

The Choir of St Laurence Catford

Risk Assessment for covid-19

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 through close personal contact	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.	Enter via Choir vestry, Exit beside coffee bar. Lighting to be confirmed with Incumbent.	M	DOM	In progress
Choir SR Adults DoM Organist	Transmission of virus in enclosed space	Buildings have been aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation.	Choir room windows to be opened during rehearsals where possible	M	DOM	In progress
Choir SR Adults DoM Organist	Insufficient cleaning of shared spaces	Review the CofE guide on cleaning church buildings, which can be found online. Agree a cleaning procedure before the event or ensure the venue will take responsibility for adequate cleaning.		H	Parish Manager	In progress

Access to church buildings for purposes of performance in live services

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Choir SR Adults DoM Organist Congregation	Additional risk of infection	Cordon off or remove from public access the area occupied by the musicians, as appropriate.	Choir location during worship tbc	L	Incumbent / DOM / Parish Manager / Care taker	In progress
Choir SR Adults DoM Organist Congregation	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.	Choir location during worship tbc	M	DOM	In progress
Choir SR Adults DoM Organist	Transmission of virus through close personal contact	Consider bottlenecks such as staircases or narrow corridors.	One-way system to be implemented	L	DOM	In progress
Choir SR Adults DoM Organist		Remind your performers beforehand about important safe practices. E.g. no physical contact, practice hand washing.	Hand sanitisation station requested for the choir rehearsal room	M	DOM/ Parish Manager / care taker	In progress
		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.		M	Parish Manager / care taker	In progress

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Choir SR Adults DoM Organist		Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.		M	Parish Manager / care taker	In progress
Choir SR Adults DoM Organist		Alert attendees on arrival to any particular hazards, and the need to take care moving around the venue (particularly if wearing robes).		L	DOM	In progress
Choir SR Adults DoM Organist		Remove any items that do not need to be present, particularly those in thoroughfares		M	Care taker	In progress

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	Attendee within the group is a virus carrier	Ensure current guidance on self-isolation is emphasised in pre-event communications.	Detailed pre-choir communications to be assembled and distributed. Info to be online	H	DOM / Parish Manager	In progress
Choir SR Adults DoM Organist	Virus spread by hands	Determine placement of hand sanitisers available for your musicians to use.	Hand sanitisers requested	H	DOM	In progress

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 DoM	Illness	Consider asking two people to learn a solo in case one is taken sick.		M	DOM	In progress
Choir Organist DoM	Unexpected absence	Make it clear who attendees should contact if they are unable to come.		M	DOM	In progress
Choir SR Adults DoM Organist	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.		M	DOM	In progress
Choir SR Adults DoM Organist	Venue 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?	Choir to follow church advice for relocation. Communications at short notice would be made via text message	L	Incumbent	In progress
Choir SR Adults DoM Organist	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.		M	DOM / Librarian	In progress

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 through sharing of items	Ask attendees to bring their own writing implements (for marking music etc.)		M	DOM	In progress
DOM Organist	Virus transmitted via (keyboard) instruments	Minimise the number of people playing the piano or organ during the service. Ideally, have only one accompanist.	DOM not to accompany when organist present	M	DOM / organist	In progress
DOM Organist	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.	DOM to discuss with Parish Manager	M	DOM / Parish Manager / care taker	In progress
Organist		Hygiene instructions should be clearly visible on the organ console and hand sanitiser must be available at the console.	Hand sanitisers requested	M	DOM / Parish Manager / care taker	In progress
Organist Page tuner	Transmission of virus through close personal contact	Consider whether a pageturner is necessary in a confined organ loft – could temporary photocopies be used instead?		L	Organist	In progress
Choir SR Adults DoM Organist	Transmission of virus through close personal contact	Consider using a larger space for robing if the vestry is small.	Robing schedule to be implemented	M	DOM	In progress

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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.	Measures to be implemented once choir size gauged	H	DOM	In progress
Choir SR Adults DoM Organist	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.		H	DOM	In progress
DOM Choir Organist	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.	Location of choir and DOM to be discussed with Incumbent	H	DOM / Incumbent	In progress
DOM Choir		Consider whether registration could be done without face-to-face contact and/or a queue.		M	DOM	In progress
Choir SR Adults DoM Organist	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.	Confirmation of cleaning methods sought from Incumbent / Parish Manager	H	Incumbent / Parish Manager	In progress

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	Risk of infecting others	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Confirmation of cleaning methods sought from Incumbent / Parish Manager	H	Incumbent / Parish Manager	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	In progress

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		Consider whether it is necessary to appoint a trained first aider (and a deputy, in case of illness/self-isolation).	See Choir Rehearsal Risk Assessment	L	DOM	Feb 2020 JT, PC & CP
Choir SR Adults DoM Organist		Agree procedures with the first aider before the event, including consultation of any published guidance for delivering first aid in this context		L	DOM	Feb 2020 JT, PC & CP

Unawareness 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 risk and procedures	Make an announcement at the start of the event to highlight the key control measures in place.	Include safety procedures in Code of Conduct	H	DOM	In progress
Choir SR Adults DoM Organist		Make a risk assessment document available online before the event and alert attendees to its presence.	Online presence sought via Incumbent and Parish Manager	H	Incumbent / Parish Manager	In progress
Choir SR Adults DoM Organist		Identify someone to whom attendees can speak if they have any concerns or questions.	This role to be included in SR documents and raised with existing SR adults	H	DOM	In progress
Choir SR Adults DoM Organist		If possible, close the building for 72 hours.		M	Parish Manager	In progress
Choir SR Adults DoM Organist		If closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. This information is available online.	Awaiting assurance that the church is a Covid-secure venue	H	Parish Manager	In progress
Choir SR Adults DoM Organist		If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.		L	Parish Manager	In progress