

The Choir of St Laurence Catford

Risk Assessment for covid-19ⁱ

Access to church buildings for purposes of performance in live services						
Who is at risk?	What is the outline risk?	Controls required	Additional, specific measures to be implemented	Priority	Action by whom?	Completed - date and name
Choir Choir supervisors DoM Organist Congregation	Transmission of virus through close personal contact	Single, different points of entry and exit for church to create one-way flow, indicated with notices. 2M space markers along route. Emergency exits available at all times. Choir stalls sufficiently distanced from sanctuary and congregation. Indicate with signs those to be used, spaced according to guidelines.	Enter via Choir vestry, exit beside coffee bar. Lighting confirmed as on dawn-to-dusk timer. Choir members to occupy places with 2M distance from each other; DOM to stand 3M from singers. Any changes to standard arrangement to be risk-assessed	H	DOM/Parish Manager	29/09/20 JF, SC
Choir SR Adults DoM Organist	Transmission of virus in enclosed space	Buildings aired before use. Where possible, doors and windows opened temporarily to improve ventilation.	Vestry windows to be opened during rehearsals and doors kept open where possible	M	DOM	20/09/20 JF

Access to church buildings for purposes of performance in live services

Who is at risk?	What is the outline risk?	Controls required	Additional, specific measures to be implemented	Priority	Action by whom?	Completed - date and name
Choir SR Adults DoM Organist	Transmission of virus via surfaces in shared spaces	<p>Church covid-safe cleaning procedures implemented. Cleaning schedule takes account of rehearsal and service times</p> <p>When the church has been quarantined for 72 hours carry out cleaning as per the normal advice on cleaning.</p> <p>If church used within less than 72 hours then Public Health England guidance followed on cleaning in non-healthcare settings.</p>	<p>Regular confirmation of rehearsal dates and times to be given to Parish Office.</p> <p>Adult choir members to wipe down surfaces between services on Sundays. Surfaces and touch points wiped with sanitiser spray or disposable wipes</p>	H	Parish Manager / DOM	20/09/20 JF SC
Choir SR Adults DoM Organist	Risk of infecting others	<p>Toilets to have an adequate supply of soap, disposable hand towels, bin for towels and sanitiser.</p> <p>Person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.</p>	<p>Confirmation of cleaning supplies and methods received from Incumbent / Parish Manager</p>	H	Incumbent / Parish Manager	29/09/20 JF

Ensuring participants' safety						
Who is at risk?	What is the outline risk?	Controls required	Additional, specific measures to be implemented	Priority	Action by whom?	Completed - date and name
Choir SR Adults DoM Organist	Virus transmitted by hands/touching surfaces	Choir members/all attendees to register with QR code/list and sanitise hands on arrival	Hand sanitisation station and QR code provided in vestry and reminders given	H	DOM/Parish Manager / care taker	29/09/20 JF
Choir SR Adults DoM Organist	Virus transmitted by aerosols	Face coverings to be worn at all points when not leading worship and rehearsing	A supply of disposable masks to be available at centre sanitisation station	H	DOM/Parish Manager / care taker	29/05/21 JF
Choir SR Adults DoM Organist	Virus transmitted via sharing of items eg printed music	Choir to have their own copy of the music/worship materials – laid out in advance on table. Music to be handled by someone who has sanitised hands and music stays with one individual throughout the rehearsal and service. Attendees to bring their own pencils (for marking music etc.)	Music to be kept in pigeonholes or taken home between rehearsals and worship. Staggered access to pigeonholes (follow advice of DOM).	M	DOM / Librarian	29/09/20 JF
DOM Organist	Virus transmitted via (keyboard) instruments	Only one accompanist to play the piano or organ during the service and/or rehearsals.	DoM not to accompany the choir when the organist is not present	M	DOM / Organist/ Parish Manager / Caretaker	29/09/20 JF

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		Disinfect the organ consoles and piano before use: This must be done with a soft cloth sprayed with disinfectant. Disinfectant must not be applied directly to instruments.	Hygiene instructions should be clearly visible on the organ console and hand sanitiser must be available at the console.			
Choir SR Adults DoM Organist	Transmission of virus through close personal contact	Alert attendees on arrival to any particular hazards, and the need to take care moving around the venue (particularly if wearing robes).	Staggered robing schedule in operation	M	DOM	
Choir SR Adults DoM Organist	Transmission of virus through close personal contact	Arrange a larger space than would usually be required for 1:1 coaching/small group work.	Dynamic measures in operation relating to choir size	H	DOM	In progress
DOM Leaders Choir SR Adults Organist	Risk of overwhelm from extra measures and risks required	Ensure Code of Conduct in place for junior choir behaviour Encourage delegation where possible, strong communication and sufficient notice to allow for thorough planning Implement use of pastoral support where required		H	DOM / Incumbent / All	Ongoing

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 measures to be implemented	Priority	Action by whom?	Completed - date and name
Choir SR Adults DoM Organist	Attendee within the group tests positive	Ensure current guidance on Test and Trace and self-isolation is followed and communicated with Choir members/others	All those present to be contacted and Test and Trace alerted	H	DOM / Parish Manager	In progress
Choir Organist DoM	Unexpected absence	Make it clear who attendees should contact if they are unable to come.	Check whether absence due to possible covid-19 and point to relevant guidance (see above)	M	DOM	29/09/20 JF
Choir SR Adults DoM Organist	Illness	<p>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.</p> <p>Consider asking two people to learn a solo in case one is taken sick.</p> <p>Ensure contact details of trained first aiders available</p>	See Choir Rehearsal Risk Assessment	M	DOM	<p>29/09/20 JF</p> <p>Feb 2020 JT, PC & CP</p>

Awareness of control measures amongst attendees						
Who is at risk?	What is the outline risk?	Controls required	Additional, specific measures to be implemented	Priority	Action by whom?	Completed - date and name
Choir SR Adults DoM Organist	Attendees unaware of risks and procedures	Clear communications to choir members at rehearsals/services on covid-safe requirements such as Hands Face Space Fresh Air	Include safety procedures in Code of Conduct Reminder in weekly service sheet	H	DOM	29/09/20 JF
Choir SR Adults DoM Organist		Make a risk assessment document available online before the event and alert attendees to its presence.	Online presence provided	H	Incumbent / Parish Manager	29/09/20 JF
Choir SR Adults DoM Organist		Identify someone to whom attendees can speak if they have any concerns or questions.	On 'Precautions' document	H	DOM	29/09/20 JF

Church: St Laurence Catford

Assessor's name: Jocelyn Freeman

Date completed: 25/05/2021 **Review date:** 10/11/2021

ⁱ Based on guidance from the RSCM