

North Devon Choral Society - Covid 19 Risk Assessment for Weekly Rehearsals				Rehearsal Days: Tuesday 7.30 to 8.40 pm
Venue: St John's Community Hall, Rose Lane, Eastern Avenue, Barnstaple EX32 8NX				Hired from 7 - 9pm
Priority area	Transmission risk	Possible mitigations and actions	Responsible	Other relevant notes
Turn away anyone who should be self-isolating				
	Aerosol, droplet, surface	Instruct Members to do their own health assessment and stay away if: <ul style="list-style-type: none"> - they have symptoms / feel unwell - tested positive (PCR or Lateral flow) - have been told to self isolate - someone they have close contact with has tested positive - are quarantining after a visit abroad 	Liz Preece and Ingrid Hardiman	Follow NHS procedures
	Aerosol, droplet, surface	Encourage use of lateral flow tests	Liz and Ingrid	
	Aerosol, droplet, surface	Encourage members to think about transport	Liz and Ingrid	
	Aerosol, droplet, surface	Encourage vaccine take up	Liz and Ingrid	If health issues prevent member from being vaccinated, evidence of a negative LFT would be required for rehearsal attendance
	Aerosol, droplet, surface	Someone becomes unwell at rehearsal (e.g. at a full day event): <ul style="list-style-type: none"> - Person goes home and follows NHS procedures - Anyone who had close contact goes home and follows NHS procedures - Person with symptoms informs committee / close contacts of test results - If positive inform wider attendees and venue 	Liz and Ingrid	Follow NHS procedures. Inform all members. Committee to take decision on cancellation of rehearsal.
Provide adequate ventilation				
	Aerosol	Rehearsal takes place outdoors		Possibly relevant next summer
	Aerosol	Doors and windows kept open as much as possible	John Thompson	
	Aerosol	Use CO2 monitors to check ventilation quality	John Thompson	CO2 monitor to be purchased
	Aerosol	If CO2 above recommended safety level <ul style="list-style-type: none"> - take a break (everyone leaves the room) - ventilate the room - use face coverings 	John Thompson and John Hobbs	
	Aerosol	Room ventilated before rehearsals and during breaks	John Thompson	HSE general guidance on ventilation , Ventilation Monitor (JohnT) keeps doors open and they stay open throughout rehearsal
	Aerosol	Regular breaks	John Hobbs	5 minute break half way through rehearsal
	Aerosol	Overall length of rehearsal reduced to 1 hour 15 minutes	Liz	
	Aerosol	Use face coverings		On entry and until seated, on exit and toilet breaks.
Clean more often				
	Surface	Venue cleaned before rehearsal / after last use	Liz	Hall cleaned by venue before, and chairs wiped down by choir members with anti-bac/virus spray before rehearsal. Choir members to sanitise own chairs before leaving. Choir members asked to bring their own sanitiser wipes. Committee members to wipe other touch points before and after rehearsal.
	Surface	Hand soap / hand sanitiser provided	Liz	Provided by venue, Committee will provide additional materials.
	Surface	Regular Hand washing / sanitising encouraged	Liz	
	Surface	Toilets and common touch points cleaned regularly	Liz	Common touch points cleaned at end of rehearsal
	Surface	Hand sanitiser provided for common touch points	Liz	
	Surface	Members bring their own equipment	Liz	Scores, pencil, anti-bac wipes, masks, water if required. Spare disposable masks and wipes to be provided.

	Surface	No sharing of equipment	Liz	
	Surface	Rubbish bins regularly emptied		Venue responsibility
Enable people to check in at your venue				
	Aerosol, droplet, surface	Test and Trace information and check-in		Members to use QR code at venue where possible. Attendance list will be kept for each rehearsal.
	Aerosol, droplet, surface	Register of attendees kept - informed if positive case reported	Ingrid and team	Members will be registered on entry. Signs if necessary to direct members to correct signing in point or person
Communicate and train				
	Aerosol, droplet, surface	Risk assessment and Guidance for Members available on NDCS website for all stakeholders to see	Janet Sharp and Ingrid	Guidance for Members sent out to members in advance.
	Aerosol, droplet, surface	Simple instructions / expected behaviours sent to all members	Liz and Ingrid	Guidance for Members document sent to all members well before first rehearsal. Members to acknowledge receipt and agreement . Ensure briefings for any volunteer helpers.
	Aerosol, droplet, surface	Posters at venue reminding of procedures (e.g. wash hands, social distancing, one way systems)	Liz	Verbal instruction but posters will be used if necessary
	Aerosol, droplet, surface	Verbal reminders at rehearsals	Liz	
Social distancing / flow of people				
	Droplet	At least 1m social distancing at all times	Liz	
	Droplet	At least 1m social distancing whilst rehearsing	Margaret Cookson	Socially distanced seating pre-arranged
	Droplet	Maintain social distancing in corridor and toilets	Liz	No use of kitchen.
	Droplet	One way and queuing systems at pinch points - e.g. entrance/exit, toilets	Liz	Enter via main door, exit via side doors.
	Droplet	Registration points	Ingrid, Janice Godfrey, Jennifer Allen, John T	Registration separate for each voice part in separate areas of the hall
Singing				
	Aerosol, droplet	Singers limit volume	John Hobbs	
	Aerosol, droplet	Space well ventilated		See note under Ventilation above
	Aerosol, droplet	At least 1m distancing, in all directions, and staggered	Margaret	
	Aerosol, droplet	Remain seated whilst singing		subject to regular review
	Aerosol, droplet	Position singers facing away from or at least 2m from rehearsal accompanist and conductor	Margaret	
	Aerosol, droplet	Face coverings worn when singing		Personal choice. Sing Safe mask purchase details available from Committee
	Aerosol, droplet	Regular breaks	John Hobbs and John Thompson	Short break half way through, remaining seated. Break outdoors if CO2 monitor indicates lack of oxygen
Refreshments				
	Surface	No refreshments provided		
	Surface	Participants bring their own	Liz	Water only. No use of kitchen. Committee will have 1 bottle of water and disposable cups available.
This Risk Assessment will be reviewed by the Committee every two months, or sooner if required, and adjusted if necessary in the light of our experience and any developments in local and national cases/restrictions.			Liz and Janice	Janice to monitor national and local developments and liaise with Liz and Committee
Risk Assessment prepared by Liz Preece, Janice Godfrey and Janet Sharp				Version 1 3rd September 2021