

COVID-19 RISK ASSESSMENT FOR KIDDERMINSTER TOWN HALL REHEARSALS

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> KCS Members KCS Volunteers KCS Music Professionals Town Hall Staff Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with the rehearsal 	<p>Manage social distancing following Government guidelines.</p> <p>Prevention of mingling of members to comply with Rule of Six.</p>	<ul style="list-style-type: none"> KCS members to be briefed in advance of safety protocols and procedures. KCS committee member to greet the attending members and make the necessary checks for: <ul style="list-style-type: none"> - Covid self-questionnaire - Use of sanitizer on arrival - Up to date contact details - issue of face guard - Temperature checking using KTH provided forehead (non-contact) thermometer KCS to record full list of members attending the rehearsal, where they were seated and submit contact details for Track and Trace, if requested. Details to be held for 21 days. Then safely disposed, in line with GDPR. KCS members only to attend if they are fit to do so No vulnerable or symptomatic persons should not attend. Entrance will be via the main double front doors, with strict 2 metres queuing and no mingling Exit will be via the glass double doors to the side of the music room, with strict 2 metres queuing and no mingling Rehearsal will be limited to one hour, with NO BREAK to avoid potential for members mingling and socializing in groups of more than 6.
		Room layout.	<ul style="list-style-type: none"> Wherever possible, we will adhere to social distancing of at least 2 metres. If it is not possible for 2 metres, we will reduce down to a minimum of 1 metre with risk mitigation.
		Allow only up to the maximum capacity of the licensed rooms	<ul style="list-style-type: none"> Work to the maximum number using the screening and distancing as advised by KTH

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		KCS to only use the Music Room	<ul style="list-style-type: none"> • KTH staff to layout the chairs for the maximum number, as the required distances. • The choir will rehearse in sectional voice bubbles in order to keep below the maximum capacity.
		Signage and floor markings.	<ul style="list-style-type: none"> • Signage relating to Covid-19 safety government guidelines will be displayed at the entrance and in key areas. • 2 metre floor lines will be placed in appropriate and at pinch points. • Signage will be put up showing the four Covid Self Questions – anyone answering Yes will not be admitted.
		Ventilation.	<ul style="list-style-type: none"> • Windows in the Music Room will be opened accordingly to create a free flow of air. • KCS Members to sing through the one hour rehearsal, but permitted to take a break for air if required on an individual basis. If doing so, members must exit by the side doors and enter by the front. Masks to be worn during as soon as leaving their chair.
		Restricted use of other spaces.	<ul style="list-style-type: none"> • Besides the entrance hall and the toilets all other spaces will be out of bounds. • Toilets will be operated on 'one in, one out' Members will be required to queue in a distanced manner in the hall for this.

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		Washing and hand sanitising	<ul style="list-style-type: none"> • Cleaning stations with alcohol and non-alcohol hand sanitiser, disposable masks and gloves and tissues will be set up at entrance door next to the Music Room. Bins will also be set up in these areas and discarded regularly. • Everyone is reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – follow <i>Catch it, Bin it, Kill it</i> and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the hall. • Committee member to remind members of this at the start of the rehearsal. • Hand sanitizer to be available on the keyboard
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		Cleaning	<ul style="list-style-type: none"> • KTH staff to frequently clean and disinfect objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. • Cleaning will take place prior to the rehearsal and afterwards. • Chairs to be set out and cleaned prior to and after rehearsal. • KCS to use Town Hall Keyboard. This to be cleaned before and after each rehearsal by KTH staff • KCS to use KCS music stand, stored at KTH. This to be cleaned before and after each rehearsal by KTH staff
		PPE Public Health guidance on the use of PPE (personal protective equipment) to	<ul style="list-style-type: none"> • All singers will be required to wear a face guard when singing. KCS to issue these. Members to take their face guard home, clean it and bring it back for their use at the next scheduled rehearsal.

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		<p>protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p>	<ul style="list-style-type: none"> • All members to wear a face mask/covering for arrival, until seated and to wear again when using the toilets and getting up to leave. (unless exempt) • Members will be required to use the sanitiser on arrival and after using the toilets. • Members to be reminded to keep a safe distance and not to leave their seats apart from the set break and toilet use. • KTH provided screens will be placed between each singer • KTH provided screen will be placed in front of the conductor at the required 3 metre distance • Conductor will be placed on a raised podium and use a cleaned music stand • If screens are not available a minimum 2 metre distance will apply.
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		<p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature during rehearsal they will be sent home and advised to follow the stay at home guidance. The rehearsal will immediately end. Likewise, if advised that a member of KCS or the Town Hall staff at a rehearsal has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises or domestic premises), the KTH management team will contact</p>	<ul style="list-style-type: none"> • KCS has updated all member details to enable efficient supply of contact details to Track and Trace if this were to become necessary. • All members will be asked to self-assess for Covid 19 symptoms or if they are shielding prior to entering the building. If they have symptoms or they are shielding they will be advised to stay at home. • Any KCS member developing systems after a rehearsal must contact the KCS Secretary to report this. Government Track and Trace instructions will apply, using the updated details supplied to identify others at that rehearsal.

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		the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.	

Assessed and approved by Kidderminster Town Hall:			September 2020
Countersigned by Kidderminster Choral Society:	Lindsay White, Hon. Secretary Caroline Lee, Chairman Allan Ashford, Treasurer		September 2020