



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.

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	Priority (High/Med/Low)	Action by whom?	Completed – date and name
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.	There is one point each of entry and exit. These are the same for the musicians as for others.			Matthew Schellhorn (MS) 8.9.20
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.	Information from July is that the church opens at 17:45. The doors are open throughout the Mass.			MS 8.9.20
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.	It is our belief the Church takes responsibility for adequate cleaning, based on information received from LMS on 7/7/20. The church is cleaned by the Latin Mass Society (LMS) after the Mass. Confirmation of how frequently the Church is cleaned to be sought from the LMS.	Medium	LMS	

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 Lady Chapel (e.g. "Musicians Only")			MS 8.9.20
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 Lady Chapel, where there is no furniture. The nearest occupiable pew to the front step of the Lady Chapel is 4 meters away. The further inside the Chapel the singers stand, the greater this distance becomes.			MS 8.9.20
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 walk into the church via the right-hand aisle and exit via the left-hand aisle.			MS 8.9.20
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 in a café opposite.			MS 8.9.20
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 in the Lady Chapel where we kneel (only) for the Consecration. Musicians use hand sanitizer immediately on standing.			MS 8.9.20

Musicians		Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	There are no onsite toilet facilities being made available currently (this will be revisited when decoration works are completed). LMS is being requested to cooperate with use of café.	High	LMS	
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 Lady Chapel.			MS 8.9.20
Musicians		Remove any items that do not need to be present, particularly those in thoroughfares.	No thoroughfares are blocked, but a sign is placed at the entrance to the Lady Chapel.			MS 8.9.20

Ensuring participants' safety						
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	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 8.9.20
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 Lady Chapel. MS will provide a supply as well.			MS 8.9.20

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 8.9.20
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 8.9.20
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 8.9.20
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 8.9.20
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 8.9.20

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 at Maiden Lane.			MS 8.9.20
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 8.9.20
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.	No organ to be played at Maiden Lane.			MS 8.9.20
Musicians / Others	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.	N/A			MS 8.9.20
Musicians / Others		Hygiene instructions should be clearly visible on the organ console and hand sanitiser must be available at the console.	N/A			MS 8.9.20

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 8.9.20
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 Lady Chapel.			MS 8.9.20
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.	Coaching for the Schola will take place either at MS's home or online. For any professionals, a rehearsal will take place in the Lady Chapel.			MS 8.9.20
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.	No pews or chairs.			MS 8.9.20
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.	N/A			MS 8.9.20
Musicians		Consider whether registration could be done without face-to-face contact and/or a queue.	Meet in person outside and enter together.			MS 8.9.20

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.			MS 8.9.20
Musicians / Others	Risk of infecting others	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	N/A			MS 8.9.20

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. LMS to confirm who is the first aider otherwise.	High	LMS	

	Transmission	Agree procedures with the first aider before the event, including consultation of any published guidance for delivering first aid in this context	MS to read the latest first-aid guidelines. MS also to check whether any Covid-related courses may be taken.	High	MS	
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Unawareness of control measures amongst attendees						
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
	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 will make an announcement highlighting the choir area and other safety requirements.			MS 8.9.20
		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.	Medium	MS	
		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 in default.			MS 8.9.20

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 8.9.20
		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 8.9.20
		If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	N/A			MS 8.9.20

Church: Corpus Christi, Maiden Lane
Assessor's name: Matthew Schellhorn
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