



## **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 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 points apply to the choir, but equally to the congregation and this document should be read with the church/services risk assessment.	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.	Not practical, but two metre distancing observed. Masks worn when not singing. South door unlocked during services.	High (throughout)	MW/CJ (throughout)	25/08 MW (throughout)
	Transmission of virus in enclosed space	Buildings have been aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation.	Windows open during the week. Doors left open before the service.			
	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.	Cleaning taking place weekly and pews not used for 72 hours after services.			

	Additional risk of infection	Cordon off or remove from public access the area occupied by the musicians, as appropriate.	Choir chairs stacked and not used for 72 hours.			
	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.	Two metres measured and one-way system observed during services.			
	Transmission of virus through close personal contact	Consider bottlenecks such as staircases or narrow corridors. Will you need to implement a one-way system?	During Communion, common sense at other times and points.			
		Remind your performers beforehand about important safe practices. E.g. no physical contact, practice hand washing.	To do before each service – hand washing pattern well-established on entry into church.			
		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.	With CJ/duty wardens. Wipes available throughout church.			

		Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Yes, all present and correct.			
		Alert attendees on arrival to any particular hazards, and the need to take care while moving around the venue (particularly if wearing robes).	Robes not being worn as yet. Establish good practice for robing and numbers in vestry when this happens (possibly when cold)			
		Remove any items that do not need to be present, particularly those in thoroughfares.	CJ/duty wardens.			

<b>Ensuring participants' safety</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>
	Attendee within the group is a virus carrier	Ensure current guidance on self-isolation is emphasised in pre-event communications.	Communicated during August before initial return plus occasional reminders.			
	Virus spread by hands	Determine placement of hand sanitisers available for your musicians to use.	Available throughout church and especially important on entry and during communion.			

	Illness	Consider asking two people to learn a solo in case one is taken sick.	Music being kept simple to avoid this scenario. Deputy for MW?			
	Unexpected absence	Make it clear who attendees should contact if they are unable to come.	Asked to email MW or text if on the day.			
	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.	See above,			
	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.	MW to distribute music (after sanitising) and returned to a box afterwards and left for at least 72 hours.  Update 15/09 – MW to ask for anthem books to be named and check for book slots if not already.			

	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.	N/A in part, but music still being returned to a box.			
	Virus transmitted through sharing of items	Ask attendees to bring their own writing implements (for marking music etc.)	Done.			
	Virus transmitted via (keyboard) instruments	Minimise the number of people playing the piano or organ during the service. Ideally, have only one accompanist.	MW does everything!			
	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.	Being done after the service and those playing the organ the week are being asked to ensure they sanitise and wipe down.			
		Hygiene instructions should be clearly visible on the organ console and hand sanitiser must be available at the console.	MW to organise.			

	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 but to be reviewed later			
	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.	MW organising chairs, using 2 metre measuring cane, before services			
	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			

<b>Cleaning checklist</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>
	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 taking place weekly with appropriate precautions.			
	Risk of infecting others	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Organised by cleaner and/or wardens.			

<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>
		Consider whether it is necessary to appoint a trained first aider (and a deputy, in case of illness/self-isolation).	First aid kits available and first aiders available during services.			

		Agree procedures with the first aider before the event, including consultation of any published guidance for delivering first aid in this context	To check if there's a 'duty first aider' for each service?			
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<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>
	Attendees unaware of risk and procedures	Make an announcement at the start of the event to highlight the key control measures in place.	MW giving 'notices' and any safety notes at the start of each session.			
		Make a risk assessment document available online before the event and alert attendees to its presence.	15/09 – MW to promote now it has been typed and to go online.			
		Identify someone to whom attendees can speak if they have any concerns or questions.	MW asks for constructive criticism and CJ/PHR available to speak to or email/call.			

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.	With CJ/PHR			
		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> .	With CJ/PHR			
		If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	With CJ/PHR			

Church: Christ Church, Eaton  
15/09/20

Assessor's name: MW  
Review date: 15/11 and ongoing?

Date completed:



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