



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

### **Completed for All Saints' Thornton Hough, Wirral**

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. From 4 July, church buildings will be allowed to reopen, providing physical distancing rules remain in place. The scientific consensus on singing in church remains controversial, but current government guidance advises against it.

#### **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 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
All	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.	For services Choir members to enter and leave by choir vestry. For rehearsals: Choir members enter and leave by SW door (main door).	M		
All	Transmission of virus in enclosed space	Buildings have been aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation.	Circulation of air being improved by leaving porch to church door open. Open church 10 minutes before practice (and services)	M		

All	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.	Appropriate cleaning already in place (from opening for services risk assessment)	L		
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All	Additional risk of infection	Cordon off or remove from public access the area occupied by the musicians, as appropriate.	Chorister area to be separated.	L		
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All	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.	Chorister positions to be marked out.	L		
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Choristers	Transmission of virus through close personal contact	Consider bottlenecks such as staircases or narrow corridors. Will you need to	Choir vestry would pose such a bottleneck and will not be used other than as an entry / exit route.	M		
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		implement a one-way system?				
Choristers		Remind your performers beforehand about important safe practices. E.g. no physical contact, practice hand washing.	This will be done.	L		
Choristers		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.	Noted. Already covered in risk assessment about opening for worship.	L		
Choristers		Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	No toilet facilities in church.	n/a		
Choristers		Alert attendees on arrival to any particular hazards, and the need to take care while moving around the venue (particularly if wearing robes).	Attendees will be given information in advance by email. Robes will not be worn.	L		

All		Remove any items that do not need to be present, particularly those in thoroughfares.	This will be done.	L		
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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
All	Attendee within the group is a virus carrier	Ensure current guidance on self-isolation is emphasised in pre-event communications.	Choristers will be asked not to attend if they are showing any symptoms of illness.	L		
All	Virus spread by hands	Determine placement of hand sanitisers available for your musicians to use.	Sanitiser is already provided at entry points.	L		

All	Illness	Consider asking two people to learn a solo in case one is taken sick.	Noted.			
All	Unexpected absence	Make it clear who attendees should contact if they are unable to come.	Noted			

All	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.	Noted, but not possible due to small size.			
All	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?	N/A			
All	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.	Music will be provided by DoM before practices and service and will be placed on choristers' seats. Music will be collected at the end by DoM.	M		

All	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.	Music will not have been used for more than 72 hours before practice, and choristers will use the same copy at the service as they do at practice. There are more that 72 hours between a service and the next practice.	M		
All	Virus transmitted through sharing of items	Ask attendees to bring their own writing implements (for marking music etc.)	Noted. Choristers will be asked to have their own pencils.	M		
All	Virus transmitted via (keyboard) instruments	Minimise the number of people playing the piano or organ during the service. Ideally, have only one accompanist.	N/A. Only one organist, keyboard player.			
All	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.	N/A. Only one organist, keyboardplayer.			



		Hygiene instructions should be clearly visible on the organ console and hand sanitiser must be available at the console.				
	Transmission of virus through close personal contact	Consider whether a pageturner is necessary in a confined organ loft – could temporary photocopies be used instead?	No page turner will be used.	L		
All	Transmission of virus through close personal contact	Consider using a larger space for robing if the vestry is small.	No robing. Vestry too small.	L		
	Transmission of virus through close personal contact	Arrange a larger space than would usually be required for 1:1 coaching/small group work.	No 1:1 coaching. N/A			
All	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.	This will be done.	L		

All	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.	Noted.	L		
		Consider whether registration could be done without face-to-face contact and/or a queue.	N/A			
All	Track and trace in place for attendees.		Choristers will be asked to complete track and trace forms for each attendance. These will be kept with the service track and trace forms and destroyed after 21 days. They will be handled under the same Data Usage Guidance and only given if requested to UK Track and trace.	L		

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

All	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.	Covered by church risk assessment for holding services.	L		
All	Risk of infecting others	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Covered by church risk assessment for holding services.	L		

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).	Noted. Not required.	L		
		Agree procedures with the first aider before the event, including consultation of any published guidance for	N/A			

		delivering first aid in this context				
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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
All	Attendees unaware of risk and procedures	Make an announcement at the start of the event to highlight the key control measures in place.	Noted. DoM will do this.	L		
All		Make a risk assessment document available online before the event and alert attendees to its presence.	Noted.	L		
All		Identify someone to whom attendees can speak if they have any concerns or questions.	Noted. DoM will fulfil this role.	L		

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
All		If possible, close the building for 72 hours.	Covered by church risk assessment for service. The building will be closed	L		
		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> .	N/A			
All		If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Noted			

**Church:**

All Saints'  
Thornton  
Hough

**Assessor's name:**

Iain Stinson  
Director of Music

**Date completed:**

20<sup>th</sup> August 2020

**Review date:**

Every week before choir practice.

