

**WALDELSHELF SINGERS**

**RISK ASSESSMENT FORM – SAFE ENVIRONMENT – REHEARSAL ROOM**

**The risks identified are based on those perceived to be of most concern to choir members, and mitigation is assessed to minimise the risks and re-assure people that all precautions are being put in place, that common sense prevails, and that most people are vaccinated. Everyone attending does so on the understanding that not all risks can be completely removed.**

**Items 1-6 are specific to Covid; items 7-10 are general environment hazards**

	What is the hazard?	Who might be harmed?	Action to mitigate risk	What further action is needed?	Who is responsible for taking further action and when?
1	Risk of catching Coronavirus infection from others	All	No one may attend a rehearsal if: <ul style="list-style-type: none"> <li>• they are unwell in any way</li> <li>• they have been told to self-isolate by Test and Trace</li> <li>• they are awaiting a result from a Covid test taken in the previous 2 days</li> </ul>	<ul style="list-style-type: none"> <li>• Protocol to be shared with all those likely to attend and emphasise that this restriction must be enforced</li> <li>• Hand sanitizer is available at entry / exit points</li> <li>• Cleaning wipes are supplied and available</li> <li>• Individuals take responsibility for frequent handwashing or sanitizing</li> <li>• A register is routinely kept for choir records (no longer a legal requirement for Covid test and trace)</li> </ul>	Chair  Venue management  All  Committee
2	People congregating in public areas and toilets	All	<ul style="list-style-type: none"> <li>• People discouraged from congregating in groups</li> <li>• The choir will be the only group using the Venue at the time of rehearsals so there is a low risk of crowded public areas.</li> </ul>	<ul style="list-style-type: none"> <li>• You are requested to wear a mask in the public areas of the Venue unless you have a medical exemption. (Mask wearing is not mandatory or legally required – but is recommended in crowded places)</li> </ul>	All

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			<ul style="list-style-type: none"> <li>• Cleaning wipes will be provided in toilet areas for individuals to use as necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Toilet areas to be ventilated. When space is limited individuals to avoid congestion.</li> <li>• Report any problems with broken facilities or lack of cleaning materials as soon as possible to Venue staff</li> <li>• A one-way system of moving between areas or entering / exiting the rehearsal room may be in place at busy times</li> </ul>	Venue team Committee  All
3	Concentration of virus in droplets and aerosols – risk of a build-up of CO2	All	The rehearsal room must be well ventilated with opening windows / vents and external / internal doors, or by using extractor fans	Consider the use of CO2 monitors - to ensure there is no harmful concentration of CO2 in the environment ie < 800ppm – the recommended for singing	Chair Venue team
4	Contamination of music and equipment	All	<ul style="list-style-type: none"> <li>• Music must not be shared</li> <li>• Hand sanitizer dispensers will be available</li> <li>• Cleaning wipes will be available</li> </ul>	Music stand, microphone, piano / keyboard and other equipment cleaned before being put away	Music team / delegated choir members at end of rehearsal
5	Safe environment for group singing	All	<ul style="list-style-type: none"> <li>• Singers’ positions / chairs in the room to be spaced out at 50cm (20inch) staggered intervals so that droplets / aerosols from expired air are not directly landing on adjacent singers</li> <li>• Small vocal groups singing and standing facing inwards in a circle to be avoided to</li> </ul>	<ul style="list-style-type: none"> <li>• Chairs should not be moved once positioned for the rehearsal.</li> <li>• Individuals are asked to clean their own chair at the end of rehearsal with the wipes provided.</li> <li>• Chairs will be left overnight and stacked next day by Venue staff</li> </ul>	All Music Director  General cleaning is the responsibility of the Venue team

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			prevent droplets / aerosols transferring to each other		
6	Refreshments will not be provided	All	People attending must bring their own drinks and not share with others	Waste disposed of in bins (provided by Venue) after use	Everyone Venue team
7	Electrical cables may trail across the floor where people are walking	All in the rehearsal area	<ul style="list-style-type: none"> <li>• Risk of trips and falls</li> <li>• electric shock</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure cables are secured and not loose, and that electric sockets and cables are in good repair and tested as safe</li> <li>• Verbal warning given on each occasion before people move around</li> <li>• Annual PAT checks completed</li> </ul>	<ul style="list-style-type: none"> <li>• Designated choir members</li> <li>• Venue staff notified if a safety issue found – equipment not to be used until checked and repaired</li> <li>• Chair</li> </ul>
8	Accident due to spills, trips and falls	All		<ul style="list-style-type: none"> <li>• Spills to be cleaned up promptly.</li> <li>• Care to be taken in vicinity of other people and children</li> <li>• First aid equipment to be available (at The Venue – in main reception)</li> </ul>	<ul style="list-style-type: none"> <li>• Designated First Aider and appropriate emergency support obtained</li> <li>• If physical harm caused appropriate action to be taken and an incident form completed for the Chair</li> </ul>

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9	Electrical sound systems and microphones in use	Music team and delegated members	Risk of electric shock	<ul style="list-style-type: none"> <li>• All equipment maintained and PAT checked</li> <li>• Faulty equipment removed from use until repaired safely</li> <li>• Public Liability insurance in place and renewed yearly with the National Association of Choirs</li> </ul>	Chair
10	Moving and handling piano and conductor's platform	Music team and delegated members	Risk of physical injury / strain	<ul style="list-style-type: none"> <li>• 2 people minimum to move the piano from storage area to rehearsal room taking care that the mat /ramp is used to get the piano over the door sill</li> <li>• Ensure equipment moves freely on casters – report any fault to committee and ensure repairs carried out</li> </ul>	Chair

**The above to be updated as advised by government and Venue management**

Adrienne Wright (Chair), Pauline Shaw (General Secretary)  
 Waldershelf Singers  
 22 August 2021