



Covid-19 Risk Assessment for rehearsals, Autumn 2021

INTRODUCTION

This risk assessment is based on a template developed by *Making Music*, the amateur music group umbrella organisation to which Milton Keynes Chorale belongs. It takes account of:

- the latest government guidance covering *Events and Attractions* issued on 14th July.¹ This guidance does not specifically mention leisure-time music activity but is the relevant guidance for venues and groups organising activities in those venues. It makes no distinction between professional and non-professional activity.
- the latest guidance from Making Music.²
- the risk assessment prepared by Christ the Cornerstone, which applies to all users of the building, and which is appended to this document.

This is the third edition of the choir's Covid-19 risk assessment, following earlier versions issued in October 2020 and May 2021. This edition is issued in significantly different circumstances compared to earlier editions. In particular:

- almost all legal restrictions on group activities have been removed, and replaced with advice and guidance;
- a large proportion of the adult population is now double vaccinated. As of 23rd August 2021, 78.0% of the population of Milton Keynes aged over 18 have received at least a first vaccination and 67.4% have received a second. The proportion of the population in the age groups from which choir members are mainly drawn is higher. Over 84% of over-55s in Milton Keynes are double vaccinated;
- the rate of infection in the population is higher. At the end of October 2020, an estimated 0.5% of the population in the South East region tested positive at any given time; at the end of May 2021, the figure was 0.03%. As of 20 August 2021 the figure was 0.97%.³

¹ www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions

² www.makingmusic.org.uk/resource/risk-assessment-covid-secure-rehearsals

³

www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/conditionsanddis

The headings below identify the risks that we wish to mitigate. Under each risk heading is a set of actions that will be taken to mitigate each risk. It is important to emphasise that some risk area headings and sub-headings may look like statements of fact, but they are not. Rather, they are statements of what may happen if action is not taken to mitigate the risk.

RISK AREA 1: RISK TO/FROM INDIVIDUALS TO/FROM GROUP

1.1 High/moderate risk/vulnerable individuals attend

1. Members will be responsible for determining their personal risk level and deciding whether or not to attend rehearsals face-to-face in the light of information provided by the Board and other sources.

1.2 Infectious individual attends rehearsals

Action for this risk area are designed to mitigate the risk that a hybrid rehearsal is attended face-to-face by someone who is either infected with symptoms or at increased risk of being infected.

1. All members wishing to attend rehearsals in person are expected to meet all the following conditions:
 - you do not have any of the main Covid-19 symptoms: a high temperature, a new continuous cough, a loss or change to the sense of smell or taste;
 - you have not knowingly been in close contact with anyone with Covid-19 symptoms in the past 6 days;
 - you have not tested positive for Covid-19 in the past 10 days;
 - you have not been asked to self-isolate by NHS Test and Trace;
 - you will inform the Membership Secretary immediately if you develop Covid-19 symptoms or if you find that you have been in close contact with anyone with Covid-19 symptoms, on 07969 120793.
2. Members wishing to attend rehearsals in person are expected to have received both vaccinations unless there is a medical reason why they cannot be vaccinated. However, proof of vaccination status will be not required to attend rehearsals in person.
3. Members attending rehearsals in person are expected to self-administer a free NHS lateral flow test no more than 48 hours before attending a rehearsal in

[eases/bulletins/coronaviruscovid19infectionsurveys/pilot/30october2020](https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/conditionsanddiseases/bulletins/coronaviruscovid19infectionsurveys/pilot/30october2020)
www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/conditionsanddiseases/bulletins/coronaviruscovid19infectionsurveys/pilot/28may2021
www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/conditionsanddiseases/bulletins/coronaviruscovid19infectionsurveys/pilot/20august2021

person. Confirmation of test results will not be required to attend rehearsals in person.

1.3 Inability to track and trace when someone falls ill outside rehearsal

Actions for this risk area are designed to mitigate the risk to members, their households and others arising from a member who attends a rehearsal in person and later develops symptoms.

1. Ask members with smartphones to download the NHS Covid-19 app if they have not already done so.
2. Obtain a dedicated NHS QR code and display it in the entrance lobby.
3. Advise members with smartphones to scan the QR code on entry.
4. Retain a record of all attendances and a photograph of the seating positions of everyone who attends a rehearsal for 21 days, to provide to the local authority public health team if required.
5. Issue regular reminders to members of the need to inform the Membership Secretary immediately if they develop symptoms or test positive.
6. Inform the local authority public health team of any members who develop symptoms after a rehearsal they attended in person
7. Inform all in person attendees of the rehearsals in the two weeks preceding the week in which a member reports symptoms or tests positive.

1.4 Inability to deal with a member showing symptoms in rehearsals

Actions for this risk area are designed to mitigate the risk that a member who develops symptoms at a rehearsal they attend face-to-face exposes other members to greater risk of infection.

1. The member concerned will be asked to leave the rehearsal and go home immediately.
2. If transport is required, seat the member, wearing face-covering, by the entrance door until transport arrives.
3. Ask the member to take a PCR test as soon as possible and communicate the result to the Membership Secretary.
4. End the rehearsal immediately and send everyone home. Inform attendees as soon as the result is known.
5. Inform the venue of the incident.

2.5 Members do not comply with mitigating measures

1. Email all members with a copy of the measures they are required to take.
2. Display posters in the entrance lobby summarising the essential measures.
3. Remind attendees of the essential measures at each rehearsal.
4. Advise any member who is not complying with essential measures.
5. If necessary, exclude any member who has failed to observe essential measures repeatedly.

RISK AREA 2: BEHAVIOUR OF ATTENDEES/INDIVIDUAL SAFETY MEASURES

Actions for this risk area are designed to mitigate the risk of infection in the event that a member who is infectious attends a rehearsal.

2.1 Individuals spread or breathe in virus-laden particles

1. Members will be expected to:
 - sneeze/cough into a tissue/the crook of their arm (if not wearing a face-covering)
 - wear face-coverings when attending rehearsals in person, except when singing. Wearing a mask during singing is at members' discretion.
 - if they have one, carry a mobile phone to rehearsals at the venue to enable last minute contact, ensuring that the Membership Secretary holds the correct number.
2. Members will be advised:
 - to consider a mask insert if they plan to wear a mask when singing.
 - to bring more than one mask, especially if they plan to wear a mask when singing.
3. A supply of disposable masks will be available from the trustee responsible for health and safety, in the event that a member forgets their own.

2.2 Individuals spread or pick up virus by touching shared surfaces

1. Hand sanitiser will be available in the entrance lobby, and on the wall by the entrance door to the worship area. Members will be encouraged to bring their own hand sanitiser.
2. Members will be expected to:
 - avoid touching shared surfaces as much as possible.
 - sanitise hands on arrival, departure, before/after any break, and after using the toilets.
 - bring their own music and pencil, which should not be shared.
 - bring their own refreshments. (None will be provided.)

RISK AREA 3: REHEARSAL SPACE AND RESOURCES

Actions for this risk area are designed to mitigate risks to members, and to others using Christ the Cornerstone, arising from the use of the building by the choir and/or others.

3.1 Venue is not Covid-secure

1. Retain a copy of the venue risk assessment and check regularly for any updates.
2. The Chair will monitor compliance of the venue with their own risk assessment.
3. Cornerstone's Business Manager will be notified of any concerns and asked to give assurance that corrective action has been taken.

3.2 Build-up of aerosols

1. The door between the cloister and the entrance lobby, and the door facing it into the worship area will be open during rehearsals.
2. The carbon dioxide (CO₂) concentration in the worship area will be measured before rehearsals begin, and monitored during rehearsals. This provides information about the adequacy of the ventilation.
3. If the CO₂ concentration increases above 1200 ppm, the rehearsal will be paused, and members will be asked to return to their cars for 15 minutes to ventilate the space.

3.3 Build-up of virus on shared surfaces

1. Areas used by the choir will be disinfected by Cornerstone staff before and after each rehearsal, using a fogger⁴. This disinfects all surfaces, including chairs and their upholstered seats.
2. The AMD will be responsible for cleaning the piano keyboard before and after each rehearsal.
3. If they wish, members can bring disinfectant wipes to wipe down the back and sides of their chair. Any wipes used must be taken away by members using them.

3.4 Covid transmission in toilets

1. Members will use only the toilets on either side of the entrance lobby.
2. Toilets will be limited to one person at any time.
3. Disinfectant soap is provided in all toilets.
4. Members can sanitise their hands on return to the rehearsal, as they wish.

3.5 Other user groups

1. At present, no other groups have booked other areas of Cornerstone when rehearsals will take place.
2. The Cornerstone Business Manager will inform the Chair of any plans for other groups to use the building at the same time as a rehearsal.

⁴ A fogger is a device that distributes a 'fog' containing disinfectant particles into the air in an internal space. These destroy viral particles present in the air and on surfaces.

3. We will work with the Business Manager and other groups to minimise the risk of members sharing the entrance lobby with people from other groups.

RISK AREA 4: MEASURES TO MITIGATE RISK INFECTION IMPAIR MUSICAL EFFECTIVENESS

4.1 Members cannot hear each other and/or the Musical Director and accompanist

1. Because of the difficulty of cleaning the clip-on microphone, the amplification system will not be used. The MD, AMD and Choral Conducting Scholar will project their voices as far as possible.

4.2 Live-streaming to members unable to attend is ineffective, if any rehearsal is live-streamed.

1. Cornerstone's wifi will be used. Use of it for Zoom will be tested before the first face-to-face rehearsal.
2. The streaming platform and equipment will be the same as that used for Zoom rehearsals.

20 August 2021

Appendix: Church of Christ the Cornerstone –Covid 19 Risk Assessment July 2020

RISK ASSESSMENT - RE-OPENING FOR WORSHIP

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	y	Clergy Ch of EC Notice - Adminstrator	<ul style="list-style-type: none"> • Newsletter announcing reopening for services • Big notice at door!
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	y	Clergy Ch of EC / Staff	Newsletter announcing reopening for services includes this information
3. Verbal symptom checks on entry	n		Not a government requirement.
4. Ask vulnerable not to attend in person	recommend	Clergy Ch of EC Business Manager	Newsletter announcing reopening for services includes this information
5. Everyone to use hand sanitiser on entry to the building	y	Stewards / Staff	
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises, or someone becomes ill during service	y	Building manager / PJC	See existing policy notice on reception desk – person to be asked to wait outside – or in confessional until someone comes to collect them. Stewards call emergency services if necessary. Stewards to wear masks and gloves – and should not be in contact with person. All present who have been in contact with the person should wash their hands thoroughly as soon as possible. The service may need to be halted for this to happen. Extra cleaning will be needed – see government guidelines.)

Control Measures	Control in place (Y/N)	Person Responsible	Comments
7. Temperature/symptom checks on entry	n		Not a government requirement
8. Display 'Staying COVID-19 Secure in 2020' posters in entrance(s).	y	Business manager	
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	y	Stewards / Staff	Notices Clergy to remind, chairs not to be rearranged, gathering in entrance hall before or after service to be discouraged by stewards

Risk:		Transmission of Coronavirus to an individual direct from infected person				
Persons at risk		Ministers, stewards, members, attendees, cleaners				
Risk Rating before control measures	Likelihood	high		Risk Rating after control measures	Likelihood	
	Severity	high			Severity	
	Overall Risk	high			Overall Risk	acceptable

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place	y	Business manager (Chairs) stewards	2m
2. No physical contact between persons from different households/bubbles	y	Stewards / Staff	<ul style="list-style-type: none"> • Stewards and clergy to encourage this • Chair layout • notices

Control Measures	Control in place (Y/N)	Person Responsible	Comments
3. All attendees required to wear a face covering	recommend	Clergy Ch of EC Stewards / Staff	Not a government requirement yet – but may become one. Needs to be mentioned in letter to congregation
4. One-way system of flow through building to avoid pinch points	n		If no service following, congregation could leave via the entrance. (To be kept under review)
5. Areas marked out of bounds where appropriate	y	Stewards / Staff to check	Cloisters roped off, balcony closed, lifts not usable <i>(North door from worship area needs to be unlocked as fire exit)</i>
6. Assess safe maximum capacity of worship area – all to be seated – no standing	y	Business manager / PJC	Maximum capacity 55 * (*subject to reassessment depending on members survey) (Balcony to be closed as hard to meet social distancing guidelines there.) <i>Chapel to be closed during service</i>
7. Seating arrangements adapted for social distancing	y	Business manager	Chairs laid out according to 2m social distancing rules – some individual some for household groups – with appropriate access aisles – layout to enable lining up for communion whilst maintaining social distancing
8. Capacity monitored and entry stopped when capacity reached	y	Stewards / Staff	We will need extra stewards to help with this – one steward at door to count – will need to stay in entrance hall throughout service to deal with latecomers and send them away if full. <i>(Members survey to assess numbers wanting to come. If over capacity – booking system may be needed)</i>

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. No communal singing during services	y	minister	<i>(If a cantor sings – must be well distanced from any other person)</i>
10. Signage in place to remind people of safe practices	y	Business Manager Stewards	
11. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.	y		This should not be a problem in the Cornerstone building (unless one service closely follows another)
12. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	y	Clergy and stewards / Staff	Newsletter Notices Clergy remind from pulpit
13. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	Anyone with special requirements should contact administrator in advance to check what might be possible.	Administrator, clergy, stewards / Staff	Advised not to come, but government guidance makes clear it is person's own choice Socially distanced space for wheelchairs need to be available in worship area. People who are self-isolating should not attend.
14. Appropriate PPE for stewards	y	PJC / Staff	Gloves, masks, sanitizer (to be stored in vestry)
15. Ensure enough stewards Staff available to ensure safety	y	KA / Business Manager	Will need 4 stewards per service - steward to monitor entry at door and count number entering – and steward to help with 'track and trace' plus 2 others for usual duties. (stewards might be needed at end to wipe over surfaces / chairs)

Control Measures	Control in place (Y/N)	Person Responsible	Comments
16. Children to be closely supervised by parents. Toys etc to be removed from worship area Entrance hall toilets only to be used.	y	Clergy / stewards / Staff	Any children taken out of service by parents must be taken into to the entrance hall or outside. (All other areas closed)
17. Length of service to be kept short	y	clergy	
18. Hymn books, Bibles etc. will not be available. If disposable service sheets are used, congregation members should pick these up from the entrance hall and put them in the bin provided on their way out of the building.	y	stewards	
19. Holy Communion will only be celebrated in line with government and denominational guidance. No wine will be shared.	y	clergy	
20. Vestry should not have more than one person in it at a time. Wipes / gloves need to be available	y	Clergy steward	
21. Social distancing for clergy on the dais, in the vestry and when meeting congregational members needs to be maintained	y	clergy	If possible, only one minister takes each service. General greetings and farewells are made from the pulpit, not in person at the doors.
22. Social distancing for meeting rooms / Events / conferencing / musical practice any other lettings.	y	clergy	Where possible, one person in and out of the room unless two door can be opened. If the room is in use more than once during a 72 hour period the room will be fully sanitized prior and after every use with a sanitizing fogger.

Risk:	Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)					
Persons at risk	Ministers, stewards, members, attendees, cleaners					
Risk Rating before control measures	Likelihood	high		Risk Rating after control measures	Likelihood	
	Severity	high			Severity	
	Overall Risk	high			Overall Risk	acceptable

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles	y	Stewards / Staff	Disinfectant wipes available. Stewards to make sure doors from entrance hall into worship area held open.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser eg door handles, pulpit, chairs, sound system controls	y	Cleaners / Staff Stewards at end of service	Supply of disinfectant wipes available to stewards in vestry.
3. Cleaning continued			C of E guidance: if you only have one service / Meeting a day, then it would be sensible to clean the church after the service / Meeting . If you are having more than one service / meeting cleaning the whole church may not be possible. In this case, we suggest wiping down those surfaces that are likely to have been touched, paying particular attention to those frequently touched surfaces. You will need to ensure you have identified people to undertake the cleaning. A decision should be made locally on how frequently cleaning should take place based on an assessment of risk and use of the building. If the church is not going to be used for 72 hours there is no need to clean it.
4. Cleaning re hire periods	Y	Church cleaners and hirers	The church will be cleaned before and after every separate hire but during the hire period the hirer is responsible for any cleaning which needs to take place e.g. frequently touched surfaces

Control Measures	Control in place (Y/N)	Person Responsible	Comments
5. No passing of collection plate/bag and collection not counted for 72 hours after service.	y	stewards	Bowl (lined with plastic bag) for offerings to be available near exit door. One steward wearing gloves will seal plastic bag (with a note of the date in) and put it in the vestry safe. The money will not be counted until at least 72 hours later.
6. Toilets supplied with disposal hand towels, hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	y	Congregation to self monitor / Staff	(Exception to one person rule – any child under 11 must be accompanied by a parent)
7. No serving of food and drink items prior to, during or after the service meeting.	y		
8. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	y	stewards	
9. Microphones and other equipment kept to a single individual	y	Clergy/stewards	No sharing of personal microphones
10. Keep Register of attendees for ‘track and trace’		Stewards / staff	Attendees to collect a form on entry, fill it in and put it in box provided. To be encouraged to bring own pen, but one use pencils will be provided and then quarantined.
11. Vestry surfaces to be wiped after use	y	Clergy and stewards	Disinfectant wipes to be available.

Risk:		Transmission of Coronavirus to an individual via toilet facilities					
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners					
Risk Rating before control measures	Likelihood	high		Risk Rating after control measures	Likelihood		
	Severity	high			Severity		
	Overall Risk	high			Overall Risk	Acceptable if people stick to the rules – will need monitoring	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser.	y	Cleaners and individual users	Toilets will have been cleaned on Saturday evening. Disinfectant wipes to be available for users to clean surfaces, handles, etc. before and after use
2. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	y	Cleaners Business manager Stewards	C of E guidance: <ul style="list-style-type: none"> Toilets should be kept open if at all possible Signs and posters about safe hygiene Limited entry – one in, one out (any queue socially distanced) Make hand sanitisers available on entry to toilets and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand dryers) are available.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
			<ul style="list-style-type: none"> • Keep the facilities well ventilated, for example by fixing doors open where appropriate and safe to do so. • Provide more waste bins Notice reminding users to put wipes and paper towels in the bin provided.
3. Disabled toilet to be kept locked and only used by registered disabled and their carers. People can use own radar keys – or steward has access to one.	y	stewards	Information to be given in letter to congregation
4. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	y	Building manager, cleaners	4 new bins needed for toilets and for recycled service sheets
5. Children under 11 to be accompanied to the toilet	y	Parents, stewards	Reminders from pulpit

(Based on Baptist Church Format)