

## HEALTH & SAFETY RISK ASSESSMENT FORM

### AREA OF ASSESSMENT

<b>Workplace or Work activity</b>	Hadleigh Community Choir Concerts – COVID risk assessment for rehearsals		
<b>Assessor</b>	Simon Thompson		
<b>Assessor's signature</b>		<b>Date</b>	14/08/21

ACTIVITY	HAZARDS	EXISTING CONTROLS	SEVERITY (see below)	LIKELIHOOD (see below)	OVERALL RISK (see below)	FURTHER CONTROLS REQUIRED
Access of indoor space for rehearsals	Transmission of virus through close personal contact	One way system for entry and exit. Emergency exits kept clear at all times.	2	1	2	
		As much ventilation as possible. Building cleaned as per local Risk Assessment. Further cleaning as agreed between venue and choir.	3	1	3	
		<ul style="list-style-type: none"> <li>• Specific walkways to be maintained.</li> <li>• All choir sections to be kept separate</li> <li>• All choir members to have an allocated space.</li> <li>• Close contact indoors to be</li> </ul>	3	1	3	

		<p>discouraged</p> <ul style="list-style-type: none"> <li>• Hand sanitising on entrance and exit</li> <li>• Choir members to be reminded of protocols at every rehearsal</li> <li>• Any repeated breach of protocols will result in the choir member being asked to leave that rehearsal</li> <li>• Choir members will be encouraged to wear a mask until in position.</li> <li>• Singing volumes to be monitored by Musical Director to minimise aerosol particles.</li> <li>• All personal items to be removed by choir members at the end of every rehearsal</li> <li>• No movement of chairs unless supervised by the committee/music team</li> <li>• Talking within the rehearsal to be minimised so that instructions can be heard and to minimise aerosol particles.</li> </ul>				
Ensuring participant's safety	Preventative measures	All choir members to sign a document stating that they are either fully vaccinated or are exempt from vaccination due to a medical reason.	3	1	3	
	Track and Trace	All choir members are signed in at every rehearsal	3	1	3	
	Choir member feels unwell	In case of illness all members are encouraged to stay at home and inform the choir committee	3	1	3	
	Choir member	All choir members to be contacted and	3	1	3	

	contracts COVID	the venue to be informed. Lateral flow tests to be encouraged, and if necessary the choir to be suspended				
	Choir member has been in close contact with someone who has COVID	Member should not come to rehearsals for at least a week and must take a lateral flow test prior to next attendance (choir to supply).	3	1	3	
	Transmission of virus via printed music	All choir members encouraged to print their own music. Choir librarian to provide specific named copies for those who cannot. No sharing of music copies.	2	1	2	
Changes to the current guidelines	COVID spread increasing	All committee and choir members to be aware of any Government or Health Service changes and the choir to react accordingly	3	1	3	
	Changes to the URC protocols (or other venue used)	Additional or alternative risks to be assessed and appropriate action taken	3	1	3	

Risk Rating – Severity		Risk Rating – Likelihood		Overall Risk = severity x likelihood		
1	No injury or trivial first aid	1	Highly unlikely	1-2	Insignificant	Monitor
2	First aid injury	2	Unlikely	3-5	Low	Tolerable - seek to reduce
3	(RIDDOR)	3	Possible	6-10	Medium	Reduce to “as low as is reasonably practicable” (ALARP) and manage
4	Specified major injury	4	Likely	11-25	High	
5	Fatality or permanent disability	5	Very likely		Intolerable	

### Use the risk rate to prioritise action

Where risks are assessed as requiring additional controls the following action plan should be used to manage the process. Action timescales depend on levels of risk – so far as is reasonably practicable, the greater the risk the sooner action must be taken.

ACTION PLAN FOR FURTHER CONTROLS		
What is required?	By whom?	By when?