

The New Music Makers
COVID-19 risk Assessment for
Outside Rehearsals
Last Updated: 10th June 2021

Risk	Possible mitigations and actions	Responsible	Timing	Notes	Relevant links
1. Infection rate in area high					
NB Local restrictions apply with little notice					
	check Coronavirus case data for the week ahead of every rehearsal	Committee		22 positive cases in Eastleigh in last 7 days (at 8 th June 21)	Hedge End North & Botley North Daily summary (data.gov.uk)
	keep an eye on surrounding areas (Southampton, Portsmouth, Winchester)	Committee		Week 3 June 21: Southampton (25 cases/week) Portsmouth (46 cases/week)	Interactive Map Coronavirus in the UK (data.gov.uk)
	if there are local restrictions or a local surge in cases, cancel rehearsals until rates reduce	Committee			
	communicate decision to members & venue if applicable	CHAIRMAN			
2. Risk to/from individuals to/from group					
High/moderate risk/vulnerable individuals attend					
	check definition of high/moderate risk/vulnerable persons at least once a term	Committee		see At Risk tab	NHS guidance: risk categories
	identify high/moderate risk/vulnerable individuals via self-assessment, questionnaire, direct conversation	Committee			
	consider - if they don't self-exclude, do we want to exclude individuals at high/moderate risk from in-person meetings?	Committee		No exclusions will be made as covered by other mitigating risk controls	
	if allowing attendance, clarify it is attendee's decision, that group's measures cannot reduce risk to zero. Ask all to reply that they have understood	Committee		Covered by Health Questionnaire compliance	
Infectious individual attends rehearsals					
	use pre-attendance health questionnaire via online form or email to stop potentially infectious individuals attending	CHAIRMAN	ON DAY	Questionnaire to be sent with weekly email	
	share results of pre-attendance health questionnaire to identify those who haven't completed on arrival	CHAIRMAN	ON DAY		
Inability to track & trace when someone falls ill outside meeting					
	keep register, with seating plan, of everyone who attends the rehearsal	CHAIRMAN	ON DAY		NHS Track & Trace

	display poster with NHS Track & Trace QR code at entrance to venue	N/A	ON DAY	May be considered for future indoor rehearsals	NHS QR code poster
	if anyone falls ill within 14 days of the rehearsal, ask them to take a test & contact NHS Track & Trace & the venue	CHAIRMAN			How to get a test
	ensure if anyone falls ill within 14 days of the rehearsal they know who to contact	CHAIRMAN			
	AND contact all attendees of rehearsals in past two weeks; ask to self-isolate for 14 days from date of rehearsal	Committee			
	destroy track & trace data after 21 days	N/A		Not required as standard records hold by NMM	
Inability to deal with person becoming unwell in rehearsals					
	create a plan for someone falling ill at the rehearsal	Committee	DONE	See Ill at rehearsal plan	How to get a test
Complacency means mitigating measures not complied with					
	display posters and signs at the entrance, by bathrooms & other prominent locations as reminders	Committee	ON DAY		
	remind attendees verbally of need for 2 metre distance/masks/hand sanitising - at entrance, during rehearsal, at break and at the end	CHAIRMAN	ON DAY		
Non-compliance with measures means risk to other attendees					
	make it clear to members that if they do not comply with the measures in place, they will be excluded	Committee			
	agree & communicate a system - 2 warnings and then excluded, so it doesn't come as a surprise	Committee			
	enforce exclusion rigorously - it may make some people cross, but the majority will be relieved and supportive	Committee	ON DAY		
3. Behaviour of attendees/individual safety measures					
Individuals spread or breathe in virus-laden particles					
	set out expected behaviour	Committee		Spare PPE available	
Individuals spread/pick up virus by touching shared surfaces					
	set out expected behaviour	Committee		Hand sanitiser available	
Committee members pick up virus in course of their duties					
	contain and designate their area of operation & who they work with (e.g. cleaning only, entrance only)	N/A		Specific cleaning not applicable to outdoor rehearsal – own chairs etc	
	provide relevant PPE - disposable gloves, cleaning materials, face coverings, hand sanitiser	Committee	ON DAY		
	register who does each job on each date	N/A			
4. Rehearsal space					

Venue is not Covid-19 secure					
find out if they are – have they published their risk assessment, is it Covid-19 compliant?		Committee		Following government guidelines on outdoor meeting	
check procedures against COVID-19: Guidance for the safe use of multi-purpose community facilities		N/A			Safe use of community facilities
Space not large enough (floor and volume) to be safe					
find out first how many members are currently willing/able to return in person		Committee		Email attendance	
consider whether it is safe to meet indoors or outdoors		Committee		Guidelines allow outdoor	
ensure social distancing of 2m is possible at all times, not just during singing		Committee	ON DAY		
ensure 2m radius around each player, consider 3m in front		Committee		Site visit done 24 May	
consider how to accommodate vocalists and whether they need to wear masks while singing		Committee		Not applicable	
Build-up of aerosols					
reminders not to shout or speak/sing more loudly (increased emission of aerosols and less need for participants to breathe deeply)		MUSICAL DIRECTOR	ON DAY		
consider adapting repertoire temporarily to work on quieter pieces with less 'air-intensive' techniques		MUSICAL DIRECTOR			
reduce overall length of rehearsal to maximum one hour singing time		Committee	ON DAY		Performing Arts Guidance
include rehearsal break of 15 mins after max 30 mins singing		CHAIRMAN	ON DAY	Members to remain in seats throughout rehearsal	Making Music COVID secure rehearsal guidance
Build-up of virus on shared surfaces					
build in regular reminders to sanitise hands and NOT share or touch each other's equipment		CHAIRMAN	ON DAY		
make sure hard chairs are provided and cleaned		N/A	ON DAY		
bring relevant PPE - disposable gloves, cleaning materials, hand sanitiser		N/A	ON DAY		
clean shared surfaces - tables, light switches, door handles - before and after rehearsal		N/A	ON DAY		
limit number of people handling shared equipment (PA etc) & have anti bac wipes & gloves to hand		Committee	ON DAY		
Covid transmission in bathroom facilities					
ensure cleaning before and after rehearsals, more frequently if few facilities for many people over extended period		Committee	ON DAY		
ensure social distancing maintained when queueing for facilities - 2m markers on floor		Committee	ON DAY		
encourage hand washing - soap, paper towels, poster reminding handwashing technique		Committee	ON DAY		
Queueing points and traffic flow (applies to all areas)					
think about pathways and routes throughout the rehearsal venue needing to allow for 2m social distancing		Committee			

2m markers on floor; one way systems; clear signage	Committee	ON DAY		
consider: entrance/exit, route to bathrooms, route to break area, socially distanced queues at any of these points	Committee	ON DAY	Chairman to reiterate at start of rehearsal	
arrival will take time (register/pre-assessment): manage queueing	Committee	ON DAY	Members to arrive from 6.35pm for a 7pm start	
decide on break area & routes to and from break area	Committee	ON DAY	Members to stay in seats unless using toilet facility	
stagger leaving after rehearsal	Committee	ON DAY		
Contaminated material not properly disposed of				
ensure area clear of rubbish before rehearsal	N/A	ON DAY		
to be discussed with venue - whose responsibility? Whose binbags/bins? Where to dispose binbags to?	N/A		Not applicable as no waste expected	
provide a bin bag and seal for safe disposal	N/A	ON DAY		
Other users of venue				
discuss with venue what activities take place before us that day	N/A		N/A as outdoor space	
ensure enough time to clean and ventilate between previous activity and ours	N/A			
Usual trip, spill, electrical hazards				
use tape & safety mats to secure cables. PAT tested equipment only. No unsealed drinks or other water in area. First aid kit.	Committee	ON DAY		
5. Our musical activity				
Participants cannot hear each other/conductor/vice versa				
consider a mic & amp for choir leader	Committee			
consider needs of those with hearing impairments (ability to hear from distance, masks prevent lip reading)	Committee			
use foldback speakers to direct and amplify sound	Committee	ON DAY		
Virus spread through sharing sheet music & equipment				
remind all to download parts from server and not to share stands, music and other equipment	Chairman			
6. Ancillary activity				
Provision of refreshments is source of transmission				
ask participants to bring their own	CHAIRMAN			
Maintaining social distancing during breaks				
remind and monitor 2m distancing during breaks	COMMITTEE	ON DAY		

Attendees pick up Covid travelling to/from rehearsals					
	discuss with members, so that they are aware of desirable hierarchy of transports - walk, cycle, own car	CHAIRMAN			
	avoid car shares if possible. Otherwise, use face coverings, open windows, sit far from each other	Committee			
7. Our organisation					
Desirable/necessary risk management measures unaffordable/unrealistic					
	weigh up requirements, residual risk & compromised musical experience <i>against</i> social wellbeing and (long-term) danger of group drifting apart	COMMITTEE			
	consider scope and limitations of insurance cover	COMMITTEE		Insurance reviewed	
	cost up one-off investments (e.g. pocket amp/mic for conductor) with new ongoing commitments (cleaning materials, venue)	Not required			
	can we share the responsibility as a team and not over-rely on one person to manage the risks?	COMMITTEE			
	having considered the above, do we want to go ahead now with an in-person rehearsal?	COMMITTEE		Agreed outdoor rehearsal possibility at Committee meeting May 10 th 21	
Loss of income from membership subscriptions					
	agree subs & refund policy, especially if rehearsals are not accessible to all members	COMMITTEE		No changes at present	
Losing members who cannot attend in person					
	make a plan to include those who cannot attend in person	COMMITTEE		Zoom meeting to be set up	
	share photos & audio clips on whatsapp/facebook	COMMITTEE	ON DAY		