



COVID-19 RISK ASSESSMENT: MUSIC IN LIVE SERVICES

Template Updated: 18th August 2020

This document is to help people to organize live music within services safely in the aftermath of the COVID-19 pandemic. We hope it gives you a practical framework to think about what you need to do when restarting services and activities. There are many approaches to completing a risk assessment and this does not claim to be 'the' solution. Rather, it is one way to help evaluate and manage risk. The accompanying cover note sets out some further principles to guide your thinking.

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.

Protecting those most at risk

Current evidence for COVID-19 shows that age, ethnicity, biological sex, disability, pregnancy and underlying health conditions place certain individuals at great risk from the disease. Taking into account the demographic of your congregation and your musicians is therefore important.

You must make sure that the risk assessment for your music group addresses the risks of COVID-19. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your church or venue. Your risk assessment will help you decide whether you have done everything you need to.

COVID Risk Assessment for Choir Practice Held in Ditton Priors Church – 24 Aug 2020

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
	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.	There is only one entrance. Advise choir to enter singly and observe advice is followed. Sanitize hands on arrival.	High	Mike	
	Transmission of virus in enclosed space	Buildings have been aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation.	Building will have not been occupied for at least 72 hours or cleaned and aired.	Med	Mike	
	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.	The church is cleaned each Friday before Sunday service and is left unoccupied for at least 72 hours between occupations.	Med	Mike	

	Additional risk of infection	Cordon off or remove from public access the area occupied by the musicians, as appropriate.	Church will be closed to others during choir practice.	Med	Mike	
	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.	Safe seating to be arranged so that singers are 2m apart and 1m plus can be observed when not singing.	High	Mike	
	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 to be instructed of the need to ensure that people flow in a single direction through the single door/	High	Mike	
		Remind your performers beforehand about important safe practices. E.g. no physical contact, practice hand washing.		High	Mike	
		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.	Arrange for identification of cleaning requirement and ensure completed.	High	Mike	

		Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Not applicable			
		Alert attendees on arrival to any particular hazards, and the need to take care while moving around the venue (particularly if wearing robes).	If needed	Low	Mike	
		Remove any items that do not need to be present, particularly those in thoroughfares.	If needed	Low	Mike	

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.		High	Mike	
	Virus spread by hands	Determine placement of hand sanitisers available for your musicians to use.		High	Mike	

	Illness	Consider asking two people to learn a solo in case one is taken sick.	Usual practice	Low	Mike	
	Unexpected absence	Make it clear who attendees should contact if they are unable to come.	Usual practice	Low	Mike	
	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.	Usual practice	Low	Mike	
	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?	Not Applicable			
	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.	Usual practice	High	Mike	

	Virus transmitted via printed music	If loan library music is being used, minimise the number of people handling it. Ask attendees to drop it into a large box at the end of the event and leave it for 72 hours before counting and returning.	Not Applicable			
	Virus transmitted through sharing of items	Ask attendees to bring their own writing implements (for marking music etc.)		Med	Mike	
	Virus transmitted via (keyboard) instruments	Minimise the number of people playing the piano or organ during the service. Ideally, have only one accompanist.	Usual practice	High	Mike	
	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.	No sharing of instruments.	High	Mike	
		Hygiene instructions should be clearly visible on the organ console and hand sanitiser must be available at the console.	Not Applicable unless organ used. This is rarely the case at choir practice.	High	Mike	

	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?	Not Applicable			
	Transmission of virus through close personal contact	Consider using a larger space for robing if the vestry is small.	Not Applicable			
	Transmission of virus through close personal contact	Arrange a larger space than would usually be required for 1:1 coaching/small group work.	Not Applicable			
	Transmission of virus through close personal contact	Indicate with signs those pews and seats to be used, spaced according to guidelines.		High	Mike	
	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 wear visor.	High	Mike	
		Consider whether registration could be done without face-to-face contact and/or a queue.	Usual practice is to keep a central register updated by one person without coming into close proximity.	High	Sue	

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
	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.	Discuss with Terry. Aiming to have 72 hours building quarantine between events.	High	Mike	
	Risk of infecting others	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Not Applicable no waste generated.			

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 (and a deputy, in case of illness/self-isolation).	Not Applicable			

		Agree procedures with the first aider before the event, including consultation of any published guidance for delivering first aid in this context	Not Applicable			
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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
	Attendees unaware of risk and procedures	Make an announcement at the start of the event to highlight the key control measures in place.		High	Mike	
		Make a risk assessment document available online before the event and alert attendees to its presence.		High	Mike	
		Identify someone to whom attendees can speak if they have any concerns or questions.	Mike	High	Mike	

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.	Building usually closed for 72 hours before use.	High	Wardens/Incumbent	
		If closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. This information is available online .	Building usually closed for 72 hours before use.	High	Wardens/Incumbent	
		If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Building usually closed for 72 hours before use.	High	Wardens/Incumbent	

Church:

Assessor's name:

Date completed:

Review date:



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