

LDCS Covid-19 Risk Assessment Tool

R Value	ACTION TO BE TAKEN
20-25	Stop – stop activity and take immediate action
15-16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	Action – improve within specified timescale
3-6	Monitor – look to improve at next review or if there is a significant change
1-2	No action – no further action but ensure controls are maintained and reviewed

High ↑ LIKELIHOOD ↓ Low	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		CONSEQUENCES				
		←				→
		Low ← → High				

L value	Meaning	C value	Example
1	Very unlikely	1	Inconvenience – absent singer
2	Unlikely	2	Pattern of significant absence
3	Fairly likely	3	All associated with choir must quarantine
4	Likely	4	Several hospitalisations
5	Very likely	5	Catastrophic – ventilation needed; possible

Rehearsal Risk Assessment



Name of choir: **Lancaster & District Choral Society**

Venue: University of Cumbria, St. Martin's Chapel, Bowerham Road, Lancaster, LA1 3JD

Date of Rehearsal: 06/09/2021

Rehearsal time: 18:30 - 21:30

Date of assessment: 19/08/2021

[Latest Government Guidance: Coronavirus: how to stay safe and help.](#)

Date signed off by Committee: 23/08/2021

Risk No.	Respons. Person	Risk & Business Implication	Likelihood (control)	Consequence (criticality)	Risk Value	Actions	Progress / Position	Review Date	Rating/Action Required
<b>Wider environment risks</b>									
1	Chair	Local restrictions are applied leading to: (1) more rigorous conditions for groups to meet; (2) groups no longer able to meet	3	1	3	(1 and 2) Review new conditions and consider whether rehearsals are still possible. Cancel rehearsals if not.	No local conditions in place currently	As announcements made	Monitor - Look to improve at next review or if there is a significant change
2	Chair	New national restrictions are applied leading to: (1) more rigorous conditions for groups to meet; (2) groups no longer able to meet	4	1	4	(1 and 2) Review new conditions and consider whether rehearsals are still possible. Cancel rehearsals if not.	All latest guidance has been considered on issue and accompanying advice from experts and representative organisations such as ABCD, Making Music, etc	As announcements made	Monitor - Look to improve at next review or if there is a significant change
3	Chair	Unable to track & trace when someone falls ill outside rehearsal	2	4	8	<ul style="list-style-type: none"> <li>•Keep attendance register</li> <li>•Keep &amp; enforce seating plan</li> <li>•Members declaration records latest contact details</li> <li>•Provide members with choir point of contact if they fall ill</li> <li>•nominated individual from each rehearsal group to take register and remind of protocols etc. on arrival</li> </ul>	<ul style="list-style-type: none"> <li>•Attendance register a routine activity already.</li> <li>•Vaccine and Test Status form will be in use at rehearsal</li> <li>•Linda Cook (Secretary) to be contact point and take register.</li> <li>•Roger Heise (Chairman) to remind members of protocols</li> </ul>	During each rehearsal	Monitor - Look to improve at next review or if there is a significant change

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<b>Venue risk</b>									
4	Chair	Inadequate ventilation leads to greater risk of transmission	2	3	6	<ul style="list-style-type: none"> <li>•Ensure venue ventilated before arrival</li> <li>•Ensure doors and windows are open where possible</li> <li>•If ventilation is inadequate look for other venue or cancel rehearsals</li> <li>•Shorten rehearsals (1 hr planned)</li> <li>•Possibly take a break during rehearsals of more than one hour and ask people to leave room while ventilation is increased</li> </ul>	<ul style="list-style-type: none"> <li>• There are plenty of windows to open.</li> <li>• Could be cold later in term - advise members to wear warm clothing.</li> </ul>	During each rehearsal	Monitor - Look to improve at next review or if there is a significant change
5	Chair	Build-up of virus on shared surfaces	1	2	2	<ul style="list-style-type: none"> <li>•All venue equipment (chairs, tables, lecterns, toilet facilities, light switches, door handles) cleaned prior to and after rehearsal</li> <li>•Unnecessary equipment removed by venue prior to rehearsal</li> <li>•Those undertaking admin etc provided with gloves and masks</li> <li>•Nominated individuals only to undertake activities, names recorded</li> </ul>	To be discussed with venue - Done LDCS to sanitise before rehearsal but Uni will clean after we leave.	During each rehearsal	No action - No further action but ensure controls are maintained and reviewed
6	Chair	Transmission when using toilet facilities	1	1	1	<ul style="list-style-type: none"> <li>•Toilets used only by one person at a time</li> <li>•No queuing: individuals to remain in seat except on going to available toilet</li> <li>•Toilet users to wash hands and/or use sanitiser</li> <li>•Nominated member in each group to monitor actions</li> </ul>	<ul style="list-style-type: none"> <li>• Venue already has majority of these arrangements in place</li> <li>• No nominated persons to monitor actions - Individual responsibility</li> <li>• Current situation will allow toilet queuing along rear wall if at least 1m distance</li> </ul>	During each rehearsal	No action - No further action but ensure controls are maintained and reviewed
7	Chair	Transmission during entry and exit from venue	2	2	4	<ul style="list-style-type: none"> <li>•Arrival times to be staggered</li> <li>•Arrival timed to allow any previous users to have vacated fully and for ventilation to take place.</li> <li>•Nominated person from each singing group to be responsible for door management and temperature taking and for ensuring orderly exit from the hall</li> <li>•Individuals allowed into venue one at a time, and required to social distance while waiting to enter</li> <li>•Socially distanced routes through venue marked up with signage</li> <li>•After checking in individuals to move immediately to nominated seating area and stay there</li> <li>•Individuals required to leave singly with others remaining in seats until called.</li> <li>•no socialising allowed in or around venue</li> <li>•Individual taking register etc to be provided with gloves, mask etc</li> </ul>	Signage already in place in venue to be adopted.  <b>Stan Kirby (Vice Chairman) to:</b> <ul style="list-style-type: none"> <li>• Welcome people</li> <li>• Monitor Entrance/Exit</li> </ul> <b>A.N Other (TBD) to:</b> <ul style="list-style-type: none"> <li>• Control Ventilation using doors and windows</li> </ul>	As entry and exit from each rehearsal takes place	Monitor - Look to improve at next review or if there is a significant change
8		Transmission during rehearsal period	3	2	6	<ul style="list-style-type: none"> <li>•all seats will be placed minimum 1 metre but ideally 2 metres apart</li> <li>•numbers attending to be restricted to allow for minimum 1 metre social distancing to take place</li> <li>•individuals to remain in seat throughout rehearsal</li> <li>•All personal belongings, including water bottles to be taken to seat and remain there during rehearsal</li> <li>•all individuals to remain facing forwards during rehearsal</li> <li>•there will be no refreshment break, but attendees can bring their own water etc.</li> <li>•singing will be carried out only at low or medium volumes. Loud singing or talking to be avoided.</li> <li>•rehearsal pieces and singing techniques will be adapted to reduce aerosol production</li> <li>•Members to be asked to talk socially only limited amounts and to speak quietly</li> <li>•Musical director to possibly have microphone</li> <li>•we will consider screens to separate groups of 6 during rehearsals</li> </ul>	<ul style="list-style-type: none"> <li>• Choir to possibly be split initially into three groups of maximum 20 people rehearsing on separate occasions</li> <li>• Cost of screens being explored</li> </ul> - No longer deemed necessary with current guidelines	After first rehearsal initially or when any national or local changes are made	Monitor - Look to improve at next review or if there is a significant change
9	Nominated individual for rehearsal group	Transmission through discarded safety and other materials generated by rehearsals	1	1	1	<ul style="list-style-type: none"> <li>•All waste material to be bagged and sealed at end of rehearsal</li> <li>•members to take all own waste material away with them, including masks, gloves etc.</li> </ul>	• Members to take away all their own rubbish	After first rehearsal initially	No action - No further action but ensure controls are maintained and reviewed

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<b>Rehearsal member risks</b>									
10	Chair	Attendees pick-up Covid 19 on the way to/from rehearsals	2	1	2	<ul style="list-style-type: none"> <li>Members made aware of risks of different forms of travel, eg car sharing; public; walking; cycling</li> <li>Recommend solo private travel unless unavoidable</li> </ul>	<ul style="list-style-type: none"> <li>To be issued with weekly notices</li> </ul>	When any national or local changes are made	No action - No further action but ensure controls are maintained and reviewed
11	MD/Chair	Transmission through sharing or distribution of music or other equipment	1	1	1	<ul style="list-style-type: none"> <li>Members to bring own scores and copies of music</li> <li>Use music members already have in their possession</li> <li>any music distributed by librarian will be sanitised and members asked to retain for 72 hours without using.</li> <li>make clear from the start and give regular reminders NOT to share eg sheet music, scores, (music stands)</li> <li>inform members in advance of each rehearsal what is needed to ensure they bring what is required</li> <li>musical director to bring own music stand which is sanitised before and after each rehearsal</li> </ul>	<ul style="list-style-type: none"> <li>will use some scores already owned by [all/most] members such as 100 Carols for Choirs</li> </ul>	After each rehearsal and National rule change	No action - No further action but ensure controls are maintained and reviewed
12	Nominated individual for rehearsal group	Infected individual attends rehearsal	2	1	2	<ul style="list-style-type: none"> <li>All potential attendees to sign pre attendance declaration that they do not meet Government criteria for self isolation, including MD and accompanist                             <ul style="list-style-type: none"> <li>temperature check will be taken on arrival</li> </ul> </li> <li>Attendees will be registered and asked to confirm they meet requirements for attending</li> <li>anyone with high temperature or nor able to confirm will be sent home.</li> <li>All attendees will be required to wear face coverings and to have these in place before they enter</li> <li>face coverings should be replaced when they become damp</li> <li>Spare face coverings will be made available for anyone that forgets theirs</li> </ul>	<ul style="list-style-type: none"> <li>Should we include "Covid-19 clear declaration" in Registration form?</li> <li>Draft declaration drawn up for electronic circulation once agreed.</li> <li>Suitable thermometer being sourced [No longer deemed necessary]</li> <li>Once nominated individuals are known they will be instructed on correct use of thermometer [No longer deemed necessary]</li> <li>spare face coverings to be purchased once rehearsals are agreed</li> </ul>	After any incident	No action - No further action but ensure controls are maintained and reviewed
13	MD	Transmission from conductor to singers	1	3	3	<ul style="list-style-type: none"> <li>conductor to be miked up</li> <li>conductor to wear face covering</li> <li>conductor to have screen in front of them</li> </ul>	<ul style="list-style-type: none"> <li>No longer deemed necessary in current situation</li> </ul>	After each rehearsal and National rule change	Monitor - Look to improve at next review or if there is a significant change
14	Nominated individual for rehearsal group	Individual falls ill with possible Covid symptoms during rehearsal	2	4	8	<ul style="list-style-type: none"> <li>arrangements made to send individual home immediately</li> <li>individual asked to have Covid test if any of key symptoms are present</li> <li>Rehearsal ended immediately if Covid symptoms present</li> <li>All attendees to be asked to self-isolate until test results from individual are available</li> <li>If Covid 19 is confirmed all rehearsal attendees to be informed and track and trace informed.</li> <li>Venue to be informed</li> </ul>	<ul style="list-style-type: none"> <li>Protocol to be drawn up for nominated individuals and musical director to follow</li> </ul>	After any incident	Monitor - Look to improve at next review or if there is a significant change
15	Chair /MD	Transmission from attendees not conforming to required behaviours	2	4	8	<ul style="list-style-type: none"> <li>Guidance to be issued to all members attending rehearsals in advance; agreement to conform to this will be part of declaration</li> <li>All attendees to be reminded before and on arrival at their planned rehearsal what expected behaviours are and the consequences of not meeting them                             <ul style="list-style-type: none"> <li>warnings to be issued immediately anybody does not conform by MD or committee member present</li> </ul> </li> <li>If behaviour(s) repeated individual to be excluded from future rehearsals while Covid restrictions are in place</li> </ul>	<ul style="list-style-type: none"> <li>Information sheet guidance leaflet drawn up - to be issued prior to rehearsal</li> <li>Protocol for exclusion drawn up and circulated to members and committee - included in Information sheet.</li> </ul>	After any incident	Monitor - Look to improve at next review or if there is a significant change

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<b>Rehearsal conductor risks</b>									
16	MD	Conductor at increased risk of infection due to facing singing individuals	2	2	4	<ul style="list-style-type: none"> <li>ensure safer 3-5metre distance between singers and conductor</li> <li>provide conductor with screen in front of them [to be considered]</li> <li>All singers advised to wear face masks, with possibly "Sing Safe" inserts during rehearsal [Not compulsory]</li> </ul>	<ul style="list-style-type: none"> <li>venue laid out to provide suitable distancing</li> <li>Screen considered, but not thought necessary with 3m distance</li> <li>Government guidance say face coverings are now optional</li> <li>"Sing Safe" inserts will be available</li> </ul>	After first rehearsal initially	Monitor - Look to improve at next review or if there is a significant change
<b>Accompanist risks</b>									
17	MD	Accompanist at increased risk of infection due to facing singing individuals and/or musical director	2	2	4	<ul style="list-style-type: none"> <li>ensure safer 3-5metre distance between singers and accompanist</li> <li>provide accompanist with screen in front of them [to be considered]</li> <li>All singers to wear face masks during rehearsal</li> <li>musical director to observe 2 metre social distancing from accompanist</li> </ul>	<ul style="list-style-type: none"> <li>3m distance possible</li> <li>Screen considered but not thought necessary with 3m distance</li> <li>Government guidance say face coverings are now optional</li> <li>"Sing Safe" inserts will be available</li> </ul>	After first rehearsal initially	Monitor - Look to improve at next review or if there is a significant change
18	Accompanist	Accompanist at increased risk of infection due to keyboard, seat or musical score transmission	2	2	4	<ul style="list-style-type: none"> <li>piano keys and surrounds cleaned prior to and after rehearsal</li> <li>piano stool/ chair to be cleaned prior to and after rehearsal</li> <li>accompanist to use hand sanitiser/ wash hands prior to rehearsal and before leaving</li> </ul>	<ul style="list-style-type: none"> <li>3m distance possible - move piano</li> <li>Accompanist to clean their own area as required</li> </ul>	After first rehearsal initially	Monitor - Look to improve at next review or if there is a significant change