



Covid-19 Risk Assessment for Pop Voices Choirs & Venues

Date:	25 th August 2020
Review Date:	25 th September 2020 (or immediately after any change to relevant PHE guidance or a member(s) becomes ill with Covid-19)
Assessed by:	Anya Small
Government Guidance: This risk assessment is completed in line with the latest Government Guidance for people who work in performing arts, including arts organisations, venue operators and participants.	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts?fbclid=IwAR0h9L5VzSfAIRLD40wT_3wszkWUVV-3a8xn7WcrOBap411mJ3MZ6AjFWEs

Risk Type	Persons at Risk	Risk Description	Control Measures	Information required from venue
Infection due to close proximity (PHE social distancing guidelines).	Choir Leader Participants (Choir Members) Chaperones (junior sessions) Other people using the same facilities Parents (junior sessions)	<ul style="list-style-type: none"> • Number of participants • Proximity of participants during class (ability to social distance) • Proximity of participants when entering and leaving class venue • Interaction between participants when waiting for activity to start and during activity • Choir Leader or chaperone being 	<ul style="list-style-type: none"> • Limited class sizes in line with venue size and COVID-Secure capacity • Participants provided with the guidelines for non-attendance in advance. • Participants who display symptoms consistent with COVID-19 not admitted • Reduced class time with no breaks. • Hand sanitiser provided at entry and exit points • Clear signage to encourage social distancing • Ensure two-metre social distancing in place with use of floor markers • Longer gap between classes to avoid crossover of participants or queueing 	<p><i>We will review all venue risk assessments to check that they are equivalent to Pop Voices Risk Assessment and in line with Government Guidelines. A Site visit will be arranged prior to use and floor plan reviewed to confirm capacity. Answers to following questions will be required:</i></p> <p>Is the venue COVID-Secure and compliant with all guidelines?</p> <p>How many people can socially distance 2 metres apart in the space provided?</p>

		<p>approached by a participant</p> <ul style="list-style-type: none"> • Medical or other hands-on assistance required by a participant, Choir Director or Chaperone 	<ul style="list-style-type: none"> • All classes pre-booked online or by telephone. Details taken for Track and Trace purposes. • Participants signed in (virtually) for Track and Trace purposes • Entrance and exit to be different where possible to avoid crossing • Entry only permitted once previous class has vacated space • Parents & Chaperones asked to wear face coverings when collecting children and to not arrive until the end of the class time • Only one adult permitted to collect children from classes. • Parents will not be permitted entrance to the venue; children will be escorted to the exit by chaperone. • Participants reminded during class of social distancing guidelines • Participants reminded not to directly approach Chaperones or Choir Director. • First aid kit provided for self-administration of first aid and contact details for local facilities in event more comprehensive medical assistance is required • Terms & Conditions updated with Covid-19 Policy for new and existing members • Participants will be provided with a Covid-19 policy disclaimer to read and sign. 	<p>Will other users be present in the facility during the hire and, if so, how will the venue manage this?</p> <p>Is there the facility to enter and exit through different doors?</p> <p>Will the venue be cleaned prior to each hirer's use?</p> <p>Does the venue have signage/sanitiser or do Pop Voices need to provide this?</p> <p>What are the venue's procedures for medical assistance?</p>
Risk Type	Persons at Risk	Risk Description	Control Measures	Information required from venue
Infection due to touching surfaces (cross contamination)	Choir Leader Participants (Choir Members) Chaperones (junior sessions)	<ul style="list-style-type: none"> • Entering & Exiting Venue • Use of tables & chairs • Use of power supply • Sharing materials 	<ul style="list-style-type: none"> • Participants provided with the guidelines for non-attendance in advance. • Participants asked to avoid touching surfaces, where possible. 	<p>Is the venue COVID-Secure and compliant with all guidelines?</p> <p>Will other users be present in the facility during the hire and,</p>

	Other people using the same facilities Parents (junior sessions)	<ul style="list-style-type: none"> Cash Handling 	<ul style="list-style-type: none"> Participants who display symptoms consistent with COVID-19 not admitted Hand sanitiser provided at entry and exit points Where possible or required, participants asked to bring own chair Participants reminded during class of social distancing guidelines First aid kit provided for self-administration of first aid and contact details for local facilities in event more comprehensive medical assistance is required Participants asked to minimise the use of toilets where possible. Payments for classes will be by bank transfer. If this is not possible a contactless card transaction can be made (izettle). In the likely event the amount due is over the contactless limit, hand sanitiser must be used prior to inputting pin number. No cash or cheque payments will be accepted for classes, ticketed events or uniform. Refreshments will not be provided in children's classes Members will be encouraged not to share refreshments 	<p>if so, how will the venue manage this?</p> <p>How many people can socially distance 2 metres apart in the space provided?</p> <p>Is there the facility to enter and exit through different doors?</p> <p>Will the venue be cleaned prior to use?</p> <p>Does the venue have signage/sanitiser or do Pop Voices need to provide this?</p> <p>How many toilets are available for hirers and are these separate from those for other users?</p>
Risk Type	Persons at Risk	Risk Description	Control Measures	Information required from venue
Infection due to inhaling aerosols while singing	Choir Leader Participants (Choir Members) Chaperones (junior sessions) Other people using the same facilities Parents (junior sessions)	<ul style="list-style-type: none"> Singing and talking generates aerosol particles and droplets that could spread an infection 	<ul style="list-style-type: none"> Limited class sizes in line with venue size and COVID-Secure capacity Participants provided with the guidelines for non-attendance in advance. Participants who display symptoms consistent with COVID-19 not admitted Clear signage to encourage/remind social distancing 	<p>Is the venue COVID-Secure and compliant with all guidelines?</p> <p>How many people can socially distance 2 metres apart in the space provided?</p> <p>Is there air conditioning/recirculation in</p>

			<ul style="list-style-type: none"> • Ensure two-metre social distancing in place with use of floor markers • Participants reminded during class of social distancing guidelines • Doors and windows/other ventilation at venue to be open to allow air to circulate. • Chairs positioned to avoid face to face singing and maximise social distancing. • Music kept at lowest possible level • Singing at normal speaking level to be encouraged • Adult Members and children aged over 11 years old will be asked to wear face coverings on entry, until the class starts and when they are leaving at the end of the class until they have left the site. 	<p>the venue and what is their policy on its use?</p> <p>Is it possible to leave windows and doors open in the venue during the classes?</p>
Insurance	Anya Small	Public liability is invalid	<ul style="list-style-type: none"> • Check insurance is up to date and there are no COVID-19 exclusions. • Check cover includes everything needed for adapted classes online, outdoors and indoors • Check insurance requirements for other choir leaders and chaperones. • Participants will be provided with a Covid-19 policy disclaimer to read and sign. 	N/A
First Aid Arrangements	Anya Small	Transmission of virus due to person to person contact or person to object contact	<ul style="list-style-type: none"> • In the event of minor first aid requirements, the person administering must wear a face covering and disposable gloves which will be made available at every class • In the event of serious accident, emergency services will be contacted. Any care and attention delivered by first aid trained personnel wearing a face covering and disposable gloves. • A list of first aid trained volunteers will be collated and made available to staff 	N/A

Fire Arrangements	Anya Small	Unable to maintain social distancing whilst evacuating premises	<ul style="list-style-type: none"> • The procedure for fire and safety for each venue will be requested and made available to members. • In the event of an emergency or fire the priority is to assemble out of the building to the assembly point. • Members and staff will be advised to maintain social distancing however in the event of an emergency the priority is to evacuate in relative safety 	Request a copy of the fire and safety procedures
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