for each choir member and organist in their places.  Disposable gloves will be used for the process of giving out and collecting in music.  Each choir member and organist will have their own allotted numbered copy of music.  Choir Members will be encouraged to use their individual pigeon holes	MEDIUM	Director of Music	David Chapman 4/9/2020

			in the choir vestry for any music that needs to be retained between rehearsal and services.		
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	Virus transmitted via printed music	If loan library music is being used, minimise the number of people handling it. Ask attendees to drop it into a large box at the end of the event and leave it for 72 hours before counting and returning.	Not applicable	-	Director of Music	David Chapman 4/9/2020
	Virus transmitted through sharing of items	Ask attendees to bring their own writing implements (for marking music etc.)	Choir members will be asked to bring any items they wish to use with them and take them away after the service and be responsible for cleaning:  Water bottle, pencil etc  i.e. choir members should not store these items in the choir vestry nor in the rehearsal space or choir stalls.	HIGH	Director of Music	David Chapman 4/9/2020
	Virus transmitted via (keyboard) instruments	Minimise the number of people playing the piano or organ during the service. Ideally, have only one accompanist.	One accompanist will be used in general. Because we have three pianos and a midi-keyboard/organ sampler in the building, this gives flexibility for another instrument to be used – but awareness of this point to be raised with choir members and organists.	MEDIUM	Director of Music	David Chapman 4/9/2020
	Virus transmitted through sharing of items	Disinfect the organ consoles and piano: This must be done with a soft cloth sprayed with disinfectant. Disinfectant must not be applied directly to instruments.	Alcohol wipes are being used on the organ and organists advised to clean before and after use.  Alcohol or disinfectant wipes to be provided for the piano keys.	MEDIUM	Director of Music	David Chapman 4/9/2020

		Hygiene instructions should be clearly visible on the organ console and hand sanitiser must be available at the console.	Improve sign posting on organ and pianos.	MEDIUM	Director of Music	David Chapman 4/9/2020
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	Transmission of virus through close personal contact	Consider whether a page-turner is necessary in a confined organ loft – could temporary photocopies be used instead?	Organ console area is not confined.	LOW	Director of Music	David Chapman 4/9/2020
	Transmission of virus through close personal contact	Consider using a larger space for robing if the vestry is small.	We will not robe during the Covid-19 restrictions to avoid congregating	MEDIUM	Director of Music	David Chapman 4/9/2020
	Transmission of virus through close personal contact	Arrange a larger space than would usually be required for 1:1 coaching/small group work.	This will be done in the church in general or in the choir vestry for one accompanist and two singers.	MEDIUM	Director of Music	David Chapman 4/9/2020
	Transmission of virus through close personal contact	Set out chairs in advance, spaced according to guidelines. If using fixed pews or choirstalls, indicate with signs those to be used, spaced according to guidelines.	Chairs will be set out in advance to agreed patterns for numbers of singers with appropriate markings	HIGH	Director of Music	David Chapman 4/9/2020
	Transmission of virus through close personal contact	If using choirstalls, consider moving the conductor so that they are not so close to the singers at the end of the row.	Conductors position is set out on the agreed seating patterns	HIGH	Director of Music	David Chapman 4/9/2020
		Consider whether registration could be done without face-to-face contact and/or a queue.	A register will be taken at each rehearsal and service.	MEDIUM	Director of Music	David Chapman 4/9/2020

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 and name
Organist Choir Members Conductor/DofM Other church users / officers	Insufficient cleaning of shared spaces	Responsibility for cleaning the venue has been agreed beforehand. All cleaners provided with gloves (ideally disposable). Suitable cleaning materials have been provided.	Disposable gloves to be provided Wipes for pianos to be provided  Cleaning responsibilities to be agreed with Fr Steffan and Churchwardens	HIGH	Director of Music	David Chapman 4/9/2020
	Risk of infecting others	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Cleaning responsibilities to be agreed with Fr Steffan and Churchwardens  <i>See also Determine placement of hand sanitisers available for your musicians to use.</i>	MEDIUM	Director of Music and Fr Steffan and Churchwardens	David Chapman 4/9/2020

Someone becoming ill during the event (whether related to COVID-19 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 – date and name
Organist Choir Members Conductor/DofM Other church users / officers		Consider whether it is necessary to appoint a trained first aider (and a deputy, in case of illness/self-isolation).	Not applicable	-	-	-

		Agree procedures with the first aider before the event, including consultation of any published guidance for delivering first aid in this context	Not applicable	-	-	-
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Unawareness of control measures amongst attendees						
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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 and name
Organist Choir Members Conductor/DofM Other church users / officers	Attendees unaware of risk and procedures	Make an announcement at the start of the event to highlight the key control measures in place.	<i>See Remind your performers beforehand about important safe practices.</i>	HIGH	Director of Music	David Chapman 4/9/2020
		Make a risk assessment document available online before the event and alert attendees to its presence.	This document  Available through distribution and online via the church website on the Music page.	HIGH	Director of Music, Fr Steffan and Churchwardens	David Chapman 4/9/2020
		Identify someone to whom attendees can speak if they have any concerns or questions.	Escalation to DofM  Escalation to Fr Steffan and Churchwardens  Escalation via Safeguarding Officers and that process available on the church website.	HIGH	Director of Music, Fr Steffan and Churchwardens	David Chapman 4/9/2020

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 – date and name
		If possible, close the building for 72 hours.	Responsibility of Fr Steffan and Churchwardens to advise.	LOW	Fr Steffan and Churchwardens	-
		If closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. This information is available <a href="#">online</a> .	Responsibility of Fr Steffan and Churchwardens to advise.	LOW	Fr Steffan and Churchwardens	-
		If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Responsibility of Fr Steffan and Churchwardens to advise.	LOW	Fr Steffan and Churchwardens	-

**Church:**

**Assessor's name:**

**Date completed:**

**Review date:**

St Peter's Church Streatham

St Peter's Standing Committee

4/9/2020

28/9/2020



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