



## **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.

UPDATED 1 OCTOBER 2020

PART A 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 and/or comments	Priority (High/Med/Low)	Action by whom?	Completed – date and name
Choristers and other occupiers of the building	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.	North door entrance and exit for rehearsals and for Sunday unrobed choir. Face coverings to be worn before and after singing. Waiting parents at rehearsals to use coffee shop, which will be cleaned afterwards. Coffee shop entrance to be used for robed Sunday choir (12).	High	PD, IB	
Choristers and other occupiers of the building	Transmission of virus in enclosed space	Buildings have been aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation.	Included in church risk assessment and procedures	High	Church	
Choristers and other occupiers of the building	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.	Included in church risk assessment and procedures. All areas used by the choir and parents will be cleaned after practice.	High	Church PD/IB	

Choristers and other occupiers of the building	Additional risk of infection	Cordon off or remove from public access the area occupied by the musicians, as appropriate.	South transept to be used for choir with appropriate notices and instructions to sidespeople. Choir stalls also used, but with only 8 trebles and 4 adults socially distanced.	High		
Choristers and other occupiers of the building	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.	Mostly 2m distancing, but 1m+ within the same row	High	PD, IB	
Choristers and other occupiers of the building	Transmission of virus through close personal contact	Consider bottlenecks such as staircases or narrow corridors. Will you need to implement a one-way system?	Robed choir to robe in vestry on Sundays using the main staircase and return to nave for practice	High	PD	
Choristers and other occupiers of the building		Remind your performers beforehand about important safe practices. E.g. no physical contact, practice hand washing.		High	PD	
Choristers and other occupiers of the building		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.	Included in church risk assessment and procedures	High	Church	

Choristers and other occupiers of the building		Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Included in church risk assessment and procedures	High	Church	
Choristers and other occupiers of the building		Alert attendees on arrival to any particular hazards, and the need to take care while moving around the venue (particularly if wearing robes).		High	PD	
Choristers and other occupiers of the building		Remove any items that do not need to be present, particularly those in thoroughfares.	Included in church risk assessment and procedures	High	Church	

<b>PART 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 and/or comments</b>	<b>Priority (High/Med/Low)</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
Choristers and other occupiers of the building	Attendee within the group is a virus carrier	Ensure current guidance on self-isolation is emphasised in pre-event communications.		High	PD, IB	
Choristers and other occupiers of the building	Virus spread by hands	Determine placement of hand sanitisers available for your musicians to use.	On entry to church and outside vestry	High	PD, IB	

	Illness	Consider asking two people to learn a solo in case one is taken sick.		Low	PD	
	Unexpected absence	Make it clear who attendees should contact if they are unable to come.		Low	PD	
Choristers and other occupiers of the building	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.		Low	PD	
	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?	Not practical	Low	PD	
Choristers and other occupiers of the building	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 left in individual folders at all times. Folders and new music distributed and collected by PD and Head Choristers sanitising well beforehand. When music finished with, left to self-isolate in a safe place for 72 hours.	High	PD	

Choristers and other occupiers of the building	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			
Choristers and other occupiers of the building	Virus transmitted through sharing of items	Ask attendees to bring their own writing implements (for marking music etc.)		High	PD	
Choristers and other occupiers of the building	Virus transmitted via (keyboard) instruments	Minimise the number of people playing the piano or organ during the service. Ideally, have only one accompanist.		High	PD	
Choristers and other occupiers of the building	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.		High	PD	
Choristers and other occupiers of the building		Hygiene instructions should be clearly visible on the organ console and hand sanitiser must be available at the console.	Only one person plays the organ except occasionally for the Thursday service and the organ is then usually left for 72 hours unused. If used for Friday choir after a different organist has played the previous day, organ will be cleaned by PD before use. Organ loft locked.	High	PD	

Choristers and other occupiers of the building	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			
Choristers and other occupiers of the building	Transmission of virus through close personal contact	Consider using a larger space for robing if the vestry is small.	Only 12 (maximum) will robe for Sunday service and there is sufficient room in the vestry to accommodate that number robing while maintaining social distance	High	PD	
Choristers and other occupiers of the building	Transmission of virus through close personal contact	Arrange a larger space than would usually be required for 1:1 coaching/small group work.	Usual space, choir vestry, more than adequate for groups up to 4 plus leader	High	PD	
Choristers and other occupiers of the building	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.		High	PD/IB	
Choristers and other occupiers of the building	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 No conductor for parts of service where stalls are used For South Transept choir there is room for a socially distanced conductor			
Choristers and other occupiers of the building		Consider whether registration could be done without face-to-face contact and/or a queue.		High	PD	



<b>PART C 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 and/or comments</b>	<b>Priority (High/Med/Low)</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
Choristers and other occupiers of the building	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.	Included in church risk assessment and procedures	High	Church	
Choristers and other occupiers of the building	Risk of infecting others	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Included in church risk assessment and procedures	High	Church	

<b>PART D 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 and/or comments</b>	<b>Priority (High/Med/Low)</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
Choristers and other occupiers of the building		Consider whether it is necessary to appoint a trained first aider (and a deputy, in case of illness/self-isolation).	Included in church risk assessment and procedures	High	Church	

Choristers and other occupiers of the building		Agree procedures with the first aider before the event, including consultation of any published guidance for delivering first aid in this context	Included in church risk assessment and procedures	High	Church	
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<b>Part E 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 and/or comments</b>	<b>Priority (High/Med/Low)</b>	<b>Action by whom?</b>	<b>Completed – date and name</b>
Choristers and other occupiers of the building	Attendees unaware of risk and procedures	Make an announcement at the start of the event to highlight the key control measures in place.		High	PD	
Choristers and other occupiers of the building		Make a risk assessment document available online before the event and alert attendees to its presence.		High	PD	
Choristers and other occupiers of the building		Identify someone to whom attendees can speak if they have any concerns or questions.	PD or IB	High	PD	

ART F After a known exposure						
Who is at risk?	What is the outline risk?	Controls required	Additional, specific control measures to be implemented and/or comments	Priority (High/Med/Low)	Action by whom?	Completed – date and name
Choristers and other occupiers of the building		If possible, close the building for 72 hours.	Included in church risk assessment and procedures	High	Church	
Choristers and other occupiers of the building		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> .		High	Church	
Choristers and other occupiers of the building		If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Included in church risk assessment and procedures	High	Church	

**Church:**

**All Saints Leighton Buzzard  
Reviewed and updated 1 October 2020**

**Assessor's name:**

**Paul Dickens**

**Date completed:**

**18 September 2020**

**Review date:**

**27 September 2020**



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