

Risk Assessment: Resuming Group Music and Choirs in Church – ‘Covid-19 Secure’



Church Premises Address: St Vince de Paul RC Church, 18 Tatton Street, Knutsford, WA16 6HR

Risk Assessment Completed By: Stuart Jones, Covid Safety Lead

Hazard : Spread of Covid-19 Coronavirus

Those who may be harmed : Staff & Volunteers; Musicians/Choristers, Visitors to the Premises; Cleaners; Vulnerable groups i.e. the elderly, pregnant persons, those with existing underlying health conditions; Contractors; anyone else who may come into contact you in relation to the activity.

Activities	Controls that are to be considered and implemented	Complete full details of all controls currently in place. (all sections must be completed: only if not applicable state N/A)	Further actions to be completed (& who by).	Signature & date when completed
Decisions taken to resume Group music/choirs in church	1. Parish Priest/Covid-19 Lead has completed the 5 stage process (Covid-19 Secure) Mass Risk Assessment, which is up to date. 2. Celebration of Mass has been undertaken without impairment since (give dates)	1. Full risk assessments are complete and up to date (and available on our web-site) 2. Mass has taken place since July with no problems. Mass was suspended in November due to the National Lockdown	1. None needed 2. None needed .	1. <i>S Jones, 2/12/20</i> <i>S Jones, 2/12/20</i> .

<p>Preparation of Church for music/choral performances</p>	<ol style="list-style-type: none"> 1. Church is aired before use. Where possible doors/windows are open to improve ventilation 2. Cordon off or remove from public access, the area occupied by musicians/choir 3. Area to be occupied by choir/ musicians is surveyed for physical distancing in seats/aisles and allows flow of visitors i.e. 2 metres (or 1m+) in all directions between each person. 4. State the number of musicians/choristers taking part. 5. Choose a point of entry into church to manage flow of choir or music group. Use different door/exit to congregation where possible, or stagger arrival. Indicate direction with signs, keeping emergency exits clear at all times. 6. Consider bottlenecks i.e. staircases or narrow corridors. 7. Remove any items that are not required, particularly in thoroughfares 8. Determine placement of hand sanitiser for use by musicians/choir 	<ol style="list-style-type: none"> 1. Doors and windows will be open prior to start of use 2. Music will only take place via Live Stream with no congregation 3. Choir will sit in pews – already marked to support 2m separation 4. Will vary up to max 30 5. As music will be done by live stream with no congregation the current one-way arrangements in church will work 6. Not applicable 7. Already removed 8. in place at entry and exit 	<ol style="list-style-type: none"> 1. None needed 2. None needed 3. None needed 4. None needed 5. None needed 6. None needed 7. None needed 8. None needed 	<p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p>
<p>Ensuring social distancing on site</p> <p>UK Government recommends 2 metres within church or if not possible 1metre plus mitigation</p>	<ol style="list-style-type: none"> 1. Set out the choir/musicians' chairs in advance, spaced in accordance with social distancing rules. If using benches, chairs or choirstalls indicate, by signs, those seats to be used and space according to the guidelines. Suitable space is available between performers and congregation. 2. Consider placing the choir director so they are not too close to the singers or at the end of choirstalls, or in a face-to-face configuration. 	<ol style="list-style-type: none"> 1. We will use existing signage on pews in church to ensure choir members are 2m apart, supported by guidance from stewards if required 2. If a choir director is used they will stand at the front of the Church – which is 2m away from both priest and pews 	<ol style="list-style-type: none"> 1. None needed 2. None needed 	<p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p>

	<ol style="list-style-type: none"> 3. All choir members/musicians to wear face coverings on arrival and departure from church. They may remove face coverings to perform. 4. Consider using a larger space if the area used for choir to robe is too small. 5. Suitable registration of performers is in place, in advance, for NHS Test/Trace purposes. 6. Rehearsals should be organised to be as short as reasonable and spaced appropriately. Consider larger place (i.e. Parish Hall) than modestly sized rehearsal rooms 7. Differentiate if children will be performing. School choirs may be able to utilise protocols relating to 'bubbles' (defined groups) from school, where social distancing rules may be relaxed. 	<ol style="list-style-type: none"> 3. This will be required – signs already exit to reinforce this 4. Not applicable 5. Will be done at each performance 6. Rehearsals – if any – will take place in the church 7. There will be no children in any of our choirs 	<ol style="list-style-type: none"> 3. None needed 4. None needed 5. Stewards to ensure names are recorded 6. S Jones to liaise with choir as needed 7. None needed 	<p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p>
Communication of risk assessment and controls to the musicians/choirs and congregation	<ol style="list-style-type: none"> 1. Remind choir and musicians, beforehand, of the importance of the controls and safety procedures, i.e. no physical contact and to practice good hand hygiene. 2. Alert choir and musicians, on arrival, to any particular hazards and the need to take care when moving around church, especially if wearing robes. 3. Ensure current guidance on self-isolation is emphasised in pre-event communications. 4. Emphasise to the Congregation that they may not sing during the Mass. 	<ol style="list-style-type: none"> 1. Guidance to be written and will be sent to all choirs 2. Stewards will cover this (as they do for Mass) 3. Self-isolation Information to be added to Guidance to be written and will be sent to all choirs 4. There will be no congregation 	<ol style="list-style-type: none"> 1. S Jones to write 2. None needed 3. S Jones to write 4. None needed 	<p>S Jones 8-12-20</p> <p><i>S Jones, 2/12/20</i></p> <p>S Jones 8-12-20</p> <p><i>S Jones, 2/12/20</i></p>
Housekeeping	<ol style="list-style-type: none"> 1. Agreement, before Mass or service who will undertake cleaning of area before 	<ol style="list-style-type: none"> 1. Church does not need cleaning before (as always cleaned after 	<ol style="list-style-type: none"> 1. None needed 	<p><i>S Jones, 2/12/20</i></p>

<p>Regular or additional cleaning by Cleaners and more frequent cleaning of regularly contacted surfaces/equipment</p>	<p>and after performance or rehearsals</p> <ol style="list-style-type: none"> 2. Agreement on who is responsible for removal of any waste (i.e. hand towels, wipes) from site. 3. Choir and musicians provided with means to clean equipment/area if necessary. 4. Choir Robes to be taken off site after Mass 	<p>Mass). Stewards will clean after any performance</p> <ol style="list-style-type: none"> 2. Stewards will do this (as they do for Mass) 3. Not necessary – only singing, using church organ 4. Not necessary – no robes used 	<ol style="list-style-type: none"> 2. None needed 3. None needed 4. None needed 	<p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p>
<p>Musicians/Choir printed and writing materials.</p>	<ol style="list-style-type: none"> 1. Ensure all choir members and musicians have their own copy of music materials, ideally brought from home. 2. If printed music is handed out on day; one person to distribute and collect material whilst wearing disposable gloves or having sanitised their hands. 3. No printed materials to be shared during performance. 4. Choir members or musicians to bring their own writing materials with them and do not share with others. 	<ol style="list-style-type: none"> 1. Will be made clear in guidance to choirs 2. Will be made clear in guidance to choirs 3. Will be made clear in guidance to choirs 4. Will be made clear in guidance to choirs 	<p>Write guidance document for choirs</p>	<p>S Jones 8-12-20</p>

Use of Church Organ or Piano	<ol style="list-style-type: none"> 1. Minimise the number of people playing the organ or piano during the service. Ideally keep to only one accompanist . 2. Consider whether a page turner is necessary in confined organ lofts. Temporary photocopies of music may be used instead. 3. Disinfect the organ console or piano using soft cloth sprayed with disinfectant, not applied directly to the instrument. 4. Hygiene instructions are to be displayed on the organ console or piano. 5. Provide hand sanitiser by the organ console or piano for musicians use. 	<ol style="list-style-type: none"> 1. Will only one person 2. No page turner 3. Stewards will clean after performance 4. Sign to be produced 5. Already available 	<ol style="list-style-type: none"> 1. None needed 2. None needed 3. None needed 4. Produce Sign 5. None needed 	<p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p> <p><i>S Jones, 2/12/20</i></p> <p>S Jones 8-12-20 <i>S Jones, 2/12/20.</i></p>
Musicians/Choir Staff/Volunteers/ Visitors Welfare	<ol style="list-style-type: none"> 1. No food to be prepared on site, no crockery/utensils to be used 2. Encourage/practice good hand hygiene 3. Physical assistance only to be given in absolute emergency such as emergency first aid 4. Wash/sanitise hands before and after any personal encounter 5. Report any such physical encounter in the church Accident Book 6. Encourage any choir member or musician, displaying Covid-19 symptoms, to self-isolate. To follow the NHS advice and, where necessary inform the Parish Secretary. 	All six controls are in place for Mass and will be managed by the stewards supporting each performance	No additional actions needed	<i>S Jones, 2/12/20</i>

Signature of person responsible for this activity : *Stuart Jones*

Print Name: Stuart Jones

Date: 2 December, 2020

On completion this risk assessment is to be returned, by email, to Diocese Health and Safety Officer for approval (prior to Resumption of Group Music and Choirs in Church). All choir members and musicians are to be made aware of the findings of this risk assessment to prior to any resumption of music and choirs in church.