

Covid-19 Risk Assessment Tool

R Value	ACTION TO BE TAKEN
20-25	Stop – stop activity and take immediate action
15-16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	Action – improve within specified timescale
3-6	Monitor – look to improve at next review or if there is a significant change
1-2	No action – no further action but ensure controls are maintained and reviewed

High ↑ LIKELIHOOD ↓ Low	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	CONSEQUENCES					
	Low ←————→ High					

L value	Meaning	C value	Example
1	Very unlikely	1	Inconvenience – absent singer
2	Unlikely	2	Pattern of significant absence
3	Fairly likely	3	All associated with choir must quarantine
4	Likely	4	Several hospitalisations
5	Very likely	5	Catastrophic – ventilation needed; possible

Rehearsal Risk Assessment

Name of choir Parenthesis
 Venue The Abbey School, Reading
 Rehearsal time 10.00 - 12.00
 Date of assessment Thursday, 2 September 2021

Risk No. & rating	Respons. Person	Risk & Business Implication	Likelihood (control)	Consequence (criticality)	Risk Value	Actions	Progress / Position
Wider environment risks							
1	Committee	Local restrictions are applied leading to (1) more rigorous conditions for groups to meet ; (2) groups no longer able to meet	2	2	4	(1 and 2) Review new conditions and consider implications.	No local conditions in place currently
2	Committee	New national restrictions are applied leading to more rigorous conditions for groups to meet ; (2) groups no longer able to meet	2	2	4	(1 and 2) Review new conditions and consider whether rehearsals are still possible. Cancel in person.	All latest guidance has been considered on issue and accompanying advice from experts and representative organisations such as ABCD, Making Music, etc

3	Committee	Unable to track & trace when someone falls ill outside rehearsal	2	4	8	<ul style="list-style-type: none"> •Keep attendance register enforce seating plan •Members declaration records latest contact details. •Keep & 	<ul style="list-style-type: none"> •Attendance register a routine activity already, [name] to be contact point
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4	Abbey School	Inadequate ventilation leads to greater risk of transmission	1	1	1	<ul style="list-style-type: none"> •Ensure venue ventilated before arrival •Ensure doors and windows are open where possible 	
5	Abbey School	Build-up of virus on shared surfaces	1	1	1	<ul style="list-style-type: none"> •All venue equipment (chairs, tables, lecterns, toilet facilities, light switches, door handles) cleaned prior to and after rehearsal •Unnecessary equipment removed by venue prior to rehearsal •Those undertaking admin etc provided with gloves and masks •Nominated individuals only to undertake activities, names recorded 	To be discussed with venue as ongoing issue.
6	Abbey School	Transmission when using toilet facilities	1	1	1	<ul style="list-style-type: none"> •Toilets used only by one person at a time •no queuing: individuals to remain in seat except on going to available toilet •Toilet users to wash hands and/or use sanitiser 	Venue already has majority of these arrangements in place

7	Committee	Transmission during entry and exit from venue	1	1	1	Entry to venue only via side door. Exclusive access.	Signage already in place in venue to be adopted.
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8	Committee	Transmission during rehearsal period	3	2	6	<ul style="list-style-type: none"> •all seats will be placed minimum 1 metres apart •numbers attending to be restricted to allow for full 2metre social distancing to take place •individuals to remain in seat throughout rehearsal •All personal belongings, including water bottles to be taken to seat and remain their during rehearsal •all individuals to remain facing forwards during rehearsal •there will be a short refreshment break outside, weather permitting. •Members to be asked to wear a mask when talking socially, limit the time and to speak quietly. 	
9	Committee	Transmission through discarded safety and other materials generated by rehearsals	1	1	1	<ul style="list-style-type: none"> •Members to take all own waste material away with them, including masks, gloves etc. 	

Rehearsal member risks						
10	Committee	Attendees pick-up Covid 19 on the way to/from rehearsals	2	1	2	<ul style="list-style-type: none"> Members made aware of risks of different forms of travel, eg car sharing; public; walking; cycling Recommend solo private travel unless unavoidable
11	Librarian / MD	Transmission through sharing or distribution of music or other equipment	1	1	1	<ul style="list-style-type: none"> Any music distributed by librarian will be sanitised and members asked to retain for 72 hours without using if possible make clear from the start and give regular reminders NOT to share eg sheet music, scores, (music stands) inform members in advance of each rehearsal what is needed to ensure they bring it with them. musical director to bring own music stand which is sanitised before and after each rehearsal

Will use some scores already owned by [all/most] members such as 100 Carols for Choirs, or from the library or allow time to sanitize.

12	Committee	Infected individual attends rehearsal	2	1	2	<ul style="list-style-type: none"> •Attendees will be registered and asked to confirm they meet requirements for attending. •All attendees will be required to wear face coverings and to have these in place before they enter. 	
13	MD	Transmission from conductor to singers	1	1	1	<ul style="list-style-type: none"> •Hall allows more than adequate space to isolate conductor. 	

14	Committee	Individual falls ill with possible Covid symptoms during rehearsal	2	4	8	<ul style="list-style-type: none"> •arrangements made to send individual home immediately •individual asked to have Covid test if any of key symptoms are present •Rehearsal ended immediately if Covid symptoms present • All attendees to be asked to self-isolate until test results from individual are available •If Covid 19 is confirmed all rehearsal attendees to be informed and track and trace informed. •Venue to be informed 	Protocol to be drawn up for nominated individuals and musical director to follow
15	Chair /MD	Transmission from attendees not conforming to required behaviours	2	4	8	<ul style="list-style-type: none"> •Guidance to be issued to all members attending rehearsals in advance; implied agreement to conform to this will be part of declaration •All attendees to be reminded before and on arrival at their planned rehearsal what expected behaviours are and the consequences of not meeting those •warnings to be issued immediately anybody does not conform by MD or committee member present •If behaviour(s) repeated individual to be excluded from future rehearsals while Covid restrictions are in place 	•Draft guidance drawn up - to be finalised and issued to all members.

Rehearsal conductor risks							
16	MD	Conductor at increased risk of infection due to facing singing individuals	1	4	4	<ul style="list-style-type: none"> ensure safer 3-5metre distance between singers and conducto. All singers to wear face masks during rehearsal when not singing. 	<ul style="list-style-type: none"> venue laid out to provide suitable distancing
17	MD	Accompanist at increased risk of infection due to facing singing individuals and/or musical director	1	4	4	<ul style="list-style-type: none"> ensure safer 3-5metre distance between singers and accompanist All singers to wear face masks during rehearsal when not singing. musical director to observe 2 metre social distancing from accompanist 	
18	Accompanist	Accompanist at increased risk of infection due to keyboard, seat or musical score transmission	1	4	4	<ul style="list-style-type: none"> piano keys and surrounds cleaned prior to and after rehearsal piano stool/ chair to be cleaned prior to and after rehearsal accompanist to use hand sanitiser/ wash hands prior to rehearsal and before leaving 	

Review Date



As
announcements
made



As
announcements
made

Weekly



During each rehearsal



During each rehearsal



During each rehearsal



As entry and
exit from each
rehearsal takes
place

**Review in the
light of any
changes.**

**Review in the
light of any
changes.**

When any national or local changes are made

Review on issue or reissue of scores.

**After any
incident**

**After first
rehearsal and
termly**

**After any
incident**

**After any
incident**

After first rehearsal initially and then after at each committee meeting

After first rehearsal initially and then after at each committee meeting.

Review with school from time to time.