



- ✓ 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.

Access to Guilsborough church buildings for purposes of choir practice.

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
	Transmission of virus through close personal contact	There is one point of entry into the church. Musicians will enter in a social distanced order. There will be no other attendees except choir members, conductor and organist.		High	Catti and Tracey	5 th Sept 2020 Catti Moss
	Transmission of virus in enclosed space	Buildings have been aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation.	The nave will not have been used for 72 hours before the practice.	Med	Churchwardens	1 st Sept 2020 Paul Jacobs
	Insufficient cleaning of shared spaces	We have Reviewed the CofE guide on cleaning church buildings, the church will take responsibility for adequate cleaning.	Church is cleaned regularly in accordance with CofE guidelines.	Med	Churchwardens	15 th August 2020 Paul Jacobs

	Separated space is observed for musicians	Survey the area to be occupied by your musicians to plan for physical distancing in seats, and aisles. Remember 1m plus in all directions from each person.	We will be using the 2m+ seating arrangement already in place.	High	Churchwardens	15 th August 2020 Paul Jacibs
		Remind your performers beforehand about important safe practices. E.g. no physical contact, practice hand washing.	An email will be sent with detailed instructions for the practice beforehand.	High	Catti Moss and Tracey Daulman	5 th September 2020 Catti Moss
		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.	Any use in the previous 72 hours will be sterilized with wipes and spray.	Med	Catti Moss and Tracey Daulman	8 th September 2020 Tracsey Daulman

		Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Elect a choir member to have responsibility for looking after the toilet. Ann Moss has volunteered to do this. Soap and paper towels and rubbish bin to be provided. Any waste to be removed at the end of the practice.	Med	Catti Moss	2 nd Sept 2020 Catti and Ann Moss
		Alert attendees on arrival to any particular hazards, and the need to take care while moving around the venue	This will be covered in the pre practice email.	Low	Catti Moss and Tracey Daulman	6 th Sept 2020 Catti Moss
		Remove any items that do not need to be present, particularly those in thoroughfares.	All unnecessary items have already been removed	Low	Churchwardens	10 th August 2020 Paul Jacobs

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.	Emphasise this in the pre practice email	High	Tracey Daulman Catti Moss	6 th Sept 2020 Catti Moss
	Virus spread by hands	Determine placement of hand sanitisers available for your musicians to use.	Sanitizer on the table by the door. Ensure that supply does not run low	Med	Church wardens and Music associates	8 th Sept 2020 Tracey Daulman

	Unexpected absence	Make it clear who attendees should contact if they are unable to come.	All attendance will be logged by Tracey and Catti in the pre practice email communication	High	Tracey Daulman and Catti Moss	8 th Sept 2020 Tracey Daulman
	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.	There are currently no under 18s. Parents will supervise if any attend. Catti and Tracey can substitute for each other.	High	Catti Moss and Tracey Daulman	6 th Sept 2020 Catti Moss
	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?	In the event of the venue being unavailable, the practice would take place in the churchyard (or vice versa) This would be communicated in the pre practice email	Med	Catti Moss and Tracey Daulman	5 th Sept 2020 Catti Moss
	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.	All music sent out electronically or delivered beforehand. Any deficiency made good on entry to the church by Choir member wearing gloves.	High	Catti Moss	6 th Sept 2020 Catti Moss

	Virus transmitted through sharing of items	Ask attendees to bring their own writing implements (for marking music etc.)	All choir members to be reminded to bring their own pencils in the email	High	Catti Moss and Tracey Daulman	6 th Sept 2020 Catti Moss
	Virus transmitted via (keyboard) instruments	Minimise the number of people playing the piano or organ during the service. Ideally, have only one accompanist.	Only Tracey or Catti will touch the keyboards. (They are in a bubble)	Med	Catti Moss and Tracey Daulman	5 th Sept 2020 Tracey Daulman
	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.	Organ and keyboard to be wiped down before and after use Wipes are available on the console	Low	Tracey Daulman	5 th Sept 2020 Tracey Daulman

	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.	We will use the set out positions in the nave. These are already clearly marked	High	Catti Moss and Tracey Daulman	8 th Sept 2020 Catti Moss
	Transmission of virus through close personal contact	Position the conductor so that they are not so close to the singers on the front row.	3m allowed.	High	Catti Moss	8 th Sept 2020 Tracey Daulman
		Consider whether registration could be done without face-to-face contact and/or a queue.	Registration online by email beforehand	Med	Tracey Daulman Catti Moss	8 th Sept 2020 Catti Moss

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
		Consider whether it is necessary to appoint a trained first aider	A doctor will be present at the practice. She has consulted the guidelines for treatment	Low	Catti Moss	5 th Sept 2020 Catti Moss

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
	Attendees unaware of risk and procedures	Make an announcement at the start of the event to highlight the key control measures in place.	All the items in the pre-practice email will be repeated at the start of the practice	High	Tracey Daulman Catti Moss	8 th Sept 2020 Catti Moss
		Make a risk assessment document available online before the event and alert attendees to its presence.	This document will be available online.	Med	Catti Moss	6 th Sept 2020 Catti Moss
		Identify someone to whom attendees can speak if they have any concerns or questions.	All concerns or questions can be directed to Catti or Tracey.	High	Tracey Daulman Catti Moss	6 th Sept 2020 Tracey Daulman

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
		If possible, close the building for 72 hours.	This will be normally the case			
		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.	As per Cof E guidelines			

Church:

Assessor's name:

Date completed:

Review date:



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