

Carleton Community Chorus

Covid-19 Risk Assessment for Sing-Along Event at St Martin & St Hilda's Church on [13th/20th July 2021]

PREPARATION AHEAD OF EVENT		
Area of focus	Mitigation to reduce risk: What changes could be made in each scenario to reduce the spread of Covid-19	Action Plan: What needs to be done and by whom
Attendees bring Covid into venue	<ul style="list-style-type: none"> • Attendees asked not to attend if they have symptoms or have been in contact with someone with symptoms in last 7 days. • Attendees advised that it is mandatory to wear approved face coverings throughout event except when singing (unless medically exempt). • Clear information sent before the event explaining measures and processes, and the reasons for them. 	<ul style="list-style-type: none"> • CCC to send details of Covid precautions with initial mailing. • Reinforce this message when confirming details. • Put details of Covid precautions and copy of risk assessment document on website.
Interval And Refreshments	No interval planned - bring your own refreshments.	
Venue suitability	<ul style="list-style-type: none"> • Venue to carry out risk assessment (attached). • Socially distanced seating into singing sections. • Clean all areas before event. • Any accompaniment will be brought in and taken away after the event. • Hand sanitisers available at entrance and elsewhere. • Check power supply, extension leads, position of keyboard. 	<ul style="list-style-type: none"> • St Martin's & St Hilda's risk assessment to be made available to all volunteers prior to event. • Clean all areas prior to event. (J-cloth and sprays). • CCC to provide hand sanitisers for entrance and elsewhere (Sherry can source).
Event Management	<ul style="list-style-type: none"> • Check volunteers are available and aware of roles. • Ask members to take a lateral flow test just before the event? • Ensure that volunteers are identifiable in case of questions. 	<ul style="list-style-type: none"> • CCC roles agreed in advance. • CCC volunteers to wear badge (sticky labels). • CCC to bring a few spare copies.

	<ul style="list-style-type: none"> Establish clear track and trace procedure (include QR code / ask attendees to inform us if they get COVID within X days of the event). Email out singing music beforehand for members to print out and bring their own copies. 	
ON DAY OF EVENT – UP TO 7 PM		
Area of focus	Mitigation to reduce risk: What changes could be made in each scenario to reduce the spread of Covid-19	Action Plan: What needs to be done and by whom
COVID test	<ul style="list-style-type: none"> All volunteers to perform a lateral flow test at least an hour before. 	<ul style="list-style-type: none">
Public entry to Garden	<ul style="list-style-type: none"> Check entry doors are closed to prevent public access ahead of 7pm. Volunteer in car park to direct people is in place. Check music and provide spare if required. 	<ul style="list-style-type: none"> CCC to carry out these checks prior to event.
Set up chairs	<ul style="list-style-type: none"> Nominated volunteers only to collect chairs – must wear masks. Clean chairs down once in position. 	<ul style="list-style-type: none"> CCC to carry out these checks prior to event.
Toilets	<ul style="list-style-type: none"> Check signage. Check hand sanitisers in place. Check gloves/cleaning materials available (Sherry). Check toilets. 	<ul style="list-style-type: none"> CCC to carry out these checks prior to event.
Power for keyboard	<ul style="list-style-type: none"> One person (Dave Lett) to plug into electrics inside church / hall? Clean down any surfaces touched. 	<ul style="list-style-type: none"> CCC to carry out these checks prior to event.
Pre-event queue	<ul style="list-style-type: none"> Volunteers outside to manage queue. 	<ul style="list-style-type: none"> CCC at door to explain process. CCC to manage queue.
ON DAY OF EVENT – 7 PM ONWARDS		
Area of Focus	Mitigation to reduce risk: What changes could be made in each scenario to reduce the spread of Covid-19.	Action Plan: What needs to be done and by whom?

Personal behaviour		
Risk of virus aerosols in air	<ul style="list-style-type: none"> • Everyone must wear face covering when not singing or if anyone goes inside. • Have disposable masks on hand for those who have forgotten. • Signage to remind of social distancing. 	CCC to: <ul style="list-style-type: none"> • Have some disposable face coverings on hand for those who haven't brought their own. • CCC to provide suitable signage.
Risk of virus on surfaces (toilet)	<ul style="list-style-type: none"> • Hand sanitiser provided throughout venue eg at queueing points and potential high-risk contact points (eg toilets). • Volunteers to wear gloves where necessary. • Signage to remind of best practice – hand washing, not touching face, coughing/sneezing into tissue/crook of arm. 	<ul style="list-style-type: none"> • CCC to provide suitable signage. • CCC to provide hand sanitiser as required. • CCC volunteers to have gloves where required.
People not adhering to rules	<ul style="list-style-type: none"> • Clear signage on the day explaining measures and processes, and the reasons for them. • Volunteers on hand to help attendees understand and follow measures and procedures. • People not adhering to rules asked to leave. 	<ul style="list-style-type: none"> • CCC to provide suitable signage. • CCC volunteer to supervise attendees and enforce rules as required.
Entering Garden	<ul style="list-style-type: none"> • Clear signage explaining measures and procedures. • Dedicated volunteer to manage area and explain systems in place. • Attendees reminded at door that they should not enter if they have symptoms or have been in contact with someone with symptoms in the last 7 days. 	<ul style="list-style-type: none"> • CCC to provide suitable signed at entrance. • CCC volunteer to manage entry.
Seating area		
Track and trace	<ul style="list-style-type: none"> • Volunteer checks off attendees on list provided and advises people where to sit. 	<ul style="list-style-type: none"> • CCC to provide list of attendees. • CCC to identify sections for seating.
Aerosols in air	<ul style="list-style-type: none"> • Seating arranged to at least 1m apart. • Front row at least 3m from Andy / Brenda. 	Volunteers to: <ul style="list-style-type: none"> • Set up seating with appropriate distancing. • Provide signage. CCC to manage movement to seats.

Toilets		
Aerosols in air	<ul style="list-style-type: none"> • CCC to welcome everyone and explain the toilet arrangements plus other key information. 	<ul style="list-style-type: none"> • Provide Andy / Phill with house-keeping note to read out.
Exit from garden		
Aerosols in air	<ul style="list-style-type: none"> • Ask people to stagger their exit times and leave in a socially distanced fashion. 	CCC event announcer to give exit instructions.
AFTER EVENT		
Area of Focus	Mitigation to reduce risk: What changes could be made in each scenario to reduce the spread of Covid-19.	Action Plan: What needs to be done and by whom?
Clean up	<ul style="list-style-type: none"> • Clean all chairs and put away. • Clean all door handles / other touch points. • Clean toilet if used. • Remove all CCC specific signage. 	CCC volunteers.
Contact tracing	<ul style="list-style-type: none"> • Keep contact details for 21 days after event. • Notify all attendees if anyone reports getting COVID within X days of the event. 	CCC secretary to manage this.

Volunteers:-

One at car park

Two at garden entrance (directing and T&T)

4 to help put out Chairs, Toilet monitor, Clean-up

Venue manager – Susan Hanson-Scobie

16/06/2021

YA/JL/SL