



## **COVID-19 RISK ASSESSMENT: MUSIC IN LIVE SERVICES**

Updated: 18<sup>th</sup> 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.



**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 St. Nicolas' Church Taplow 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	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.	As for Public Worship, entrance will be through the West Door and exit will be through the South Porch Door.	High	Neil and Phil	Neil and Phil 13/11/20
	Transmission of virus in enclosed space	Buildings have been aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation.	St. Nicolas' Church is aired twice a week with doors open for Public Worship and Open Wednesday. The West Door and South Porch Door will remain open during choir practice.	High	Tony and Hilary  Neil and Phil	Tony and Hilary 18/10/20  Neil and Phil 13/11/20

	Insufficient cleaning of shared spaces	Review the CofE guide on cleaning church buildings, which can be found <a href="#">here</a> . Agree a cleaning procedure before the event or ensure the venue will take responsibility for adequate cleaning. Complete the cleaning checklist (below) if appropriate.	St. Nicolas' Church is cleaned and sanitised twice a week (after Public Worship and Open Wednesday). The church will be cleaned and sanitised after choir practice.	High	Tony and Hilary  Neil and Phil	Tony and Hilary 18/10/20  Neil and Phil 13/11/20
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	Additional risk of infection	Cordon off or remove from public access the area occupied by the musicians, as appropriate.	The choir will practice in the Nave, which is used by the congregation on Sundays and Wednesdays. Additional cleaning will be carried out by the choir after choir practice to ready the church for the next service.	High	Neil and Phil	Neil and Phil 13/11/20
	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.	The choir will be seated in socially distanced groups of no more than six people. The choir will be seated in defined rows in the Nave to ensure the correct safe spacing between each group.	High	Neil and Phil	Neil and Phil 13/11/20
	Transmission of virus through close personal contact	Consider bottlenecks such as staircases or narrow corridors. Will you need to implement a one-way system?	One way system of entry and exit in place as defined above. On arrival all members will go straight to their allocated row and will not mingle with any other group. At the end of choir practice, all members will leave in a socially distanced manner.	High	Neil and Phil <b>ALL CHOIR MEMBERS</b>	Neil and Phil 13/11/20 <b>ALL CHOIR MEMBERS</b> 13/11/20
		Remind your performers beforehand about important safe practices. E.g. no physical contact, practice hand washing.	COVID-19 Secure signs displayed at entrance to church. All choir members are required to practice good personal hygiene.	High	Neil and Phil <b>ALL CHOIR MEMBERS</b>	Neil and Phil 13/11/20 <b>ALL CHOIR MEMBERS</b> 13/11/20

		<p>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.</p>	<p>The church will have been used 48 hours before choir practice but a full clean and sanitisation is carried out after that occupation so all surfaces and touch points will have been cleaned and sanitised.</p>	<p>High</p>	<p>Phil and Pam</p>	<p>Phil and Pam 11/11/20</p>
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		Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Adequate supplies in place at the end of previous occupation (Open Wednesday).	High	Phil and Pam	Phil and Pam 11/11/20
		Alert attendees on arrival to any particular hazards, and the need to take care while moving around the venue (particularly if wearing robes).	No robes to be worn at choir practice. All specific hazards were removed before the resumption of Public Worship in the church on 5th July 2020.	Medium	Neil  Phil	Neil 13/11/20  Phil 05/07/20
		Remove any items that do not need to be present, particularly those in thoroughfares.	All removed before the resumption of Public Worship on 5th July 2020.	Medium	Phil	Phil 05/07/20

### 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
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	Attendee within the group is a virus carrier	Ensure current guidance on self-isolation is emphasised in pre-event communications.	All choir members advised of pre-practice health requirements.	High	Neil	Neil 12/11/20
	Virus spread by hands	Determine placement of hand sanitisers available for your musicians to use.	Sanitisers in place as for Public Worship.	High	Tony and Hilary	Tony and Hilary 13/11/20

	Illness	Consider asking two people to learn a solo in case one is taken sick.	No solo work envisaged.	Medium	Neil	Neil 13/11/20
	Unexpected absence	Make it clear who attendees should contact if they are unable to come.	All planned absences reported to the Director of Music.	Medium	ALL CHOIR MEMBERS	ALL CHOIR MEMBERS 13/11/20
	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.	All illnesses reported to Director of Music.  Supervision of u18s in line with usual choir procedures.	High	ALL CHOIR MEMBERS  Neil	ALL CHOIR MEMBERS 13/11/20  Neil
	V e n u e unavailable ( t h i s circumstance might arise after a COVID occurrence)	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 unavailability of the church, a Zoom choir practice will be held.	Low	Neil	Neil 13/11/20
	Virus transmitted via printed music	Ensure that everyone has their own copy of the music/worship materials.  Ideally, these should be	Choir members to have music on this own iPad OR Director of Music to provide individual music folders prepared at least 72 hours before choir practice. Gloves to be worn by Director of Music to collect up folders not required at the end of practice.	High	Neil and ALL CHOIR MEMBERS  Neil	Neil and ALL CHOIR MEMBERS 13/11/20  Neil

		<p>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.</p>				
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	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.	No loan library music to be used.	Low	Neil	Neil 13/11/20
	Virus transmitted through sharing of items	Ask attendees to bring their own writing implements (for marking music etc.)	All members to bring their own pen or pencil.	High	ALL CHOIR MEMBERS	ALL CHOIR MEMBERS 13/11/20
	Virus transmitted via (keyboard) instruments	Minimise the number of people playing the piano or organ during the service. Ideally, have only one accompanist.	Only Director of Music to play the piano or organ.	Medium	Neil	Neil 13/11/20
	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 piano disinfected as part of Open Wednesday cleaning and sanitisation.	High	Phil and Pam	Phil and Pam 11/11/20

		Hygiene instructions should be clearly visible on the organ console and hand sanitiser must be available at the console.				
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	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?	N/A			
	Transmission of virus through close personal contact	Consider using a larger space for robing if the vestry is small.	N/A			
	Transmission of virus through close personal contact	Arrange a larger space than would usually be required for 1:1 coaching/small group work.	N/A			
	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.	Only fixed pews in Nave to be used. Positioning of choir members will be clearly signed.	High	Neil	Neil 13/11/20
	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.	N/A			

		Consider whether registration could be done without face-to-face contact and/or a queue.	NHS App to be used by all choir members.	High	Neil and Phil	Neil and Phil 13/11/20
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### 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.	Cleaning rota for Sundays and Wednesdays established. Choir to clean and sanitise after choir practice. All cleaners provide their own gloves. All cleaning materials provided.	High	Phil	Phil 13/11/20
	Risk of infecting others	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	All potentially hazardous waste to be removed during clean-up after choir practice by nominated choir cleaner.	High	Phil	Phil 13/11/20

### 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).	N/A			
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		Agree procedures with the first aider before the event, including consultation of any published guidance for delivering first aid in this context	N/A			
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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.	All choir members are required to study this Risk Assessment before the first choir practice.	High	Neil	Neil 13/11/20
		Make a risk assessment document available online before the event and alert attendees to its presence.	All choir members to receive an e-copy or hard copy of this Risk Assessment. A copy will be uploaded onto the church's website under "Music".	High	Neil Tony	Neil 13/11/20 Tony 13/11/20
		Identify someone to whom attendees can speak if they have any concerns or questions.	All enquires about this Risk Assessment to Phil Taylor.	High	Phil	Phil 12/10/20



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.	TO BE ACTIONED IF NEEDED.	High	Neil	Neil
		If closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. This information is available <a href="#">online</a> .	TO BE ACTIONED IF NEEDED.	High	Neil	Neil
		If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	TO BE ACTIONED IF NEEDED.	High	Neil	Neil

**Church: St. Nicolas Church Taplow**  
**Date completed: 13/10/20**

**Assessor's name: Phil Taylor**  
**Review date: 13/11/20**



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