



THE ROYAL SCHOOL OF CHURCH MUSIC

## **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.

<b>Access to church buildings for purposes of performance in live services</b>						
<b>Who is at risk?</b>	<b>What is the outline risk?</b>	<b>Controls required</b>	<b>Additional, specific control measures to be implemented</b>	<b>Priority (High/Med/Low)</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
Organist Choir members	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.	Entry via stairs to the balcony area. Use church R/A for use of using balcony.	H	All	CR 24.08.20
	Transmission of virus in enclosed space	Buildings have been aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation.	In line with church R/A	H	LC	

	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. <a href="#">___</a>	In line with church R/A	H	LC	
	Additional risk of infection	Cordon off or remove from public access the area occupied by the musicians, as appropriate	No general access to balcony – selected choir only.	H	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.	Space for 3 choir members each side of organ, <b>HOWEVER</b> , for trial period will only have a choir of 3 choristers.	H	CR/LC	

	Transmission of virus through close personal contact	Consider bottlenecks such as staircases or narrow corridors. Will you need to implement a one-way system?	In line with church HS policy and with safety on stairs, only one person at a time can go up and down the stairs.	H	CR/LC/ sidespers on	
		Remind your performers beforehand about important safe practices. E.g. no physical contact, practice hand washing.	Verbal instructions on entering church by sidesperson	H	Sides- person	
		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.	In line with church R/A	H	LC	
		Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	In line with church R/A	H	LC	

		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. Verbal instructions for care on stairs	H	All/Sides - person	
		Remove any items that do not need to be present, particularly those in thoroughfares.	Awareness of screen for access to stairs and into area of no public admittance.	H	All/Sides - person	

**Ensuring participants' safety**

<b>Who is at risk?</b>	<b>What is the outline risk?</b>	<b>Controls required</b>	<b>Additional, specific control measures to be implemented</b>	<b>Priority (High/Med/Low)</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
Organist choir	Attendee within the group is a virus carrier	Ensure current guidance on self-isolation is emphasised in pre-event communications.	In line with church R/A	H	All/LC	

	Virus spread by hands	Determine placement of hand sanitisers available for your musicians to use.	In line with church R/A	H	All/LC	
	Illness	Consider asking two people to learn a solo in case one is taken sick.	n/a			
	Unexpected absence	Make it clear who attendees should contact if they are unable to come.	n/a			
	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.	n/a			
	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			

	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.	Hymn books located in allocated seats. These will be left in place during sanitization period following service and in line with church R/A In addition choir members should try to seat in the same place	H	CR/choir	
	Virus transmitted through sharing of items	Ask attendees to bring their own writing implements (for marking music etc.)	n/a			
	Virus transmitted via (keyboard) instruments	Minimise the number of people playing the piano or organ during the service. Ideally, have only one accompanist.	Only CR at present	L	CR	

	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.	Only CR at present	L	CR	
		Hygiene instructions should be clearly visible on the organ console and hand sanitiser must be available at the console.	n/a			
	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.	No robing. n/a			
	Transmission of virus through close personal	Arrange a larger space than would usually be required for 1:1	n/a			



	contact	coaching/small group work.				
	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.	Fixed pews in balcony. Hymn books will indicate seating.	H	CR	
	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.	n/a However, choir will be registered as church attendees in line with T&T regulations.	H	LC/ sides-person	

### 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	In line with church R/A	H	LC	

		cleaners provided with gloves (ideally disposable). Suitable cleaning materials have been provided.				
	Risk of infecting others	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	In line with church R/A	H	LC	
<b>Someone becoming ill during the event (whether related to COVID-19 or not)</b>						
<b>Who is at risk?</b>	<b>What is the outline risk?</b>	<b>Controls required</b>	<b>Additional, specific control measures to be implemented</b>	<b>Priority (High/Med/Low)</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
All church attendees		Consider whether it is necessary to appoint a trained first aider (and a deputy, in case of illness/self-isolation).	n/a			
		Agree procedures with the first aider before the event, including consultation of any published guidance for delivering first aid in this context	n/a			

<b>Unawareness of control measures amongst attendees</b>						
<b>Who is at risk?</b>	<b>What is the outline risk?</b>	<b>Controls required</b>	<b>Additional, specific control measures to be implemented</b>	<b>Priority (High/Med/Low)</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
Organist choir	Attendees unaware of risk and procedures	Make an announcement at the start of the event to highlight the key control measures in place.	Verbal advice	H	LC/sides-person	
		Make a risk assessment document available online before the event and alert attendees to its presence.	Verbal/circulated by CR to LC	H	CR/LC	
		Identify someone to whom attendees can speak if they have any concerns or questions.	Sides-person/vicar	H	LC/sides-person	
<b>After a known exposure</b>						
<b>Who is at risk?</b>	<b>What is the outline risk?</b>	<b>Controls required</b>	<b>Additional, specific control measures to be implemented</b>	<b>Priority (High/Med/Low)</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
All		If possible, close the building for 72 hours.	In line with church R/AH	H	LC	

		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> . _____	In line with church R/A	H	LC	
		If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	In line with church R/A	H	LC	

**Church: Assessor's name: Date completed: Review date:**

**Christ Church, Derry Hill; Carol Rigby (organist); 24/08/20; Review at PCC 8/09/20**