

<b>Group name:</b>	Malvern Festival Chorus	
<b>COVID-19 risk assessment for:</b>	Face to Face Rehearsals	see note at end for the key to this column
<b>Rehearsal day and time:</b>	Tuesday at 19:45	
<b>Rehearsal venue:</b>	Holy Trinity Church Hall (Upper Hall), 1 North Malvern Road, Malvern WR14 4LR	
<b>Review Date:</b>	The committee has agreed that this document will be reviewed after the first face to face rehearsal This risk assessment has been written with reference to the Holy Trinity Hall risk assessment documents	

Risk area	Possible mitigations and actions	Responsible	Other relevant notes
<b>1. Infection rates high/rising quickly</b>			
<b>Local restrictions are applied with little notice</b>			
	The committee will undertake to check government guidance prior to each rehearsal (see notes section)	Venue	<a href="#">Government guidance on local lockdowns</a>
	The committee will undertake to check Coronavirus cases data regularly, including for our local area (see notes section)	Person 1	<a href="#">Check corona virus cases data regularly</a>
	If there are local restrictions or a local surge in cases, rehearsals for that week may be cancelled at short notice.	Person 1	
<b>2. Risk to/from individuals to/from group</b>			
<b>High/moderate risk/vulnerable individuals attend</b>			
	The committee will undertake to check the definition of high/moderate risk/vulnerable persons on a regular basis? (see notes)	Person 1	<a href="#">NHS guidance: risk categories</a>
	The committee will undertake to review the wording of the questionnaire as required by any changing definitions or Government guidelines		
	The committee will encourage those members in high risk categories to take up the vaccination		
	The committee will arrange for an easily identifiable team of marshalls to manage the rehearsal process		
	The committee has agreed that face to face rehearsals can only proceed if the musical director and pianist are comfortable with arrangements		
<b>Infectious individual attends rehearsals</b>			
	The committee will exclude potentially infectious individuals from attending and entering rehearsal venue	Person 2	
	The committee will use a pre-attendance questionnaire via online form or email to prevent potentially infectious individuals from attending	Person 3	
	Upon arrival, members will be asked the same five questions to prevent potentially infectious individuals entering rehearsal venue.	Person 2	
	If a member knows that the answer to any of these questions is 'Yes', then please do not attend the rehearsal		
	The 5 questions are:		<a href="#">Download a sample questionnaire from our COV</a>
	1) Have you had a positive result from a Covid-19 test in the last 10 days or are you waiting for the results of a test (other than a routine test or one for research purposes)? Yes / No		
	2) Do you have any Covid-19 symptoms or had any in the last 7 days: raised temperature, new persistent cough, loss of or change to your sense of taste or smell? Yes / No		
	3) Have you been in close contact with someone who has tested positive for Covid-19, with someone who is awaiting a Covid-19 test due to experiencing symptoms (rather than a routine test or one for research purposes) or with someone who has had Covid-19 symptoms but not had a negative Covid-19 test result, in the last 10 days? Yes / No		
	4) Have you been contacted by the national 'Track and Trace' service and told you should self-isolate within the last 10 days? Yes / No		
	5) Have you returned from abroad and been told to quarantine? Yes / No		
	Members' temperature will also be checked with a hand held device pointed at the forehead before entry to the rehearsal space.		
	The committee has agreed to purchase a hand-held thermometer for this purpose.	Person 2	
<b>Inability to track &amp; trace when someone falls ill outside meeting</b>			
	A register will be kept, with seating plan, of everyone who attends rehearsals every week, for 21 days (for NHS Track & Trace)	Person 3	
	If anyone falls ill between one rehearsal and the next <b>they should contact the Membership secretary, Joy Black on 01684 892435</b>		

If that happens, Holy Trinity Hall and NHS Track & Trace will also be contacted by the membership secretary Person 4  
 All attendees of last 2 rehearsals will be contacted and asked to self-isolate for 10 days from date of attending the specific rehearsal during which the member became unwell or at least until a test result is known  
 From 24 September (England), it is mandatory for the venue to display an NHS Test & Trace poster with a QR code at the entrance - Holy Trinity Hall is compliant with this  
 On arrival an attendance a register will be taken manually to include those who don't have a smartphone to scan the QR code

#### Inability to deal with person becoming unwell in rehearsals

If a member becomes unwell during rehearsal, the Holy Trinity Hall Risk Assessment states that the individual must leave the building immediately. However, Holy Trinity have conceded that anyone who is unwell just needs to sit as far away as possible from the others if the weather is inclement Venue  
 A marshal will assist in contacting the member's emergency number to organise transport if required Person 2  
 If a member becomes unwell during a rehearsal s/he is requested to take a test asap and communicate the result to the Membership secretary  
 If this situation arises, the rehearsal will end immediately and members will be advised to launder clothes on arrival at home and asked to self-isolate until the test result is known Venue  
 The rehearsal space will be thoroughly cleaned by the marshals and the Holy Trinity contact notified. Person 2

#### Complacency means mitigating measures not complied with

The committee are aware of complacency and the potential of risk going forward, as participants get 'used to' rehearsing again Person 1  
 Particularly as more and more members are vaccinated, the committee will remind members at each rehearsal that other mitigations are still necessary and that the risk is not zero  
 The committee will be responsible to remind members how to mitigate risks at every rehearsal and this responsibility will be rotated in order to increase everyone's buy-in

#### Non-compliance with measures means risk to other attendees

Members that do not comply with the measures in place, could will be excluded from attending rehearsals Person 2  
 The committee agrees that this exclusion will only be for that specific rehearsal as long as the member demonstrates an understanding of the need to comply in the future  
 The committee will clarify that being vaccinated does not mean members can stop using other mitigations and that the marshals can still decide to exclude members if they do not comply

### 3. Behaviour of attendees/individual safety measures

#### Individuals spread or breathe in virus-laden particles

Expected behaviour has already been outlined in a separate information sheet: Person 3  
 1) 2 metre social distancing AT ALL TIMES, this means whilst arriving and leaving the venue, during musical activity and when using toilet facilities  
 2) Sneeze/cough into tissue/crook of arm (if temporarily not wearing a face mask)  
 3) No hugging, hand-shaking, socialising in rehearsal venue before/after and that this is an absolute pre-requisite of being allowed to meet for activity. Socialising outside at 2m distance are permitted  
 4) **Wearing of face masks (not plastic face shields) in the rehearsal venue mandatory at all times**  
 5) Singers should bring several face masks, as they are ineffective when wet through or a specialised singing mask  
 The marshals will have a box of disposable face masks on hand if anyone needs one Person 2

Guidance for face coverings in four nations:  
[singers masks available - 3D - list of suppliers](#)

#### Individuals spread/pick up virus by touching shared surfaces

Expected behaviours (as outlined on the separate information sheet) continued:  
 1) Members are asked to avoid touching shared surfaces as much as possible  
 2) Members are asked to sanitise/wash hands on arrival, departure and after a bathroom visit  
 3) Members to bring their own and do not share equipment (sheet music, water, pen, pencil, tissues, gloves, masks (more than one), bags to dispose of or carry used masks.)

4) Members will have an allocated seat which they must use and keep all their own equipment and personal belongings in that space

5) Members will bring their own refreshments

Members will be reminded to dispose of rubbish safely and preferably take it home with them

Person 2

#### Volunteers pick up virus in course of their duties

For marshals(volunteers) are undertaking several tasks: keeping the register/cleaning/ventilation/the key holder etc.:

1) The committee will designate specific roles for marshals

2) The committee will organise who does what job on what date, to reduce the number of people touching different items, eg pens, keys, thermometer etc

3) The committee will provide relevant PPE for the marshals and members if needed, eg gloves, cleaning materials and spare masks

Person 5

## 4. Rehearsal space

#### Your usual venue is not Covid-19 secure

Holy Trinity Hall has its own COVID-19 compliant risk assessment and QR NHS Track and Trace registration

Venue

[see Holy Trinity Risk Assessment documents on 1 Covid-19 Guidance for the safe use of multi-purp](#)

#### Space not large enough (floor and volume) to be safe

The committee undertakes to survey the membership to ascertain numbers who are willing to attend rehearsals in person

Numbers rehearsing will be reduced to ensure radius of 2m-3m around each singer/player and 3-5m distance to conductor

Numbers rehearsing will be reduced to ensure social distancing of 2m is possible at all times, not just during singing

The committee will consider: entrance/exit, route to bathrooms, socially distanced queues at any of these points in line with the Holy Trinity Risk assessment

Person 3

#### Build-up of aerosols

Holy Trinity Hall has high windows and will be ventilated before, during and after use by all users.

Venue

The marshals will open windows 25 minutes before rehearsals and for at least 20 minutes afterwards

Person 2

Rehearsal length will be 45 minutes to avoid the build up of aerosols

The committee has decided that if the rehearsals are shortened to 45 minutes, then fans are not needed to disperse the build-up of aerosols

The committee has agreed to purchase a CO2 monitor to use during rehearsals to monitor the air quality in the rehearsal space

Person 5

[Ventilation of teaching spaces: Questions you ne CIBSE \(Chartered Institute of Building Surveyors\)](#)

The marshal taking the register will monitor and note the CO2 readings at the beginning, during and at the end of the rehearsal and the ventilation will be adjusted accordingly - the lower the levels of CO2, the lower the risk of infection. The committee notes that if the CO2 reading goes above 1500ppm, then the rehearsal space needs to be ventilated, in which case the rehearsal would take a break and the marshals would guide the member to leave the hall whilst the room was ventilated.

#### Build-up of virus on shared surfaces

In line with Holy Trinity Risk Assessment, all areas of the hall and surfaces will be cleaned everyday

Shared touch points such as door handles, light switches and venue chairs (which have hard surfaces) will be cleaned by marshals before members arrive:

Person 2

1) Cleaned chairs will be in the correct position for the seating plan

2) Members are requested not to move any of the chairs in the rehearsal space

3) The number of marshals handling shared equipment will be limited by allocating specific tasks

4) The committee will provide PPE and cleaning equipment for the marshals to use

5) The marshals will clean all the shared touch points, wipe the chairs, clean the bathroom facilities and clear away any rubbish at the end of the rehearsal

6) The Musical Director and pianist will be responsible for cleaning any surfaces they need to touch using cleaning equipment provided by the committee

#### Aerosols in air

The marshals will ensure social distancing is maintained when queueing for bathroom facilities the use of which will be limited to one person at a time  
The marshals will remind everyone of the 'no mingling at all times' requirement  
The marshals will remind everyone of social distancing of 2m to be maintained at all times

Person 2

#### Queueing points and traffic flow (applies to all rooms / areas)

##### Difficulty of maintaining 2m social distancing

Marshals will manage queueing on arrival and guidance to seats  
Members will be invited to arrive at staggered times to avoid queues building up  
Marshals will manage members leaving the venue one by one  
Marshals will guide members to bathroom facilities which will only be able to be used one person at a time

Person 2

#### Rubbish

##### Contaminated material not properly disposed of

In line with Holy Trinity Risk Assessment, rubbish bags will be provided at the venue  
Members are encouraged to take their own rubbish home if at all possible  
Marshals (the key holder) are responsible for emptying any rubbish bins at the end of the rehearsal and taking it home  
The committee will provide marshals with gloves, hand sanitiser and spare bin bags

Venue

#### Cost

##### Measures that are possible/deemed necessary are not affordable

The committee have considered costs of resuming face to face rehearsals  
Subscriptions are have been adjusted this year and are under constant review  
The cost of one off items such as a CO2 monitor can be off set by the money saved on hiring music and reduced concert costs this year

Person 5

#### Other users of venue

##### Activity before yours leaves legacy of droplets/aerosols

The MFC secretary has discussed with Holy Trinity that the activity before the rehearsal ends at 18:00, an hour before  
This is to ensure enough time to clean and ventilate between the previous activity and the rehearsal  
The committee has agreed to rent the hall from 19:00 to 21:00 to ensure enough time for adequate ventilation

Person 3

## 5. Your musical activity

##### Venue cannot accommodate whole group at 2m distancing

The committee has agreed to conduct a survey to find out how many members are willing/able to attend now  
The MFC secretary will keep a register to ensure that access to face to face rehearsals is fair and equitable  
The committee has agreed to reduce numbers rehearsing to a maximum of 30 people to ensure radius of 2m-3m around each singer and 3-5m distance to the conductor and pianist  
This is in line with Holy Trinity Risk Assessment and Government guidelines

Person 3

##### Covid-safe placing of individuals during activity

The committee has agreed a seating plan for 28 to allow a 2m radius between singers in staggered rows  
There will be room for 3m-5m between front row of singers and the conductor/pianist; the committee has decided that plastic screens are not necessary

##### Participants cannot hear each other/conductor/vice versa

Marshals will remind members not to shout out or speak/sing too loudly (increased emission of aerosols) Person 2  
Marshals will advise members to raise their hands if they have a query or need attention  
The committee will consider purchasing a pocket amp/head microphone if needed by the conductor to enable all members to hear Person 5

#### Substantial numbers cannot attend in person

The committee are planning to offer hybrid rehearsals with a zoom meeting connection available from the face to face rehearsal for members choosing not or unable to attend  
The committee have discussed the best way to do this and acknowledge it will be trial and error for the first time and then reviewed

#### Virus spread through sheet music

Where possible, the committee will arrange to make music available to download from MFC website and ask them to print their own copies  
The committee may investigate purchasing electronic print-your-own licenses and out of copyright print-your-own music (e.g. ISMLP)  
The committee may also arrange to buy/hire music and distribute at pre-arranged outdoor venues after sufficient quarantine  
In all cases, the marshals will remind members not to share music under any circumstances Person 2

#### Aerosol transmission through prolonged exposure

The committee has agreed to reduce the overall length of rehearsal to 45 minutes with no break  
The committee has decided to rent the venue with sufficient time to ventilate the space before and after rehearsals  
The committee has decided that all singers should wear masks while singing as well as at all other times

[Ventilation of teaching spaces: Questions you ne](#)

#### Increased aerosols through high volume sound

The committee notes that reducing the volume of singing means that fewer aerosols are produced  
Reduced volume of singing also means less need for members to breathe deeply  
This in turn reduces the risk of 'hoovering up' a large amount of aerosols through in-breaths  
Singing some consonants can also increase aerosol production (this is perhaps not the moment to insist on clear and strong articulation)  
The musical director may adapt what is done in rehearsals (e.g. focus on harmonies, rather than articulation; listening rather than fortissimo)  
Mask-wearing whilst singing will also reduce this risk

#### Virus spread through shared equipment

Marshals will remind members NOT to share equipment on a regular basis Person 2  
Members will receive guidance about bringing their own equipment: music, drinks, masks, disposal bags for wet masks, pencil, pen, gloves and hand wipes if required

#### Accompanist exposed to Covid-19 via singers and/or piano

Only the usual/official pianist is to use piano  
The pianist can choose to clean the piano thoroughly before but definitely after rehearsals  
The pianist is advised to sanitise hands before/after cleaning  
No members are to face the pianist to sing; if proximity to the piano is needed, then the singer must face side by side with the pianist and at a 3-5m distance  
The piano will be positioned 3-5m from the singers and the conductor

## 6. Ancillary activity

#### Provision of refreshments is source of transmission

Members will be asked to bring their own refreshments

#### Breaks risk compromising 2m social distancing

The committee have decided that there will be no break during the rehearsal

#### Arrival/departure compromises 2m social distancing

The MFC secretary will create a seating plan from the online registration information Person 3  
Members will be requested to arrive at staggered times according to their position on the seating plan Person 2  
Marshals will remind members that in England there is an absolute requirement of 'no mingling' within the rehearsal space Person 2  
Marshals will remind members of the absolute requirement to be socially distanced at all times (2m minimum) Person 2  
After 'checking in', Marshals will guide members to go straight to allocated space on arrival and to leave hall straight away on departure

### 7. Transport to/from rehearsals

#### Attendees pick up Covid on the way to/from rehearsals

Information has been sent to members about travelling to rehearsals: ideally travel alone: walk, cycle, or travel in own car Person 3  
Members are requested that if they are sharing a car, then they need to wear face coverings, open the windows and sit as far apart as possible  
Members are reminded that public transport is the riskiest way to travel, especially buses  
Members have been sent information about nearby road side parking and public car parks  
Bikes may be locked to the railings on the patio

### 8. Your organisation

#### Desirable/necessary risk management measures unaffordable

The treasurer has considered the budget taking into account one off purchases and purchasing cleaning materials, gloves and so on Person 5  
The treasurer is confident that subscriptions do not need to be adjusted to accommodate extra expenditure  
The MFC insurance does not cover for infectious diseases, but provided the official guidance is followed and the risks have been assessed and guidance put in place to mitigate them, the committee are confident that this activity can proceed  
Members have been informed of the risks and what would be expected of them in terms of behaviour and it is therefore up to each individual member to make an informed choice and attend at their own risk

#### (too many) volunteers needed to run rehearsals

The committee has agreed to have 4 marshals in different roles at the first rehearsal and then review the situation Person 1  
The committee will be aware of any given individual being called upon too many times and to share the responsibility equally

#### Loss of income from membership subscriptions

The treasurer believes the subscription rates should remain the same for all members Person 5  
The treasurer will consider verified individual cases applying for concessionary subscription rates for members experiencing financial hardship due to redundancy or being furloughed

#### Loss of reputation due to rehearsing/not rehearsing

The committee have discussed whether or not to start face to face rehearsals - this is recorded in all meeting minutes  
The committee have communicated with members through rehearsal announcements and the monthly Newsletter  
The committee will consider an article in the local Gazette to communicate with the public (ie potential members, past or potential audiences) to announce the return to face to face rehearsals  
The committee will make this risk assessment and all other relevant documents on the MFC website, which is available to the public

Notes: Person 1 is the Chairman, Person 2 are the Marshalls, Person 3 is the Secretary, Person 4 is the Membership Secretary and person 5 is the Treasurer