

Group name

**Lancaster & District Choral Society**

COVID-19 risk assessment for:

**Weekly: On each Monday 06/09/2021 - 22/11/2021 from 19:00 to 21:30 hrs**  
**University of Cumbria, St. Martin's Chapel, Bowerham Road, Lancaster, LA1 3JD**

Rehearsal days and time

Signed off by Committee: **23/08/2021**

Rehearsal venue

Send Members information sheet: outlining their own responsibilities - Done



Priority area	Transmission risk	Possible mitigations and actions	Action	When	Responsible	Committee Member	Relevance	Other relevant notes
<b>Turn away anyone who should be self-isolating</b>								
	Aerosol, droplet, surface	Ask Member to do their own health assessment and stay away if: - they have symptoms / feel unwell - tested positive (PCR or Lateral flow) - have been told to self isolate - someone they have close contact with has tested positive - are quarantining after a visit abroad	Information sheet	Prior to rehearsal	Member	N/A	Keep	<a href="#">NHS procedures and Close contact definition</a>
	Aerosol, droplet, surface	Encourage use of lateral flow tests - ideally take on day of rehearsal!	Information sheet	Prior to rehearsal	Member	N/A	Keep	<a href="#">Order LFT England</a>
	Aerosol, droplet, surface	Encourage members to think about transport	Information sheet	Prior to rehearsal	Member	N/A	Keep	Do not use car sharing unless unavoidable etc.
	Aerosol, droplet, surface	Encourage vaccine take up	Information sheet	Prior to rehearsal	Member	N/A	Keep	
	Aerosol, droplet, surface	Someone becomes unwell at rehearsal: - Person goes home and follows NHS procedures - Anyone who had close contact goes home and follows NHS procedures - Person with symptoms informs committee / close contacts of test results - If positive inform wider attendees and venue	Inform Committee	Prior to rehearsal	Committee	Linda Cook	Keep	<a href="#">NHS procedures and Close contact definition</a>
<b>Provide adequate ventilation</b>								
	Aerosol	Rehearsal takes place outdoors	Decision to be made	Prior to rehearsal	Committee	All	Review	Subject to national guidelines
	Aerosol	Doors and windows kept open as much as possible	Open or Close	Day of Rehearsal	Committee	Stan Kirby	Keep	Plus Linda
	Aerosol	Fans in corners of room	Not available	Day of Rehearsal	Venue	N/A	Not Available	<a href="#">CIBSE guide technical guidance</a>
	Aerosol	Use CO2 monitors to check ventilation quality	Not available	Day of Rehearsal	Venue	N/A	Not Available	<a href="#">HSE guide on using CO2 monitors to identify poorly ventilated spaces</a>
	Aerosol	If CO2 above 1500ppm: - take a break (everyone leaves the room) - ventilate the room - use face coverings	Not available	Day of Rehearsal	Venue	N/A	Not Available	
	Aerosol	Room ventilated before rehearsals and during breaks	Open or Close	Day of Rehearsal	Committee	Stan Kirby	Keep	<a href="#">HSE general guidance on ventilation</a>
	Aerosol	Regular breaks to remove face masks (5 mins every 30 minutes)	Ask for consensus	Day of Rehearsal	Committee	John Perrin	Review	
	Aerosol	Overall length of rehearsal not reduced, but stay in own space for stretching etc.	Ask for consensus	Day of Rehearsal	Committee	All	Review	
	Aerosol	Use face coverings with "Sing Safe" insert - Both optional	Optional	Day of Rehearsal	Member	N/A	Keep	<a href="#">Discount on Sing Safe face masks</a>
	Aerosol	HEPA filters	Not available	Prior to rehearsal	Venue	N/A	Not Available	
<b>Clean more often</b>								
	Surface	Venue cleaned before rehearsal	LDCS & University	Day of Rehearsal	Committee	All	Keep	LDCS to sanitise before rehearsal.
	Surface	Venue cleaned after rehearsal	LDCS & University	Day of Rehearsal	Venue	N/A	Keep	University will clean after we leave.
	Surface	Hand sanitiser provided at door	LDCS & University	Day of Rehearsal	Venue	N/A	Keep	There is a wall sanitiser at entrance.
	Surface	Hand sanitiser provided in rehearsal room	LDCS & University	Day of Rehearsal	Committee	Linda Cook	Keep	LDCS will supply sanitiser, anti bac wipes etc.
	Surface	Regular Hand washing / sanitising encouraged	Information sheet	Prior to rehearsal	Member	N/A	Keep	
	Surface	Toilets and common touch points cleaned regularly	LDCS & University	Day of Rehearsal	Committee	All	Keep	LDCS to sanitise before rehearsal but Uni will clean after we leave. Any person using the toilet. Anti Viral wipes to be in position in toilets
	Surface	Hand sanitiser provided at common touch points (e.g. doors, shared kitchen)	Can Uni supply?	Day of Rehearsal	Committee	Linda Cook	Keep	There is a wall sanitizer at entrance, but LDCS will also supply.
	Surface	Members bring their own equipment (music stands, mics, sheet music, rosin, valve oil, wax, mutes, etc.)	Information sheet	Prior to rehearsal	Member	N/A	Keep	
	Surface	No sharing of equipment where possible - hand sanitiser provided where unavoidable	Information sheet	Prior to rehearsal	Member	N/A	Keep	Includes piano, music sheets/books, music stands ; What about pens: BYO but a few sanitised?
	Surface	Rubbish bins regularly emptied	University to action	Day of Rehearsal	Venue	N/A	Keep	
<b>Enable people to check in at your venue</b>								

Priority area	Transmission risk	Possible mitigations and actions	Action	When	Responsible	Committee Member	Relevance	Other relevant notes
	Aerosol, droplet, surface	Venue providing relevant Test and Trace information and check-in	Not available	Prior to rehearsal	Venue	N/A	Not Available	LCDS will use our own registraion sheets as a record.
	Aerosol, droplet, surface	Register of attendees kept - informed if positive case reported	By default	Day of Rehearsal	Committee	Linda Cook	Keep	
<b>Communicate and train</b>								
	Aerosol, droplet, surface	Risk assessment available online for all stakeholders to see	RA Spreadsheet	Prior to rehearsal	Committee	Roger Dunn	Keep	
	Aerosol, droplet, surface	1 pager / simple instructions / expected behaviours sent to all members	Information sheet	Prior to rehearsal	Committee	Linda Cook	Keep	
	Aerosol, droplet, surface	Posters at venue reminding of procedures (e.g. wash hands, social distancing, one way systems)	Print 60 off	Day of Rehearsal	Committee	Stephanie Tulij	Keep	<a href="#">Making Music template posters</a>
	Aerosol, droplet, surface	Verbal reminders at rehearsals	Information sheet	Day of Rehearsal	Committee	Roger Heise	Keep	
<b>Social distancing / flow of people</b>								
	Droplet	Find out how many persons can be accommodated at 2m and 1m distances - Ans. 30 and 60	Complete	Prior to rehearsal	Committee	Sub Group	Keep	RD added - See "Covid-19 Risk Assessment Notes - Rehearsal/meeting space" page 9
	Droplet	2m social distancing at all times	Not possible	Prior to rehearsal	Committee	All	Keep	30 max when seated
	Droplet	2m social distancing whilst rehearsing	Not possible	Prior to rehearsal	Committee	All	Keep	30 max when seated
	Droplet	1m social distancing at all times	OK	Prior to rehearsal	Committee	All	Keep	60 max when seated
	Droplet	1m social distancing whilst rehearsing only	OK	Prior to rehearsal	Committee	All	Keep	60 max when seated
	Droplet	No social distancing but members ask to respect each other space	Information sheet	Prior to rehearsal	Member	N/A	Review	Subject to national guidelines
	Droplet	No more than 1 person in kitchen/cloakroom, corridor, toilets at a time	Information sheet	Day of Rehearsal	Member	N/A	Keep	
	Droplet	One way and queuing systems at pinch points - e.g. entrance/exit, toilets, kitchen	On arrival/deperture	Day of Rehearsal	Committee	Stan Kirby	Keep	Queue behind altar - Departure: One row at a time, socially distanced
<b>Singing</b>								
	Aerosol, droplet	Rehearsal takes place outdoors	Notify members	Prior to rehearsal	Committee	Linda Cook	Review	Subject to national guidelines
	Aerosol, droplet	Singers limit volume	Information sheet	Day of Rehearsal	Member	N/A	Keep	Ask members to limit voice volume.
	Aerosol, droplet	Microphones used	TBD	Day of Rehearsal	Committee	John Perrin	Review	John to decide.
	Aerosol, droplet	Space well ventilated	Open or Close	Day of Rehearsal	Committee	Stan Kirby	Keep	Use doors or windows
	Aerosol, droplet	2m / 1m distancing	TBD	Prior to rehearsal	Committee	All	Review	Depends on numbers attending 2m preferred
	Aerosol, droplet	All stand side by side not facing other members	None	Day of Rehearsal	Committee	All	Keep	Our members do not stand face to face anyway
	Aerosol, droplet	MD to stand in front but following guidelines	See Notes	Day of Rehearsal	Committee	John Perrin	Keep	1) Piano position to be out of direct line of singers 2) MD & Accompanist could wear a face shield 3) Both to be more thn 3 meters distance
	Aerosol, droplet	Face coverings worn when singing	Information sheet	Day of Rehearsal	Member	N/A	Keep	<a href="#">Would we provide? Follow this "sing-safe" link</a>
	Aerosol, droplet	Regular breaks	None	Day of Rehearsal	Committee	John Perrin	Keep	We have one 15 min break, but could have a second if requested.
<b>Refreshments</b>								
	Surface	No refreshments provided	Information sheet	Prior to rehearsal	Member	N/A	Keep	
	Surface	Participants bring their own	Information sheet	Prior to rehearsal	Member	N/A	Keep	
	Surface	Follow venue protocols around kitchen use / refreshments provisions			N/A	N/A	Discard	Not relevant
	Surface	Disposable / single use crockery			N/A	N/A	Discard	Not relevant
	Surface	Pre packed / individual refreshments provided			N/A	N/A	Discard	Not relevant
	Surface	All items cleaned in dishwasher			N/A	N/A	Discard	Not relevant