

CITY OF BRISTOL CHOIR
COVID-19 RISK ASSESSMENT FOR REHEARSALS AT ST MATTHEW'S CHURCH, COTHAM.

UPDATED 15th Sept 2020

Steps to a safer rehearsal:

- ✓ CBC has carried out a COVID-19 risk assessment
- ✓ CBC and St Matthew's have cleaning, handwashing and hygiene procedures in line with guidance.
- ✓ CBC has taken reasonable steps to maintain distancing measures.
- ✓ Where people cannot be distanced, CBC has done everything practical to manage transmission risk.

CBC and St Matt's key points and general arrangements
(to be read in conjunction with Risk Assessment below and Rehearsal Protocol)

1. **General plan** :

2 groups per evening : 7.00- 8.10 pm ; 8.30 – 9.40 pm

Groups are allocated beforehand on-line

2 entry monitors at the top of the internal stairs each has list of expected attendees and ticks off on list. Also confirm no change in COVID/ Symptom/ Risk status with attending member.

Up to date rapid Contact details must be known to membership secretary

2 **Persons present**

Conductor, Accompanist

Maximum of 39 singers at 2m distance per rehearsal (or 41 if includes 2 couples); or up to 45 if space proves to allow in practice.

2 persons (from 1st group) to Set-up; at break these same 2 persons re-allocate/renew/sanitize seats as required.

2 register monitors for 1st group; 1 guard for open front door during 1st group rehearsal.

2 register monitor for 2nd group. 1 guard for open front door during 2nd group rehearsal

2 persons will replace chairs and sanitize at end of 2nd rehearsal; also close & lock back door (was opened for ventilation).

3 **Risk groups**

No higher risk group limit is stipulated.

Persons self-assess their own personal risk category, and sign up to attend or not accordingly

Responsibility of individual NOT to attend if presenting symptoms etc. See CBC REHEARSAL PROTOCOL document

4. Equipment

Unless specifically tasked with doing so, members are kindly asked not to touch any furniture or chairs.

Piano : Avoid moving. Accompanist will sanitize before and after rehearsal with wipes provided by St Matt's.

Music stand/ conductor's stage : keep at St Matt's; part of set-up and clearing as usual; also conductor's Perspex screen.

Video/Audio: DO to set-up, remove; video/audio person assists (by arrangement with DO)

Music: Distributed only at 1st rehearsal.

Furniture : PL to move altar and lectern; DO stands in front of piano using own Perspex screen

Chairs : Church (beige) chairs to be re-set as x20-22 at 2m distance (see seating diagram for singing); but **MUST** be REPLACED after the rehearsals in EXACT PREVIOUS POSITIONS ready for Sunday worship (refer to scale diagram and photo). The chairs will be sanitized at the break between the two groups and after the rehearsals. 12x Additional red plastic chairs will be stored in the pews not in use, in case needed for set-up.

5. Clothes

Masks should be worn on entry to the church as they are a requirement for all persons while in a Church building, and therefore should be worn throughout. CBC requires that members wear masks for the duration of the rehearsal.

Avoid bringing 'spare' jumpers or spare layers of clothing. Do not bring an umbrella upstairs into the rehearsal and limit bags to a small handbag or similar.

6. Entry/Exit

Entry: via MAIN CENTRAL door (and/or by single red side door only if a queue is building up).
Door will open 20 mins beforehand. PLEASE MOVE SWIFTLY UP THE STAIRS TO AVOID A BOTTLE NECK.

Do not mingle or gather in groups (even socially distanced groups) of more than 6 people.

A monitor will be present who has an expected attendance list and ticks people arriving on list.
Will need rota for designated entry monitor and designate open door guard during each rehearsal

Sanitization : On entry everyone must hand-sanitize.

Keep to LEFT on stairs to maximize distance where there is arriver/leaver overlap. Avoid holding stair banister if can safely ascend and descend without it.

Exit is through main front double doors (Keep LEFT and KEEP MOVING PLEASE)

TOILETS: Limit of 1 in Ladies' and 1 in Gents' toilet at any time (ie. One-in, one-out).

Toilet queue must be socially distanced (2 metres with mask) in hallway

1st group will be encouraged not to use the toilet at end of their rehearsal, if possible.

1st group must exit promptly at the changeover; any general conversation to be outside the building.

7. Ventilation

St Matthew's Church is an early Victorian stone building, with upper floor air circulation volume estimated at nearly 2000 cu.m. CBC has discussed with St Matt's which windows and doors can open. There are 2 small opening ventilation windows along each side of the church (open aperture estimated at ~ 0.11m² each), plus one in each of 2 side rooms, whose doors will remain open.

The main front door and internal doors for the front and side porch, and the rear outside door (which allows access only to the back stair up to the church) will be open for the duration of the rehearsal.

The Rear Door MUST be CLOSED after the rehearsal. The windows and doors should be opened before arrival and remain open. The open front doors will need to be guarded during the rehearsal.

CBC DETAILED RISK ASSESSMENT DOCUMENT set out below pp 5 -17.

Note also the power point slides of the proposed seating plan.

This risk assessment that will be regularly reviewed and specifically reviewed after the first rehearsal on 17th September 2020.

Access to St Matthews for purposes of rehearsals						
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
CBC , particularly Self-declaring higher-risk members. AND Self-declaring perception of risk	Transmission of virus through close personal contact	Choose 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.	Have list of expected attendees prior on-line Enter via main front door Members encouraged not to come to the door of the church early to avoid queueing. Entry monitor important – checks people in against list. Members to use sanitisation stationed at the bottom of the stairs and to move on up the stairs to their seat. Keep to the LEFT on stair.	High	PL and RL	

			Exit through main front door – keeping LEFT			
CBC, SMCh & subsequent users	Transmission of virus through close personal contact and touching surfaces	Maintain social distance outside the building, before and after rehearsals. Avoid touching rails/doors etc.	Members encouraged not to come to the door of the church too early to avoid queueing, and reminded of need to maintain distance etc. Committee member checks outside queue to ensure there is not a build up Hand rail by door and bell button, and stair banisters, to be sanitized before and after each rehearsal group	Med	PL /LC and allocated others	
CBC	Transmission of virus in enclosed space	Buildings have been aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation.	Keep main front door and internal doors of porch open (on hook); but NOT to the Ch.Hall. Rear door of church to be open for duration of rehearsal The 6 opening ventilation windows in church and side rooms to be open, and the doors to the side rooms	High	PL	

CBC, SMCh & subsequent users	Insufficient cleaning of shared spaces	Review the CofE guide on cleaning church buildings, which can be found here . Agree a cleaning procedure before the event or ensure the venue will take responsibility for adequate cleaning. Complete the cleaning checklist (below) if appropriate.	Set-up/clear-up persons to: Clean external door handle/any doors touched, bell-push, banisters before & after each rehearsal. Toilets; sanitize spray/use 'wet wipe' door handles after use. SMCh will clean next day.	High	SMCh will clean before and after. PL /LC and allocated others	
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SMCh clergy & worship leaders/ musicians	Additional risk of infection	Cordon off or remove from public access the area occupied by the musicians, as appropriate.	Cordon-off altar and area behind (except pianist & conductor)	Med	PL	
CBC	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.	<p><i>Seating to be single chairs at 2 metre distance, plus some use of side pews/benches. SEE PLANNED SEATING DIAGRAM ATTACHED. Couples should sit together to allow maximum use of space by the others . St Matt's have 27 chairs already arranged for socially distanced worship, but mostly between 105-140cm distance. These will be rearranged as 20-22 seats, but MUST BE REPLACED EXACTLY AS BEFORE after the rehearsals, by reference to the current (Sunday worship) seating plan.</i></p> <p><i>12 red plastic folding chairs will be stored in the side pews in case they prove more practical for use.</i></p> <p><i>19 side and N.West (organ)-end terraced pew seats will also be used (though mostly on the rear bench behind the pews)</i></p> <p>Each choir member will use their own sanitizing wipe for their own chair</p> <p>Do not touch any other chairs or</p>	High	PL/ LC / DO	

			other furniture unnecessarily.			
CBC	Transmission of virus through close personal contact	Consider bottlenecks such as staircases or narrow corridors. Will you need to implement a one-way system?	Keep LEFT on main staircase and ensure the person in front is 2 m ahead/ away. Members must not mingle or gather in groups, even in socially distanced groups, of more than 6. Members must get to their seats as soon as possible upon arrival at the venue.	Med	PL	
CBC		Remind your performers beforehand about important safe practices. E.g. no physical contact, practice hand sanitizing/washing.	Prepare a rehearsal attendance protocol and send that to all members. Paste a copy of the protocol at bottom (for arrival) and top (for exit) of main stair.	High	LC/ PL	
CBC		If the church has been used in the last 72 hours, ensure high-risk surfaces and touch points have been wiped with appropriate sanitizer spray or disposable wipes.	Part of set-up. Clarify what St Matt's cleaning/ preparation process is. Set-up/clear-up persons to Clean external door handle, bell-push, banisters before & after rehearsal. Toilets; will be cleaned earlier by SMCh caretaker and the next day	Med	LC/ PL	

CBC, SMCh & subsequent users		Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	St Matts will provide Given short length of rehearsals, encourage members to avoid using the loos.	High	PL/LC with SMCh	
CBC		Alert attendees on arrival to any particular hazards, and the need to take care while moving around the venue (particularly if wearing robes).	Intro speech at start of each group.	High	DO	
CBC, SMCh & subsequent users		Remove any items that do not need to be present, particularly those in thoroughfares.	Strong recommendation not to bring extra clothes items/ bags. Pencil and labelled water bottle is all that is needed.	Med	LC	

Maximising participants' safety at rehearsals						
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
CBC, SMCh & subsequent users	Member attending who is a virus carrier	Members with the virus, presenting with symptoms of the virus or having been in recent contact with someone who has the virus or who has symptoms of the virus, does not attend rehearsal.	Email all members with a 'Attendance at rehearsal protocol' stating that they are not to attend if they have the virus, or any symptoms, or have contact with those who have symptoms,	High	LC	
CBC	Risk of spread increased but number of	Limit the numbers at the first set of rehearsals.	Limit of 39 people at each rehearsal. To be reviewed	High	DO	

	members present	Review practicality and safety of expanding numbers after four weeks of 'in person' rehearsals.	regularly. Rehearsals on Thursday evenings split between an 'early' one (7 pm – 8.10 pm) and a later one (8.30 pm – 9.40 pm)			
CBC, SMCh & subsequent users	Attendee within the group is a virus carrier	Ensure current guidance on self-isolation is emphasised in pre-event communications.	Abiding by test-and trace regulations	High	LC	
CBC, SMCh & subsequent users	Virus spread by hands	Determine placement of hand sanitisers available for members to use.	People required to bring their own but there will be hand sanitization points at the bottom of the stairs.	High	PL/LC with SMCh	

	Unexpected absence	Make it clear who attendees should contact if they are unable to come.	Rose to co-ordinate attendee rehearsal list. As part of attendance protocol, let Rose and David know of proposed non attendance.	Med	RL/DO	
CBC	Venue unavailable <i>(this circumstance might arise after a COVID occurrence)</i>	Consider whether it would be appropriate to have a standby (risk assessed) venue. How would a change of venue be communicated?	St George's Hall	High	DO/LC	
CBC	Virus transmitted via printed music	Ensure that everyone has their own copy of the Music.	DO will prepare a booklet of music that will be printed at Greyhound. A copy of this will be placed on each person's seat by David at the first rehearsal; members will keep their own copy for continued use. Do will retain spare copies.	Med	DO	

			This booklet will not be collected and will remain with the individual member,			
CBC	Virus transmitted through sharing of items	Ask attendees to bring their own writing implements (for marking music etc.)	No sharing of pencils etc.	Med	LC	
SMCh musicians	Virus transmitted via (keyboard) instruments	Minimise the number of people playing the piano or organ during the rehearsal. Ideally, have only one accompanist.	Single accompanist KW or RJ. Only they will unlock/lock the piano and wipe it down at the start/ end of rehearsal.	Med	RJ /KW	
Accompanist and SMCh musicians	Virus transmitted through sharing of items	Disinfect the organ consoles and piano: This must be done with a soft cloth sprayed with disinfectant.	Accompanist (RJ or KW) to do before and after rehearsal Confirm with St Matt's their preferred cleaner for the piano <i>At meetig on 030920 confirmed will use the wipes that are on the piano.</i> Organ is not used in CBC rehearsals.	Med	RJ/KW/(LC)	
Accompanist and SMCh organist		Hygiene instructions should be clearly visible on the organ console and hand sanitiser must be available at the console.	Instruct RJ, DO, KW accordingly. They should each bring own sanitizer as well.	Med	RJ/DO/KW	

	Transmission of virus through close personal contact	Consider whether a page-turner is necessary in a confined organ loft – could temporary photocopies be used instead?	Page turner not used			
CBC	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.	<p>Individual seat allocation by voice required on setting-up. Need to know from attendance-allocation list how many of each voice are due to be present.</p> <p><i>Seating to be single chairs at 2 metre distance, plus some use of side pews/benches. SEE PLANNED SEATING DIAGRAM ATTACHED. Couples should sit together to allow maximum use of space by the others . St Matt's have 27 chairs already arranged for socially distanced worship, but mostly between 105-140cm distance. These will be rearranged as 20-22 seats, but MUST BE REPLACED EXACTLY AS BEFORE after the rehearsals, by reference to the current (Sunday worship) seating plan.</i></p> <p><i>The church chairs used will be sanitized at the break between the 2 groups;</i></p> <p>Each choir member will use their own sanitizing wipe for their own chair</p>	High	PL/RL with allocated others	

			<p><i>12 red plastic folding chairs will be stored in the side pews in case they prove more practical for use.</i></p> <p><i>19 side and N.West (organ)-end terraced pew seats will also be used (though mostly on the rear bench behind the pews)</i></p> <p>Do not touch any other chairs or other furniture unnecessarily</p>			
Conductor & CBC	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.	<p>Ensure appropriate distancing of the front row of singers from conductor.</p> <p>DO to stand behind own Perspex screen which is preferable to wearing a visor given arm movement involved in conducting (lectern with screen already attached would be too small for this purpose).</p> <p>All singers to wear masks on entry to the church, during the rehearsal and not to remove them until outside the church.</p>	High	PL/DO/LC and allocated others	
CBC		Consider whether registration could be done without face-to-face contact and/or a queue.	<p>Entry monitor ticks people on a pre-prepared list.</p> <p>Two monitors at the top of the stairs will allow for flow and avoid queue.</p>	High	RL and allocated others	

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
CBC , SMCh & subsequent users	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.	2-persons sanitize seats/re-sanitize or replace at break. Organised rota needed	High	PL/LC and allocated others, with SMCh	
SMCh & subsequent users	Risk of infecting others	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	St Matts Ch/caretaker will do	High	PL/LC to agree with SMCh	

Someone becoming ill during the event (whether related to COVID-19 or not)						
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
CBC	Injury, or sudden illness; most likely non-COV-related	Consider whether it is necessary to appoint a trained first aider (and a deputy, in case of illness/self-isolation).	Several doctors/nurses are in choir. Suggest make a list of those who are trained/ feel competent, and ask for 6 people from the list to be prepared to be most appropriate 1 st responders.	Med	LC/RL and appropriate CBC members	

		Agree procedures with the first aider before the event, including consultation of any published guidance for delivering first aid in this context	Situation is assessed in situ; unlikely that there will be none in any one rehearsal group.			
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Unawareness of control measures amongst attendees						
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
CBC	Attendees unaware of risk and procedures	Make an announcement at the start of the event to highlight the key control measures in place.	Circulate on-line; Repeat key points by announcing at beginning of rehearsal	High	LC	
CBC, SMCh and subsequent users		Make a risk assessment document available online before the event and alert attendees to its presence.	As above	High	LC	
CBC		Identify someone to whom attendees can speak if they have any concerns or questions.	Committee members (but specifically LC, PL, RL, DO)	High	LC	

After a known exposure						
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
CBC, SMCh & subsequent users	Viral spread and local outbreak	If possible, close the building for 72 hours.	Inform StMatts Inform all attendees of that evening; and whether same group or opposite group Persons attend in accordance with protocol and in light of the risk assessment.	High	LC and SMCh and Test & Trace	
SMCh & Subsequent users		If closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. This information is available online .	For St Matts	High	SMCh	
SMCh & Subsequent users		If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	For St Matthew's Church, Cotham.	High	SMCh	

Venue:

Assessor's names:

Date completed:

***Review date:**

St Matthews Ch, Cotham, Bristol

Peter Lunt, Liz Cunningham, David Ogden

03.09.20

18th September 2020

Reviewed 15th September 2020 to reflect most recent Government updates.

*This is a dynamic risk assessment process and as such all matters will be regularly reviewed but there will be a formal review on 18th September 2020.

