

CANTATE YOUTH CHOIR COVID 19 RISK ASSESSMENT FOR REHEARSALS  
SEPTEMBER 2020

**Risk Assessment For Cantate Youth Choir Prior to Re-Starting Rehearsals April 25<sup>th</sup> 2021**

<b>Location / Site</b>	Summencroft Primary School
<b>Activity / Procedure</b>	RE-OPENING DURING COVID-19 PANDEMIC
<b>Assessment date</b>	13.04.2021
<b>Assessment serial number</b>	

Identify people at risk	YES or NO
Music Staff	<b>YES</b>
Children	<b>YES</b>
Choir managers and other volunteers	<b>YES</b>
Parents	<b>Yes</b>

Relevant Government guidance Regarding Singing

**Guidance for the performing arts (Taken from ABCD.org.uk) (Association of British Choral Directors)**

Revised [guidance for the Performing Arts](#) was published by the DCMS on 14 August and revised on 21 August. The guidelines now confirm that non-professionals can now take part in singing activity, whilst keeping to the [current social distancing guidelines](#).

Within this guidance there are no set limits on the numbers who can be involved in planned non-professional activity taking place outside and/or in a Covid-secure venue. This is in line with guidance on "gatherings in Covid-19 secure venues" in the meeting people from outside your home guidance. However, organisations must ensure an appropriate COVID-19 risk assessment is carried out and that the numbers of individuals involved are able to be socially distanced at all times.

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Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings 0 published 11<sup>th</sup> May 2020

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing in Hall</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Choir members seated in bubbles made up of children in the same household or school bubble. Children not in a bubble offered chance to form a bubble with another student.</li> <li>2. All bubbles remain 2metres apart at all times. Bubbles will not change during the term.</li> <li>3. Children spoken to if they cannot adhere to distancing and then removed from rehearsal, parents called.</li> <li>4. Ask children not to bring bags: only water bottles and coats</li> <li>5. Halls to be kept well ventilated with door and windows open where possible</li> <li>6. Music staff to wipe down change seats in-between separate choirs, and after rehearsal</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. As rehearsals are only 90 minutes max few children should need the toilets.</li> <li>2. Only one child allowed use toilets at a time</li> <li>3. Hand gel used after toilet use as well as washing hands</li> <li>4. Extra signs in toilet areas re washing hands</li> <li>5. <b>Cantate</b> to provide Extra liquid soap/ hand sanitiser to ensure we do not run out</li> <li>6. Staff to have available and wear PPE in the event that physical contact is needed</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	

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<b>Lack of social distancing waiting to enter club</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. A choir manager from <b>Cantate</b> to supervise arrivals of their choir:</li> <li>2. Roped off areas to prevent parents from crowding doors</li> <li>3. No parents allowed in school- children only to walk through</li> <li>4. Children line up at 2mt. intervals before entering one at a time, wearing face-masks if 12+</li> <li>5. (Parents of Training choir children accompany them to enforce distances)</li> <li>6. Entry through small library with only Choir manager (plus possibly one adult volunteer) to manage registration and tuck money.</li> <li>7. Tuck in ready-made bags-50p only: sticker for children who have paid</li> <li>8. E-mail of Instructions regarding social distancing during rehearsal will be sent to families before start of rehearsals before term begins.</li> <li>9. Signage for children displayed outside the classroom</li> <li>10. Singers leave one bubble at a time.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Injury during a club session</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. A <b>Cantate Choir manager</b> to be on duty at all times</li> <li>2. Sufficient staff and Health &amp; Safety policies to be in place</li> <li>3. Contact numbers for parents/guardians to be updated for all participants before start of term: both in case of emergencies and for contact tracing.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

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<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Dangers of transmission from SINGING resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Choir sizes limited to how many children can use the hall whilst socially distanced</li> <li>2. Choir times changed to allow 15 mins for lining-up; leaving; cleaning between rehearsals</li> <li>3. (TC) 2-2.45 (JC) 3.00-4.15 (SC: 4.30-6)</li> <li>4. Chairs to be positioned by staff with assigned seating in some cases</li> <li>5. Training choir to have Hoops taped to floor in front of their chair as a visual guide for distancing</li> <li>6. All chairs facing forwards</li> <li>7. Two rows, children minimum 2mts apart in all directions</li> <li>8. Music in named folders handed out and put back in boxes at the end of rehearsals to prevent loss of music and need for sharing</li> <li>9. Music Director to wear a microphone to remove the need to raise her voice/shout</li> <li>10. Music staff and Choir managers will remain 2 metres or more away from children wherever possible and staff will wear PPE when moving around.</li> <li>11. No CM's in hall unless required: Wearing PPE.</li> </ol>			
<b>Po</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

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<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing during Break times</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<b>NO BREAK TIMES</b>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Handing out of Music for Rehearsals:</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children already have packs of music labelled with their name on. (See Measures above)</li> <li>2. Children to wash hands / use hand gel before after rehearsal</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

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<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the children</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Should a child be unable to be comforted at a distance, staff wearing Mask/Gloves will use professional judgement to provide comfort, cuddle around shoulders (STEPS method). Both child and adult should follow hand washing procedures afterwards.			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the staff – including anxiety</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Choir managers have been included in risk assessment process – input into hazard identification and control measures</li> <li>2. Trustee/Staff meeting – virtually – has taken place to discuss concerns and shared control measures</li> <li>3. Choir managers to communicate any concerns to Trustees during/after rehearsals</li> <li>4. Feasibility of continuing Rehearsals, and possible updating of Risk assessments to take place after two weeks. (Tuesday Sept. 22<sup>nd</sup>)</li> </ol> <p>Choir managers sit in Large library/hallway area as usual-alone or max, with one helper  Music librarian to attend at own risk  Staff bring their own thermos/mugs etc. for break  Music staff can use library area during any breaks</p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

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<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Hand gel dispenser in Halls/Library Area and Toilets</li> <li>2. Hand gel order in large quantities</li> <li>3. Cantate provide Extra soap dispensers in Toilets</li> <li>4. Children handwash or hand gel on entry to school and leaving school, and any time they cough or sneeze</li> <li>5. Tissues available– Catch it, bin it, kill it</li> <li>6. Remind children to cough into crook of the elbow</li> <li>7. Children use toilets near to big library</li> <li>8. Staff use toilets at further end of corridor</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All chairs/tables used/surfaces, door handles, toilet flushes will be cleaned after use/after Rehearsals</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

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<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. With all measures put in place above, risk is lowered considerably.</li> <li>2. Children not able to attend due to shielding themselves or household members offered participation live on zoom</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<p><b>To mitigate risks for Music Staff posed by /to infected Children/their parents/other adults volunteering with choir</b></p> <p>Out of rehearsal: Music Staff to keep 2 metres away from Children and other adults When Taking rehearsal to stand 2.5 metres away from children-</p> <p><b>To mitigate risks to/from Choir Managers</b></p> <p>Always observe min. 2 metre distant rules.</p> <p>Have tables for registration laid out so CM's can stand min. 1 metre from children arriving- investigate constructing a Perspex/plastic covered screen</p> <p>Hand sanitiser on each table-plastic gloves available for all staff</p> <p>CM's to wear visors and masks when children arrive for registration or leave the hall</p>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



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<b>OVERALL level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate		

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>

<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate

<b>Name of Trustee</b>	<b>Signature of manager</b>	<b>Date</b>

<b>Risk assessment reviews</b>	This will be reviewed during the May half-term 2021 for the final 6 weeks of term.
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**This Risk Assessment has been discussed and approved by members of the Trustees of Cantate Youth Choir, A Choir Manager representative and the Music Director.**

**Tessa Storey (Chair)**  
**Huw Lewis (Trustee)**  
**Simon Thompson (Trustee)**  
**Juliet Pedley (Trustee)**  
**Lucy Joy Morris (Music Director)**  
**Liz Proudfoot (Choir Manager)**