

**Group name** La La Choirs Ltd  
**COVID-19 risk assessment for:** In person rehearsal for singing  
**Rehearsal day and time**  
**Rehearsal venue**

Risk area	Mitigations and actions	Responsible	Relevance	Other relevant notes
<b>1. Infection rate in your area high</b>				
Local restrictions apply with little notice	Check government guidance on local lockdowns (see notes section) Check Coronavirus cases data regularly (see notes section) if there are local restrictions or a local surge in cases, cancel rehearsals for that week remember to communicate with: members, MD, volunteers, venue			<a href="#">Government guidance on local lockdowns</a> <a href="#">Check corona virus cases data regularly</a>
<b>2. Risk to/from individuals to/from group</b>				
High/moderate risk/vulnerable individuals attend	check definition of high/moderate risk/vulnerable persons at least once a term (see notes) identify high/moderate risk/vulnerable individuals via questionnaire re-evaluate at regular intervals/as guidance changes, e.g. at least once a term Attendance is attendee's decision, the group's measures cannot reduce risk to zero - they will sign that they have understood			<a href="#">NHS guidance: risk categories</a>
Infectious individual attends rehearsals	exclude potentially infectious individuals from attending and entering rehearsal venue use pre-attendance CODE OF CONDUCT via online form or email to stop potentially infectious individuals attending use on the door questionnaire to stop potentially infectious individuals entering rehearsal venue 4 questions to ask: 1) do they have any of the symptoms: elevated temperature, continuous cough, loss of smell and taste 2) have they been in close contact with someone with symptoms 3) have NHS Track & Trace asked them to self-isolate 4) have they returned from abroad and been asked to self-isolate Temperature checking at entrance BUT not reliable indicator: can be infectious before/without high temperature			<a href="#">Download a sample questionnaire from our COVID secure rehearsals guidance</a>  Record temperatures for each attendee just in case
Inability to track & trace when someone falls ill outside meeting	keep register, with seating plan, of everyone who attends rehearsals every week, for 21 days (for NHS Track & Trace) ensure if anyone falls ill between one rehearsal and the next that they know to contact group and who to contact if that happens, contact NHS Track & Trace if that happens, contact all attendees and advise to isolate for 14 days and contact NHS track and trace			
Inability to deal with person becoming unwell in rehearsals	send person home immediately if you need to call transport for them, seat them on non-upholstered chair, wearing face covering and disposable gloves, by open window or door until transport arrives ask person with symptoms to take a test asap and communicate the result to you terminate rehearsal immediately and send everyone home, asking them to self-isolate until test result received clean rehearsal space carefully tell venue			
Complacency means mitigating measures not complied with	remind attendees verbally - at entrance, at break, during rehearsal, as it fits with your schedule display CODE OF CONDUCT at every rehearsal make it someone's responsibility to do reminders, and rotate that, that increases everyone's buy-in			
Non-compliance with measures means risk to other attendees	make it clear to members that if they do not comply with the measures group has in place, they will be excluded have a system (like school?) - 2 warnings and you're out, so it doesn't come as a surprise when you do exclude them enforce exclusion rigorously - it may make some people cross, but the majority will be relieved and behind you			
<b>3. Behaviour of attendees/individual safety measures</b>				
Individuals spread or breathe in virus-laden particles	set out expected behaviour: 1) 2 metre social distancing AT ALL TIMES, this means before, during and after musical activity, during breaks, in bathrooms 2) sneeze/cough into tissue/crook of arm (if not wearing a face-covering) 4) no hugging, hand-shaking, lingering to chat in rehearsal venue before/after; chat, if you wish, outside, at 2m distance... 5) and repeat again: in break, by all means chat, but remain at 2m distance make wearing of face-coverings in the rehearsal venue optional clarify for singers that they should bring several face-coverings, as they are ineffective when wet through if they choose to wear one have a box of disposable face coverings on hand for those who don't bring one			

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Individuals spread/pick up virus by touching shared surfaces	set out expected behaviours: 1) avoid touching shared surfaces as much as possible 2) sanitise/wash hands on arrival, departure, before/after break, after bathroom visit 3) bring your own and do not share equipment (music stands, sheet music, rosin, valve oil, wax, mutes, etc.) 4) use allocated seat and keep all their own equipment and personal belongings by and in that space 5) bring your own refreshments			
Volunteers pick up virus in course of their duties	for volunteers helping with register/set up of percussion/traffic management/cleaning etc.: 1) contain and designate their area of operating (e.g. cleaning only, entrance only) 2) register who does what job on what date 3) limit and note who they work with (where applicable, e.g. arrivals area) 4) provide relevant personal protection equipment - e.g. disposable gloves, cleaning materials, face coverings			
<b>4. Rehearsal space</b>				
Your usual venue is not Covid-19 secure	find out if they are – have they published their risk assessment, is it Covid-19 compliant Check against COVID-19: Guidance for the safe use of multi-purpose community facilities (link in notes) if they are not – find a different venue			<a href="#">Covid-19 Guidance for the safe use of multi-purpose-community-facilities</a>
Space not large enough (floor and volume) to be safe	reduce numbers rehearsing to ensure social distancing of 2m is possible at all times, not just during singing/playing consider: entrance/exit, route to bathrooms, route to break area, socially distanced queues at any of these points			
Build-up of aerosols	doors and windows to be open at all times no fans allowed sessions reduced to 40 minutes followed by 20 minutes ventilation attendees doing to concurrent sessions to leave for the ventilation period			
Build-up of virus on shared surfaces	if using venue chairs: 1) clean before and after use 2) limit number of volunteers handling such shared equipment - attendees to leave chairs in position at end of sessions keep a register of who does it on what date; provide gloves and hand-sanitiser cleaning of shared surfaces - tables, light switches, door handles - before and after rehearsals - see notes cleaning of facilities: bathrooms, sinks, kitchens - see notes			
Covid transmission in bathroom facilities				
Aerosols in air	ensure social distancing maintained when queueing for facilities and also inside toilet block consider blocking off some of the sinks to maintain that consider queue traffic management with tape/barriers/stewards			
Contaminated surfaces	ensure cleaning before and after rehearsals, more frequently if few facilities for many people - see notes encourage hand washing - soap, paper towels, poster reminding, poster with handwashing technique provide hand sanitiser on way into toilet facilities			
Queueing points and traffic flow (applies to all rooms / areas)				
Difficulty of maintaining 2m social distancing	2m markers on floor; one way systems; clear signage Arrival will take time (register/pre-assessment/temperature): volunteers will manage queueing Leaving after rehearsal - reminder not to linger and socialise inside Only one person at a time to use toilets			
Rubbish				
Contaminated material not properly disposed of	venue to ensure no rubbish there before rehearsals/bins empty attendees to take any rubbish home with them provide volunteers with gloves, hand sanitiser, soap/towels			

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<b>5. Your musical activity</b>				
Venue cannot accommodate whole group at 2m distancing	reduce numbers rehearsing to ensure radius of 2m around each singer and to conductor <b>16 singers at Glenorchy and Emmanuel. 21 singers at America Hall</b>			
Covid-safe placing of individuals during activity	not face to face side by side; staggered rows; everyone has 2m radius			
Participants cannot hear each other/conductor/vice versa	do not just shout or speak/sing more loudly! (increased emission of aerosols) attendees to not chat with each other whilst conductor is speaking to allow conductor not to have to raise their voice			
Virus spread through sheet music	attendees to print their own via the members website or download to tablet device remind constantly not to share and only to use own set of music			
Aerosol transmission through prolonged exposure	40 minutes sessions followed by 20 minute ventilation and 10 minutes cleaning time			
Increased aerosols through high volume sound	reduce volume of singing – fewer aerosols produced reduced volume of singing means less need for participants to breathe deeply singing some consonants can also increase aerosol production therefore focus on articulation to remain in online only focus on harmonies. Dynamics work to remain online adapt repertoire temporarily			
Virus spread through shared equipment	make clear from the start and build in regular reminders NOT to share equipment keep reminding members to bring all of their own stuff			
Aerosol transmission to/from conductor facing the group	2m/3m between front row of singers and conductor Conductor to wear face visor at all times optional face coverings for singers			
<b>6. Ancillary activity</b>				
Provision of refreshments is source of transmission	participants to bring their own water			
Breaks risk compromising 2m social distancing	No break. Shorter sessions prevent the need for this			
Arrival/departure compromises 2m social distancing	remind of expected behaviours: no lingering on arrival or departure to chat to friends to go straight to allocated space on arrival and to leave hall straight away on departure – chatting can be done outside			
<b>7. Transport to/from rehearsals</b>				
Attendees pick up Covid on the way to/from rehearsals	discuss with members, so that they are aware of desirable hierarchy of transports: walk, cycle, own car – ideal shared car – use face coverings, open windows, sit far from each other public transport least good, but trains better than buses better than underground space for umbrellas/wellies/wet raincoats will be in the lobby. bikes should be locked outside and not near each other. Maintain 2m spacing			