

**COVID-19 RISK ASSESSMENT: MUSIC IN LIVE SERVICES**

This risk assessment has been prepared for rehearsing and singing at Windsor Methodist Church in respect of the carol service on the 20th of December. It will be updated as required for further working in 2021.

Churches and cathedrals have been permitted to open for purposes of individual private prayer since 13 June. Government guidance currently requires that a risk assessment is carried out for every building and site open to the public. From 4 July, church buildings will be allowed to reopen, providing physical distancing rules remain in place. The scientific consensus on singing in church remains controversial, but current government guidance advises against it.

**Protecting those most at risk**

Current evidence for COVID-19 shows that age, ethnicity, biological sex, disability, pregnancy and underlying health conditions place certain individuals at great risk from the disease. Taking into account the demographic of your congregation and your musicians is therefore important.

**Steps to a safer service:**

* We have carried out a COVID-19 risk assessment

* We have cleaning, handwashing and hygiene procedures in line with guidance.

* We have taken reasonable steps to maintain distancing measures.

Where people cannot be distanced, we have done everything practical to manage transmission risk.

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| **Access to church buildings for purposes of performance in live services** | | | | | | |
| **Who is at risk?** | **What is the outline risk?** | **Controls required** | **Additional, specific control measures to be implemented** | **Priority (High/ Med/Low)** | **Action by whom?** | **Completed – date and name** |
| All congregation members, including the choir. | Transmission of virus through close personal contact | 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. | There is only one practical entrance and therefore choir members will enter before the rest of the congregation and be seated on the riser before others are let in. | **Med** | **All choir members, VD and stewards** | 9th December 2020 |
|  | Transmission of virus in enclosed space | Buildings have been aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation. | As per risk assessment for general worship. | **Med** | Stewards | 9th December 2020 |
|  | Insufficient cleaning of shared spaces | Review the Methodist guide on cleaning church buildings. Agree a cleaning procedure before the event or ensure the venue will take responsibility for adequate cleaning. | Cleaning schedules within the church week are sufficient. | **Low** | Cleaners under supervision of Peter Trout | 9th December 2020 |

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|  | Additional risk of infection | Cordon off or remove from public access the area occupied by the musicians, as appropriate. | Musicians to be seated on the riser. All members of the congregation, including the choir, to be in allocated seating. | **Low** | Stewards | 9th December 2020 |
|  | 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. | As above | **Low** | Stewards | 9th December 2020 |
|  | Transmission of virus through close personal contact | Consider bottlenecks such as staircases or narrow corridors. Will you need to implement a one-way system? | Choir to enter first and exit last, observing social distancing while moving to entrances and exits. | **Med** | VD and stewards | 9th December 2020 |
|  |  | Remind your performers beforehand about important  safe practices. E.g. no physical contact, practice hand washing. | **Housekeeping announcements at the beginning of each rehearsal and service** | **Med** | VD | 9th December 2020 |
|  |  | 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. | Rehearsals are on a Wednesday and therefore the 72 hours will have elapsed before and after rehearsing. VD to be informed if other users are in the sanctuary during the week. | **Low** | **Peter Trout and Phil Mount** | 9th December 2020 |
|  |  | Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Only the accessible toilet will be open, ensuring a “one in, one out” rule is adhered to. | **Med** | Cleaners | 9th December 2020 |
|  |  | Alert attendees on arrival to any particular hazards, and the need to take care while moving around the venue. | Housekeeping announcements at the beginning of the session | **Low** | VD | 9th December 2020 |
|  |  | Remove any items that do not need to be present, particularly those in thoroughfares. | Under continuous review | **Low** | **Stewards** | 9th December 2020 |

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| **Ensuring participants’ safety** | |  |  |  |  |  |
| **Who is at risk?** | **What is the outline risk?** | **Controls required** | **Additional, specific control measures to be implemented** | **Priority (High/ Med/Low)** | **Action by whom?** | **Completed – date and name** |
|  | Attendee within the group is a virus carrier | Ensure current guidance on self-isolation is emphasised in pre-event communications. | Temperatures to be taken | **High** | Stewards | 9th December 2020 |
|  | Virus spread by hands | Determine placement of hand sanitisers available for your musicians to use. | Hand sanitiser at all entrances and exits. | **High** | **Stewards** | 9th December 2020 |

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|  | Illness | Consider asking two people to learn a solo in case one is taken sick. | All solos to be covered by VD/ED/MD. Keyboard player from High Street Maidenhead to be asked to cover in emergency. | **High** | VD | 9th December 2020 |
|  | Unexpected absence | Make it clear who attendees should contact if they are unable to come. | Attendees to contact VD. Announced during housekeeping at the beginning of each session. | **Med** | VD | 9th December 2020 |
|  | 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. | See above. Any u-18s are accompanied by a parent. | **Med** | VD | 9th December 2020 |
|  | 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? | The Falder Hall will be used, with entrance via the side chapel, in the event of the sanctuary being unsafe. However, in the event of a covid outbreak linked to the church, the carol service will be moved online. Communication will be via the Church Council Secretary. | **Med** | Leadership team. | 9th December 2020 |
|  | 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. | Each musician will be given their own copy of songs to be returned after the service itself. | **Med** | VD | 9th December 2020 |

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|  | Virus transmitted via printed music | If loan library music is being used, minimise the number of people handling it. Ask attendees to drop it into a large box at the end of the event and leave it for 72 hours before counting and returning. | Music to be returned at the end of the service on the 20th of December | **Med** | VD | 20th December 2020 |
|  | Virus transmitted through sharing of items | Ask attendees to bring their own writing implements (for marking music etc.) | Request made during housekeeping announcements | **Med** | VD | 9th December 2020 |
|  | Virus transmitted via (keyboard) instruments | Minimise the number of people playing the piano or organ during the service. Ideally, have only one accompanist. | One accompanist. Keys to be wiped with anti-bac cloth at the end of the session | **Med** | VD | 9th December 2020 |
|  | 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. | As above | **Med** | VD | 9th December 2020 |
|  |  | Hygiene instructions should be clearly visible on the organ console and hand sanitiser must be available at the console. | One accompanist. Hand sanitiser by all keyboard instruments. | **Med** | VD | 9th December 2020 |
|  | Transmission of virus through close  personal contact | Consider whether a pageturner is necessary in a confined organ loft – could temporary photocopies be used instead? | Not required | **N/A** | N/A | N/A |
|  | Transmission of virus through close  personal contact | Consider using a larger space for robing if the vestry is small. | Participants to move directly to seats on entry to the building | **Med** | VD and stewards | 9th December 2020 |
|  | Transmission of virus through close  personal contact | Arrange a larger space than would usually be required for 1:1 coaching/small group work. | All rehearsals to take place in the sanctuary. | **Med** | VD | 9th December 2020 |
|  | 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. | Chairs as set out for morning worship will be used for rehearsals and unused chairs will be set out at the beginning of the rehearsal on the 16th by the person who will be sitting on them. Chairs to be left in situ until the end of the service on the 20th and returned to their original places by the person who has been sitting on them. | **Med** | VD and stewards | 9th December 2020 |
|  | 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. | Conductor to work from the keyboard. | **Low** | VD | 9th December 2020 |
|  |  | Consider whether registration could be done without face-to-face contact and/or a queue. | Registration to take place from seated positions. | **Low** | VD | 9th December 2020 |

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| **Cleaning checklist** |  |  |  |  |  |  |
| **Who is at risk?** | **What is the outline risk?** | **Controls required** | **Additional, specific control measures to be implemented** | **Priority (High/ Med/Low)** | **Action by whom?** | **Completed – date and name** |
|  | 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. | Cleaners are employed by WMC and have been informed of guidance. | **Med** | Peter Trout | 9th December 2020 |
|  | Risk of infecting others | Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | Cleaners as above | **Med** | Cleaners | 9th December 2020 |

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| **Someone becoming ill during the event (whether related to COVID-19 or not)** | | | |  |  |  |
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|  |  | Consider whether it is necessary to appoint a trained first aider (and a deputy, in case of illness/self-isolation). | This is a small group with a short rehearsal period. It is therefore not considered necessary to appoint a first aider. | Med | MD | 9th December 2020 |
|  |  | Agree procedures with the first aider before the event, including consultation of any published guidance for delivering first aid in this context | In the event of a medical emergency, MD or deputy will guide the person to the back of the sanctuary (maintaining appropriate distancing and telephone for an ambulance). | Low | MD or deputy appointed on the day | 9th December 2020 |

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| **Unawareness of control measures amongst attendees** | | |  |  |  |  |
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|  | Attendees unaware  of risk and procedures | Make an announcement at the start of the event to highlight the key control measures in place. | To be announced during housekeeping | High | VD | 9th December 2020 |
|  |  | Make a risk assessment document available online before the event and alert attendees to its presence. | Risk assessment to be placed on website and sent to safeguarding officer | High | VD/Sue Trout/Kathy Sadler | 9th December 2020 |
|  |  | Identify someone to whom attendees can speak if they have any concerns or questions. | Announced at housekeeping, usually VD but otherwise MD | High | VD | 9th December 2020 |

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| **After a known exposure** | |  |  |  |  |  |
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|  |  | If possible, close the building for 72 hours. | Decision to be taken by WLT | **High** | WLT | 9th December 2020 |
|  |  | If closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. This information is available online. | N/A |  |  |  |
|  |  | If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. | Cleaners to be given extra hours as appropriate. | **High** | Peter Trout | 9th December 2020 |

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| **Church:** Windsor Methodist Church |  | **Assessor’s name:**  Victoria Davidson |  | **Date completed:**  9th December 2020 |  | **Review date:**  21st December 2020 and then before any further rehearsals. |

