

Task/Activity	Children & Youth Chorus Choral Rehearsals – COVID 19
Date Conducted	19/04/2021 / Reviewed and updated 30/04/2021
Date Reviewed	
Assessors	Lucy Galliard – Director of Learning & Engagement / Nicola Longhurst – CBSO Centre Manager / Poppy Howarth – Chorus Manager
Signed	Stephen Maddock – Chief Executive

Activity/Hazard	Hazard Effect	Persons/ Property at Risk	Existing Control Measures	Additional Control Measures Required	Notes & Supporting Materials / Risk Assessments
Infection with coronavirus leading to COVID-19	Spread of Covid 19 amongst staff and Chorus members during rehearsals	All staff and Chorus members	<ul style="list-style-type: none"> Any chorus members who identify as clinically extremely vulnerable, who must be socially shielded are not permitted to resume attendance at rehearsals Reasonable natural ventilation levels within workplace; doors and windows open when occupied Children instructed to cover mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing Children instructed to put used tissues in the bin straight away and wash hands afterwards. Disposable tissues and lidded bins provided for children and staff. Tissue waste double bagged and stored for minimum of 72 hours before going into general waste. Catch It – Bin It – Kill It posters displayed in the workplace Chorus staff to sign staff and children in on arrival. Children are instructed to maintain Social Distancing minimum of 2m wherever possible. As of 17th May 2021, where wraparound and other extra-curricular activities for children are taking place indoors, they make take place in groups of any number. Implement cleaners to be on site for full working day to ensure all surfaces / handles / facilities are cleaned regularly throughout the day PPE of face masks, gloves and hand gel available to all children and staff at entrance, on arrival to the building. 	<ul style="list-style-type: none"> All staff, musicians, visitors requested to show proof, including date, of negative LF test prior to entering Tests are valid for 72 hours. Implement temperature checking of children, adults and staff on arrival to the building using contactless thermometer, or similar. Children's attendance will be recorded, including times and temperature records when in the building, all of which will be held for a minimum of 21 days. All children and adults over the age of 11 will be required to wear a face covering when not in rehearsal seat, unless medically exempt. Covid 19 screening questionnaire will be taken on arrival. Touch bins replaced by non-contact replacements. Children and staff to go straight home if symptoms develop <ul style="list-style-type: none"> new continuous cough high temperature (above 37.8°C) Recent loss of taste and smell. If a child or staff member falls ill during a rehearsal, priority is to remove individual from the building as soon as possible if they are well enough. If significantly unwell they will be isolated in a rest room on first floor until appropriate medical care is available. <ul style="list-style-type: none"> Individual assisting person with symptoms to be provided with PPE of visor, face mask, and gloves. Rest room to be cleaned immediately if used for isolation. Children and staff isolating with symptoms to request a COVID-19 test as soon as possible by contacting NHS 119. Managers to be trained to be aware of common signs or symptoms in workers. Specific guidelines to be communicated to all department Managers 	<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>

				<ul style="list-style-type: none"> • Check guidance for updates daily and review controls; • Ensure appropriate steps are taken to manage the protection of clinically vulnerable, BAME employees, expectant mothers, following specific assessment recommendations. 	
Chorus Rehearsals	Spread of Covid 19	Chorus members and music staff	<ul style="list-style-type: none"> • Chorus staff to sanitise all stands, chairs and equipment before and after use • Ventilation system in hall to be adjusted to eliminate use of recirculated air. • Children and staff to not share pencils or music. Each child will be provided with / will always bring their own copy of music. • 2 metres side by side distance and 2 metres in front/behind singers within rehearsal hall. • Rehearsals and repertoire to be planned to keep volume levels to a reduced level. • Children and parents provided with regular information and clear communication of changes to rules and practices • Open discussion with the children and parents/guardians about any changes made • NHS / Government Handwashing technique posters displayed in all welfare facilities. • PPE of face masks, gloves and hand gel available to all singers at entrance, on arrival to the building. • Maintain regular communication with children, parents/guardians and support, as required. 	<ul style="list-style-type: none"> • Ensure there is a minimum 45 mins rehearsal break after 1 hour of rehearsal. • Maintain regular contact with children, parents/guardians and support, as required • Communicate health and well-being support services. • All children and staff will be required to follow the clearly displayed one-way systems in place when navigating around the building • As and when larger Choral groups are able to return, we will arrange a staggered arrival system and associated floor markings outside with the Council. • Use of screens to be reviewed when larger scale activity resumes. • Keyboard to be cleaned at the start at each rehearsal and the same player to be allocated to same instrument throughout and wiped down by player at the end. • CBSO asks for face coverings to be worn unless medically exempt / under the age of 11, while in the CBSO Centre, up until the point the rehearsal begins. • All children to remain in the same allocated seat throughout the rehearsal. Children will be taken to their allocated seat by staff on arrival and should remain there for the duration of the rehearsal unless they need to use the facilities. If they do, then the child will follow the one-way system in place, when entering and exiting the hall. • Chorus conductor to monitor volume levels and to take appropriate actions as required. This will also be monitored by chorus staff. • At the end of rehearsal singers will be released individually by staff to ensure there is no overcrowding in doorways or the foyer. • Parents / guardians will not be permitted into the building to collect their children unless they have shown a recent negative covid test. Parents / guardians sitting in for the duration of the rehearsal must also provide a negative test and must be agreed with Chorus management at least 24hours prior to rehearsal. Chorus management will walk the children out and oversee that they are collected safely at the end of rehearsal. • Public transport is advised against and the schedule has 	<p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p>

				<p>been arranged to avoid the busiest times for travel. If public transport is unavoidable, a face covering must be worn as per government guidance from 15 June 2020.</p> <ul style="list-style-type: none"> • Consider a schedule to avoid travel at peak times. • The 'Rule of Six' must be adhered to. Singers arriving together in larger groups from multiple households will not be permitted. • The Natural Air Ventilation System has been reviewed by Airtech control and the main hall is full fresh air and full extract. The green saving thermal wheel, travelling between the supply and extract, will be turned off to ensure no risk of recirculated air. • Ventilation is full fresh air with no circulated air. • Ventilation system has been adjusted to run at 400 ppm with air change rate of 2.87 per hour. • Maintaining good ventilation by opening doors and windows where possible. • The Youth Chorus will be issued with booklets of photocopied music which they keep and destroy once finished with to reduce handling of music by staff. • Additional conductors who may be required to lead part of a rehearsal (e.g. University of Birmingham Choral Conducting Students) will be seated on the front row to avoid walking closely to other chorus members, and a music stand will be set for them prior to the start of rehearsal so there is no sharing of equipment with existing music staff. 	<p>HSE</p> <p><i>The risk of air conditioning spreading coronavirus is extremely low.</i></p> <p><i>If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust other types of air conditioning systems.</i></p> <p><i>If you're unsure, speak to your heating ventilation and air conditioning (HVAC) engineers or advisers. Good ventilation is encouraged to help reduce the risk of spreading coronavirus</i></p>
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Building Entry	Too many people attempting to enter a wing of the revolving door wing at one time.	All staff and Chorus	<ul style="list-style-type: none"> • Hand gel and PPE of face masks, gloves available on arrival to the building. • Children to be signed in on arrival and escorted through the building to their seats. • Pre-opening deep clean of entire building via our cleaning contractors 'We Clean'. • Implement cleaners to be on site for full working day to ensure all surfaces / handles / facilities are cleaned regularly throughout the day. • One-way systems in operation throughout the building. 	<ul style="list-style-type: none"> • Check guidance for updates daily and review controls. • For children in year 7 and above we request to show proof, including date, of negative LF test prior to entering. Tests are valid for 72 hours. • Implement temperature checking of singers on arrival to the building using contactless thermometer • Access only via double access doors not via revolving doors. • Clear signage on all floors regarding social distancing and frequent handwashing. • Signage regarding entry and exit systems available clearly on ground floor. • Staggering arrival and departure times to reduce crowding into and out of the premises. 	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts
	Too many people entering the foyer area of the building at a time and not allowing for safe social distancing.	All staff and Chorus	<ul style="list-style-type: none"> • Access controlled by reception staff or Duty Manager only 	<ul style="list-style-type: none"> • Check guidance for updates daily and review controls. • Maximum of 30 singers in each Children & Youth Chorus rehearsal will ensure as few singers as possible for each rehearsal. • Entry via access doors not via revolving doors. 	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
	Lift use to other floors.	All staff and Chorus	<ul style="list-style-type: none"> • Lift to be limited to single person use and only to be used when necessary (to include disabled access, heavy item transportation, other accessibility issues). • Hand gel and wipes to be left outside lift to clean down buttons, on each floor. • Implement cleaners to be on site for full working day to ensure all surfaces / handles / facilities are cleaned regularly throughout the day 	<ul style="list-style-type: none"> • Children and music staff will be prohibited from using the lift. • Children and staff only require access to the main hall and toilet facilities. 	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres

Movement around the building	Corridors are narrow and do not allow for users to pass each other at a safe distance.	All staff and Chorus	<ul style="list-style-type: none"> One-way system to be put in place for all corridors within the building. Clear floor signage to assist. Children to be accompanied to seats by staff to ensure compliance with social distancing and one way systems Children to be released individually at end of rehearsals to ensure compliance and avoid crowding. 	<ul style="list-style-type: none"> Check guidance for updates daily and review controls. Face coverings to be worn (unless sat in rehearsal seat or under 11 or medically exempt) whilst moving around the building until seated in the hall. 	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres
Rehearsal breaks	Tea point and kitchen are small areas and allow no room for more than one person at a time to keep a safe social distance.	All staff and Chorus	<ul style="list-style-type: none"> Tea point and kitchen access for staff only, and to be one in one out only. Clear spaced floor markings for those waiting to adhere to. Children will have no access to the kitchen. CBSO will not provide refreshments around rehearsals. Encourage Children to bring in filled water bottles and/or any other refreshments required for duration of rehearsal. Water cooler on ground floor will not be available to children. Clear signage Floor markings. PPE of masks and gloves, and hand gel available at all kitchen points Implement cleaners to be on site for full working day to ensure all surfaces / handles / facilities are cleaned regularly throughout the day 	<ul style="list-style-type: none"> No rehearsal breaks, therefore no access to common room. Children will go directly into the hall and leave immediately at the end of the rehearsal. Children will only need to move around the building should they require use of the toilet facilities. Check guidance for updates daily and review controls. 	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts
Toilet access	Toilets on all floors are not big enough to allow the same number of people for the full capacity of cubicles.	All staff and Chorus	<ul style="list-style-type: none"> Toilet access is limited to a maximum number of people in at a time, on all floors. Clear signage in place. Hand gel and wipes available in all toilets for user to wipe down surfaces, taps, door handles after use, if necessary. Singers to only use toilets if necessary, and then only have access to ground floor toilets. Implement cleaners to be on site for full working day to ensure all surfaces / handles / facilities are cleaned regularly throughout the day. Should large scale rehearsals resume, we will review the systems in place for toilet access. 	<ul style="list-style-type: none"> Check guidance for updates daily and review controls. 	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres
First Aid, Fire and Emergency	Managing emergencies during Covid-19	Chorus and staff	<ul style="list-style-type: none"> Appropriate number of trained first aiders and fire marshals on duty at any one time. In the event of an emergency people do not have to social distance if it would be unsafe. 	<ul style="list-style-type: none"> Check guidance for updates daily and review controls. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. Duty Managers to wear masks and gloves when attending to a singer requiring First Aid provision. 	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres

Application and enforcement of policy		Chorus and staff	<ul style="list-style-type: none"> • The Duty Manager in the building during any activity is responsible for general H&S on the day and will report any H&S concerns to the Centre Manager. • Any child failing to comply with CBSO procedures and policies will be asked to leave and will be unable to return to rehearsals until they have agreed to fully adhere to all policies and procedures. • Continued lack of adherence will result in child having their membership of the CBSO Children or Youth Chorus revoked. 	<ul style="list-style-type: none"> • Check guidance for updates daily and review controls. • H&S committee to continue to meet regularly (once a month or more regularly as required). 	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres
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BRIEFING NOTES

It is the responsibility of the designated staff member to ensure that appropriate Risk Assessments are held and acted upon for their departmental activity.

All assessments should be carried out with a second member of staff.

Risk Assessments should be reviewed annually unless otherwise stated.

Risk Assessments should be sought in advance from contractors, clients etc as and when required.

All relevant personnel need to be made aware of all Risk Assessments and associated Health & Safety policy/procedures.

Any potentially high risk activity must be brought to the attention of the Health & Safety representative for discussion with the Health & Safety Committee.

Severity and likelihood is rated over and above any reasonable everyday activity e.g. pouring tea/coffee is a normal everyday activity and thus we should expect a regular adult to be able to do this safely and in consideration of others and equipment.