



## **COVID-19 RISK ASSESSMENT: MUSIC IN LIVE SERVICES**

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. From 4 July, church buildings will be allowed to reopen, providing physical distancing rules remain in place. The scientific consensus on singing in church remains controversial, but current government guidance advises against it.

### **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>
Musicians / Others	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.	Point each of entry and exit are the same, though musicians sing from the organ loft, which has a separate door via a staircase. Musicians enter the same way as the congregations.			Matthew Schellhorn (MS) 17.9.20
Musicians / Others	Transmission of virus in enclosed space	Buildings have been aired before use. Where possible, doors and windows should be opened temporarily to improve ventilation.	The double doors in the church porch are open at all times during church opening hour. Permission has been gained to open the window in the loft.			MS 17.9.20
Musicians	Insufficient cleaning of shared spaces	Review the CofE guide on cleaning church buildings, which can be found here. Agree a cleaning procedure before the event or ensure the venue will take responsibility for adequate cleaning. Complete the cleaning checklist (below) if appropriate.	The church is cleaned each day at 2pm. Permission has been gained to clean the organ console. Stands belonging to the LMS are in the loft and will be cleaned before and after Mass.			MS 17.9.20

Musicians / Others	Additional risk of infection	Cordon off or remove from public access the area occupied by the musicians, as appropriate.	The Church is allowing a sign prepared by us to be placed at the entrance to the organ loft (e.g. "Musicians Only")			MS 17.9.20
Musicians / Others	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.	Musicians stand at least 2m apart in the loft. The is elevated from the floor of the nave by at least 5m.			MS 17.9.20
Musicians / Others	Transmission of virus through close personal contact	Consider bottlenecks such as staircases or narrow corridors. Will you need to implement a one-way system?	Musicians need to walk one at a time up and down staircases, which are potential bottlenecks.			MS 17.9.20
Musicians		Remind your performers beforehand about important safe practices. E.g. no physical contact, practice hand washing.	Musicians are reminded not to make physical greetings. They are given the opportunity to use the toilet and wash hands on site.			MS 17.9.20
Musicians		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.	The only surface likely to be touched is the Communion rail is front ledge of the organ loft where we kneel (only) for the Consecration. Musicians use hand sanitizer immediately on standing.			MS 17.9.20

Musicians		Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	Onsite toilet facilities are available currently.			MS 17.9.20
Musicians		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 are worn. Bags and coats are optionally placed on the floor against a wall in the loft.			MS 17.9.20
Musicians		Remove any items that do not need to be present, particularly those in thoroughfares.	Access to the loft will be closed by Yale lock once all are in situ.			MS 17.9.20

<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>
Musicians	Attendee within the group is a virus carrier	Ensure current guidance on self-isolation is emphasised in pre-event communications.	Singers will be reminded of all guidelines before engagement.			MS 17.9.20
Musicians	Virus spread by hands	Determine placement of hand sanitisers available for your musicians to use.	The Church is providing hand sanitizing lotion inside the loft. MS will provide a supply as well.			MS 17.9.20

Musicians	Illness	Consider asking two people to learn a solo in case one is taken sick.	Deputies will be engaged if a singer falls unwell, to our best ability. Another singer will be selected for the Schola.			MS 17.9.20
Musicians	Unexpected absence	Make it clear who attendees should contact if they are unable to come.	Matthew's mobile to be used for non-attendance.			MS 17.9.20
Musicians	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.	As above, for deputies. No u18s.			MS 17.9.20
Musicians	Venue unavailable (this circumstance might arise after a COVID occurrence)	Consider whether it would be appropriate to have a standby (risk assessed) venue. How would a change of venue be communicated?	Standby venue not available.			MS 17.9.20
Musicians	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.	Singers are requested to use iPads. If printed music is required it will be emailed to the musicians for them to print off and bring. After use, retained by the individual singers for their own disposal.			MS 17.9.20

Musicians	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.	We shall not use printed music unless necessary, in which case musicians will dispose themselves.			MS 17.9.20
Musicians / Others	Virus transmitted through sharing of items	Ask attendees to bring their own writing implements (for marking music etc.)	Pencils will not be shared. Attendees will be asked to use only their own stationery.			MS 17.9.20
Musicians / Others	Virus transmitted via (keyboard) instruments	Minimise the number of people playing the piano or organ during the service. Ideally, have only one accompanist.	Only one person to play the organ cleaned as above.			MS 17.9.20
Musicians	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.	Permission gained to do so before and after Mass.			MS 17.9.20
Musicians		Hygiene instructions should be clearly visible on the organ console and hand sanitiser must be available at the console.	A sign will be put up.			MS 17.9.20

Musicians / Others	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			MS 17.9.20
Musicians / Others	Transmission of virus through close personal contact	Consider using a larger space for robing if the vestry is small.	We do not robe and only occupy the loft.			MS 17.9.20
Musicians / Others	Transmission of virus through close personal contact	Arrange a larger space than would usually be required for 1:1 coaching/small group work.	Rehearsal will take place in the downstairs hall.			MS 17.9.20
Musicians / Others	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.	Chairs will be set out in advance and put away by MS.			MS 17.9.20
Musicians / Others	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.	2m distancing to be observed.			MS 17.9.20
Musicians		Consider whether registration could be done without face-to-face contact and/or a queue.	Meet in person outside and enter together in sequence.			MS 17.9.20

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
Musicians / Others	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.	Schellhorn Music is not responsible for cleaning but will clean the console for personal hygiene reasons only.			MS 17.9.20
Musicians / Others	Risk of infecting others	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	MS			MS 17.9.20

Someone becoming ill during the event (whether related to COVID-19 or not)						
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
	Transmission	Consider whether it is necessary to appoint a trained first aider (and a deputy, in case of illness/self-isolation).	MS was last first-aid trained in 2016. No other person is supplied by the venue. <b>MS to confirm who is the first aider otherwise.</b>	High	MS	

	Transmission	Agree procedures with the first aider before the event, including consultation of any published guidance for delivering first aid in this context	<b>MS to read the latest first-aid guidelines.</b> <b>MS to take a Covid-related course.</b>	Medium	MS	
--	--------------	---	---	--------	----	--

<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.	The Church is requested to make an announcement highlighting the choir area and other safety requirements.			MS 17.9.20
		Make a risk assessment document available online before the event and alert attendees to its presence.	This document to be shared with all engaged musicians.			MS 17.9.20
		Identify someone to whom attendees can speak if they have any concerns or questions.	Matthew Schellhorn to be the point of contact for concerns. Benna Schellhorn (07970 079890) in default.			MS 17.9.20

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.	We have no responsibility for the venue's exposure procedures. If musicians are exposed they are required to inform MS and through track and trace the other musicians will be informed.			MS 17.9.20
		If closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. This information is available online.	N/A			MS 17.9.20
		If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	N/A			MS 17.9.20

**Church: St Mary, Moorfields**

**Assessor's name: Matthew Schellhorn**

**Date completed: 17 September 2020**

**Review date: 30 September 2020**



@rscmcentre



@RSCMCentre



@rscmcentre



www.rscm.org.uk