

Whitehall Choir at St Peter's Eaton Sq Activity Risk Assessment

Risk assessment for:

Whitehall Choir rehearsal in St Peter's Church Eaton Sq, updated in the context of COVID-19.

Brief Description:

Choir rehearsal within current Government guidelines and in accordance with the Covid-19 secure protocols for St Peter's Church.

Note that this assessment is written following a detailed walk through, which took place on (11 September 2020). It has been compiled with the input and agreement of the verger of St Peter's, Eaton Square, Callum Shaw.

Date(s) of activity: We aim to hold choir rehearsals weekly starting Tuesday 6 October 2020.

Activity Times: Preparation 18:30 -19:00; Rehearsal 19:00 – 20:30; Clearing up 20:30 - 21:00.

Date risk assessment completed: ... 11 September 2020.....

Any relevant information further to the table attached

Email, google-forms or whatsapp for volunteers for setting up and clearing up, and contact with the parish office administrators will ensure we share information and arrange logistics, rotas etc.

We have consulted the following government guidance:

<https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july> updated 2 September

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts> updated 13 July

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july> updated 14 August

www.gov.uk/government/news/coronavirus-covid-19-what-has-changed-9-september updated 9 September

and the following CofE guidance:

<https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches#na> updated 3 August

<https://www.churchofengland.org/sites/default/files/2020-09/COVID%2019%20advice%20on%20conducting%20public%20worship%20v2.4.pdf> updated 17 September

Note that some of our actions go beyond what is required under government guidance, but we are doing this in recognition of the particular circumstances of our Choir and of St Peter's Church.

Assessment prepared by: Rachel Nixon

Position/ Role: Secretary of Whitehall Choir

Date: 22 September 2020

Activity Coordinator / supervisor: Joanna Tomlinson, Music Director

Risk assessment approved by: Philip Pratley and Callum Shaw

Position/ Role: Chair of Choir; Verger of St Peter's
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Date of approval:28 September.....

Purpose of form:

This document is designed to assess actual and potential risk to participants of Whitehall Choir

This is an official safeguarding document that will be used in the case of emergencies by Whitehall Choir to show what actions are planned to minimise risk.

A copy of the risk assessment is to be available at each rehearsal and another filed with the Choir's formal Committee minutes.

This risk assessment will be reviewed and amended as appropriate each time further government guidance is issued.

Risk Ratings:

A risk rating of low, medium or high should be applied to each aspect of the activity.

Approval of a proposed activity will take all controlling measures into account. If the overall risk is considered to be insufficiently controlled the activity will not be approved.

Whitehall Choir – ACTIVITY RISK ASSESSMENT FORM

Think about: health; safety; first aid; emergency contacts; food preparation; travel; venue/environment; cost and financial implications; insurance; legal aspects; impact on St Peter’s and Whitehall Choir’s reputation.

	Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
1.	Entering and leaving church premises	<p>Transfer of virus through touched surfaces (e.g. door handles)</p> <p>Transfer of virus through a lot of people arriving or leaving at the same time</p>	<p>Medium</p> <p>High</p>	<p>Church will be regularly cleaned in accordance with established COVID-19 routine.</p> <p>Remind members to avoid touching surfaces where possible and all members required to use hand sanitiser on entry and exit.</p> <p>Doors will be propped open at so as to minimise need to touch handles etc.</p> <p>Members will be offered and required to use hand sanitiser on entry and on exit.</p> <p>Remind members that they must adhere to government guidelines i.e. wearing face masks while waiting to enter or exit the building and standing 2m apart</p>	Low	<p>Callum Shaw</p> <p>Welcome and Clean up team/volunteers</p> <p>Welcome team/volunteers</p> <p>Clean up team/volunteers</p> <p>Philip Pratley/Rachel Nixon</p>
2.	Returning to choir practice in the church building during COVID-19	There is a risk of too many people attending for the rehearsal to operate within government guidelines	Medium	<p>We will run a rota/booking system to keep within safe limits. Where people are not on the list they will not be able to join the rehearsal.</p> <p>Members will be asked for their name and contact details, which will be kept no longer than necessary in case we need to communicate with them for track and trace purpose (21 days). This will be done in advance where possible.</p>	Low	Welcome team/volunteers

	Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
		<p>Some members may be unaware of or confused by government regulations covering this sort of activity.</p> <p>Some members may be vulnerable or in the high-risk category</p> <p>There is a risk that people will not stay at a safe distance apart</p>	<p>Low</p> <p>Medium</p> <p>Medium</p>	<p>Doors will be kept open if safe to do so to promote ventilation</p> <p>Remind all members in advance of the rehearsal of the government guidelines and the actions the choir are taking to mitigate risks</p> <p>Remind all members in advance of the rehearsal of the government guidelines and the actions the choir are taking to mitigate risks, but each individual will need to take a decision about returning, according to their own situation, and about whether they should attend on a weekly basis. Members will not lose their place in the choir or be disadvantaged if they are unable to attend rehearsal</p> <p>A seating plan will be prepared in advance informed by a visit to the church on 11 September and seats will be 2m apart to protect members.</p> <p>Members will be directed to a named seat/space and guidance will be explained in writing In advance and at the start of the rehearsal, including not moving the chairs.</p> <p>We will not have a break or serve refreshments so as not to encourage people to move around unnecessarily. Members may drink their own refreshments but must not share under any circumstances.</p> <p>The conductor and accompanist will be positioned a safe distance from the choir.</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Philip Pratley/Rachel Nixon</p> <p>Philip Pratley/Rachel Nixon/Joanna Tomlinson</p> <p>Philip Pratley/Rachel Nixon/Joanna Tomlinson/Welcome team</p>

	Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
		<p>There is a risk that members share resources e.g. music or pencils which could transfer the virus</p> <p>There is a risk that people attend rehearsal who are symptomatic</p> <p>There is a risk that the use of shared instruments could transfer the virus</p> <p>People may touch their faces during warm-up/rehearsal which could transfer the virus</p>	<p>Low</p> <p>High</p> <p>Medium</p> <p>Medium</p>	<p>Music will be shared on-line or via email so members can print out their own copies. Pencils must not be shared and members should bring their own as needed.</p> <p>Remind members that they must not attend rehearsal if they have any Covid-symptoms or have had Covid -symptoms in the previous 5-6 days. Members will be asked to confirm they have no symptoms on arrival.</p> <p>We will not use any instruments except the piano which will be cleaned before and after use.</p> <p>Members will be offered and required to use hand sanitiser on entry and on exit.</p> <p>Warm-up exercises will be modified so touching of faces is not required</p> <p>Members will be reminded to avoid touching their faces.</p>	<p>Low</p> <p>Medium</p> <p>Low</p> <p>Low</p>	<p>Fraser Wigley/Joanna Tomlinson</p> <p>Philip Pratley/Rachel Nixon</p> <p>Ian Tindale/clean up team</p> <p>Welcome team</p> <p>Joanna Tomlinson</p> <p>Joanna Tomlinson</p>
3.	Activities inside the church	<p>Transfer of virus between participants of other activities and surfaces which may be passed on to choir members</p> <p>Transfer of virus between choir members and surfaces which may be passed on to participants of other activities</p>	<p>Medium</p> <p>Medium</p>	<p>Church will be regularly cleaned in accordance with established COVID-19 routine.</p> <p>Church will be regularly cleaned in accordance with established COVID-19 routine.</p> <p>Members will be offered and required to use hand sanitiser on entry and on exit.</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Callum Shaw</p> <p>Callum Shaw</p> <p>Clean up team/volunteers</p>

	Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
				Clean up team will be established to clean surfaces touched by choir members.	Low	Clean up team/volunteers
4.	Use of toilets	Transfer of virus between members	Medium	Members will be asked to sanitise their hands before and after use of the toilet or follow the instructions provided by the church. Provide anti-bacterial wipes and ask members to wipe down toilet seat after use.	Low	Philip Pratley/Rachel Nixon
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	Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
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9.						
10.						
11.						