



COVID-19 RISK ASSESSMENT: MUSIC IN LIVE SERVICES

Updated: 18th August 2020

Churches and cathedrals have been permitted to open for purposes of individual private prayer since 13 June. Government guidance currently requires that a risk assessment is carried out for every building and site open to the public. Since 4 July, church buildings have been allowed to reopen, providing physical distancing rules remain in place. As of 15 August, small groups of singers have been permitted to sing in accordance with government guidance; congregations are not allowed to sing.

Steps to a safer service:

- ✓ 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 church buildings for purposes of performance in live services						
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
Choir members, organist, conductor Clergy Congregation	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.	Main entrance (north porch) to be used at all times, because the choir vestry is too small (see below). However, choir will arrive well ahead of the congregation, to rehearse, effectively keeping them separate from the congregation.	Med	PW/RCL	12.9.20 PW/RCL
Choir members, organist, conductor	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 Choir vestry is too small to be used safely by groups and will not be used except for access to music. A maximum of two persons to be in there at any one time, preferably just one, to gather up or put away music (PW or RCL). This also means no robing. Clear instructions issued to all musicians. A notice will be placed on the door (from the vestry lobby). Airing of church covered in CHURCH RISK ASSESSMENT	High	PW/RCL	12.9.20 PW/RCL Notice to be created
Choir members, organist, conductor	Insufficient cleaning of shared spaces	Review the CofE guide on cleaning church buildings, which can be found here .	See CHURCH RISK ASSESSMENT			

Choir members, organist, conductor Clergy	Additional risk of infection	Cordon off or remove from public access the area occupied by the musicians, as appropriate.	Choir vestry is in use for other purposes (access to cleaning cupboard, access through to toilet) making it impossible to cordon off. It will not be used except to access the music. Rule of no more than two people in the vestry at any one time needs to be clear to all other users. Access to the toilet must be via the outside vestry door. Included in instructions for singers. During rehearsals and services choir to be placed behind the altar dais. This area only to be occupied by musicians and clergy.	High	PW/RCL	19.9.20 RW/RCL
Choir members, organist, conductor Clergy Congregation	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.	During rehearsals and services choir to be behind the altar dais, on chairs, 1m+ apart, in a single row or a crescent. Absolute max. 8 singers, plus conductor, but usually 5-6 singers. Come to an agreement with clergy about movement through the area behind the altar dais area during service preparation period. Consider moving the lecturn or stopping its use on Sundays when the choir sings, to avoid readers coming too close to singers.	High	PW?RCL Clergy PW/RCL Clergy	12.9.20 PW/RCL TBA TBA
	Transmission of virus through close personal contact	Consider bottlenecks such as staircases or narrow corridors. Will you need to implement a one-way system?	Choir vestry a major concern. Choir instructed not to use it. Strictly only two people at once in the room. Agree a protocol with other users.	High	PW/RCL	12.9.20 PW/RCL TBA

Choir members, organist, conductor Clergy Congregation	Transmission of virus through aerosol	Reduce dose of potential aerosol generation by singers	(a) limiting number of singers to a maximum of 8 and usually 6 singers in total; (b) limiting duration of singing to approx. 10 minutes per service; (c) limiting volume and so extent of potential aerosol spread by appropriate music choice.	High	PW/RCL	23.9.20 PW/RCL
		Remind your performers beforehand about important safe practices. E.g. no physical contact, practice hand washing.	Instructions circulated to all musicians and repeated before each rehearsal/service.	Med	PW	12.9.20 PW/RCL
		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.	See CHURCH RISK ASSESSMENT			

		Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels.	See CHURCH RISK ASSESSMENT			
		Alert attendees on arrival to any particular hazards, and the need to take care while moving around the venue (particularly if wearing robes).	Noted	Low	PW	19.9.20 PW

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
Choir members, organist, conductor	Attendee within the group is a virus carrier	Ensure current guidance on self-isolation is emphasised in pre-event communications.	Noted.	Med	PW	19.9.20 PW
	Virus spread by hands	Determine placement of hand sanitisers available for your musicians to use.	Ensure hand sanitiser is available in the Choir vestry for those who need to access it to fetch music. Choir to use those already present in the Church	Med	PW/RCL	12.9.20 PW/RCL
	Unexpected absence	Make it clear who attendees should contact if they are unable to come.	PW is the point of contact by phone for absences, as has been our practice before.	Low	PW	12.9.20 PW
	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.	Where possible and not in breach of copyright law, we will aim to prefer the use of singer's own copies or copies distributed ahead of time to take home. Otherwise, PW and/or RCL to lay out each singer's set of music beforehand and collect them up again at the end, using gloves and/or hand-sanitising on both occasions.	High	PW/RCL	12.9.20 PW/RCL
	Virus transmitted through sharing of items	Ask attendees to bring their own writing implements (for marking music etc.)	To be included in the instructions circulated to all choir members and repeated in communications before each service.	Med		19.9.20 PW

	Virus transmitted via (keyboard) instruments	Minimise the number of people playing the piano or organ during the service. Ideally, have only one accompanist.	<p>A single accompanist as far as possible.</p> <p>Organ and piano to be kept locked at all times when not in use.</p> <p>No visiting organists or pianists except those using the instrument for a wedding/funeral or church service by prior arrangement with PW (i.e. the instruments are not available for practice other than to support a service in the church).</p> <p>Clear instructions to be sent to any visiting musicians for weddings/funerals.</p>	High	PW	12.9.20 PW
	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.	Disinfecting kit to be created specifically for the instruments, for use by those who have been playing the instrument.	Med	PW	
		Hygiene instructions should be clearly visible on the organ console and hand sanitiser must be available at the console.	<p>Circulate instructions to all who will be playing the piano and the organ.</p> <p>Once the new organ console arrives, we will create a notice with instructions and a sanitiser station.</p>	Med	PW	
	Transmission of virus through close personal contact	Consider using a larger space for robing if the vestry is small.	There will be no robing since it is difficult to envisage another suitable space at present.	Low	PW/RCL	12.9.20 PW/RCL
	Transmission of virus through close personal contact	Arrange a larger space than would usually be required for 1:1 coaching/small group	No rehearsal in the choir vestry, only in the church, at times when it is not being used for a service. Enquire into the possibility of using	High	PW	12.9.20 PW

		work.	the Hall if a rehearsal clashes with a service.			
	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 continue to use chairs and not the choir stalls, laid out with 1m+ distance.	High	PW/RCL	12.9.20 PW/RCL
	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.	Conductor to stand at the end of the line or crescent of singers, not in front of them, with 1m+ distance	High	PW	12.9.20 PW
	Transmission of virus through close personal contact		Keep rehearsal time to the minimum amount of time needed to prepare the music to the appropriate standard (even if it means more challenging music is off limits for the time being).	Med	PW	19.9.20 PW

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
Choir members, organist, conductor	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.	See CHURCH RISK ASSESSMENT			

	Risk of infecting others	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	See CHURCH RISK ASSESSMENT			
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Someone becoming ill during the event (whether related to COVID-19 or not)						
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Choir members, organist, conductor		Consider whether it is necessary to appoint a trained first aider (and a deputy, in case of illness/self-isolation).	Noted. Is this covered in the CHURCH RISK ASSESSMENT?			
		Agree procedures with the first aider before the event, including consultation of any published guidance for delivering first aid in this context				

Unawareness of control measures amongst attendees						
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Choir members, organist, conductor Clergy Congregation	Attendees unaware of risk and procedures	Make an announcement at the start of the event to highlight the key control measures in place.	Noted	Med		

		Make a risk assessment document available online before the event and alert attendees to its presence.	Noted. Risk assessment will be circulated to all musicians when it is ready and approved by the PCC	Med	PW	
		Identify someone to whom attendees can speak if they have any concerns or questions.	Noted	Low		

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
Choir members, organist, conductor Clergy Congregation		If possible, close the building for 72 hours.	See CHURCH RISK ASSESSMENT			
		If closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. This information is available online .				
		If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.				
			PW/RCL to maintain list of singers and their contact details, and who will be singing on which dates, for the purposes of track and trace.	Med	PW/RCL	

Church: St Andrew's Chesterton

Assessor's name: Peter Wadl

Date completed: 23.9.20

Review date: ongoing