

		North Devon Choral Society - Performance Risk Assessment		RA prepared by Janice and Janet
		Handel's Messiah Saturday 4th December 2021 7.30pm		5 Nov 21 version 2
		Church of St Michael & All Angels, Great Torrington		
	Transmission risk	Possible mitigations and actions	Responsible	Other relevant notes
1. Turn away anyone who should be self-isolating				
a	Aerosol, droplet, surface	All publicity to advise audience not to attend if they are not well	Janet	Also at ticket reservation
b	Aerosol, droplet, surface	Poster at entrance asking attendees not to enter if they are unwell or have been in contact with Covid within last 7 days	Church Janet	
c	Aerosol, droplet, surface	Everyone involved in the performance should not attend if they have any symptoms or feel unwell, they have tested positive for Covid, they have been told to self isolate, or someone they have had contact with has tested positive	Liz Janet Janice	Reinforced via ticket sales, Guidance to Members and to Soloists
d	Aerosol, droplet, surface	Anyone falling ill at rehearsal, at the concert, or in the week following, must inform the Chair or Membership Secretary	Liz Ingrid	Go home, follow NHS procedures. Venue, close contacts and/or all present to be informed as appropriate
2. Provide adequate ventilation				
a	Aerosol	All doors and windows open where possible	John T Church Janice Janet	Warn audience, choir and soloists of need for warm clothing
b	Aerosol	CO2 monitor to be used at afternoon rehearsal and during performance where possible	John T	
3. Clean more often				
a	Surface	Venue to ensure cleanliness before rehearsal and performance.	Church	Church empty for 24 hrs before performance

b	Surface	Chairs and contact points to be wiped before rehearsal, and at end of performance	Margaret	
c	Surface	Hand sanitisers placed at all entrances	Church Liz	
4. Enable people to check in at your venue				
a	Aerosol, droplet, surface	Seating reserved in advance, alphabetical list of all attendees with contact details will be used at entrance to register	Janet John T	Janet to list all reservations. JT to tick off list at entrance
b	Aerosol, droplet, surface	Anyone attending who has not reserved seating will be asked for name and contact details	John T and team	small team of people required at entrance, to be advised by JT
c	Aerosol, droplet, surface	Voice part secretaries to register choir members attendance at afternoon rehearsal and at performance	VPSs	
5. Communicate and train				
a	Aerosol, droplet, surface	Committee to decide on teams for registering audience, taking payment, social distancing and flow, sanitising, ventilation	Liz	
b	Aerosol, droplet, surface	Necessary posters to be produced eg Don't attend if unwell, Directions	Church Janet	
c	Aerosol, droplet, surface	Committee to inform choir members, all performers of requirements	Janice	Janice to produce Guidance for Choir Members and for soloists
d	Aerosol, droplet, surface	Guidance for entrance team to be distributed prior to event	John T	
6. Social distancing / flow of people				
a	Droplet	Devise a system for audience entrance to maintain social distancing and flow	John T Liz Janet	Janet to confirm to audience when reserving tickets
b	Droplet	Every other pew is blocked off. Extra seating to be spaced.	Church	church to provide signage
c	Droplet	Audience to be asked to remain seated, and not to linger at close of performance	Janet	include in programme leaflets
d	Droplet	Choir to take seats on arrival so as not to linger in aisles. Ask choir to wear masks when moving to and leaving seats.	Liz Janice	Guidance to Members
e	Droplet	Choir seating to be distanced as at our rehearsals	John H	
f	Droplet	Masks to be worn where possible	Church John T Liz	Church requirement
g	Droplet	Choir and soloists to stand 3 metres from audience	John H	Seating Plan

h	Droplet	Choir to enter and exit via small side door to avoid audience	Liz	Janice to include in Guidance for Choir
i	Droplet	Choir folders will be distributed at the afternoon rehearsal and collected at the end of the concert	Voice Repts + JT	Janice to include in Guidance for Choir
7. Ticket Sales and donations				
a	Surface	No tickets to be issued. Reservations to be made in advance by email or telephone.	Janet	Keep track of numbers and do not exceed available seating, max 150
b	Surface	Audience asked to be seated by 7.15 and warned to wear warm clothing	Janet	At Ticket reservation
c	Surface	Payment at door, card preferred. Minimal handling of any cash	John T	Box for cash
d	Surface	Single sheet programme, no charge. Box for donations, no cash handling	Janet John T	Programme leaflet
e	Surface	Any audience asking for entrance who have not reserved in advance should be required to wait outside until any available seating is confirmed	John T	Once capacity is reached, turn people away
8. Intervals and refreshments				
a	Aerosol, droplet, surface	5 Minute interval. Single sheet programme to include request to audience to remain in seats	Janet	
b	Aerosol, droplet, surface	No refreshments. Kitchen out of bounds at all times.	Church Janice	Include in Guidance to Choir and to Soloist
9. Performers				
a	Aerosol, droplet, surface	Soloists have waiting area separate to audience and choir.	Liz Margaret	Vestry
b	Aerosol, droplet, surface	Soloists seating to be distanced	John H	Seating Plan
c	Aerosol, droplet, surface	Soloists to be asked to wear masks when moving to their seats	Janice	Include in Guidance
10. Singing				
a	Aerosol, droplet	Venue well ventilated	John T Church	Doors and windows
b	Aerosol, droplet	Choir seating staggered and 1 m distancing in all directions	John H	Seating Plan
c	Aerosol, droplet	Choir positioned at least 2m from conductor, and distanced from soloists	John H	Seating Plan
d	Aerosol, droplet	Choir and soloists to stand 3 metres from audience	John H	Seating Plan
e	Aerosol, droplet	Choir to be advised to wear warm clothing	Janice	Guidance to choir and to soloists