

Area of Risk	Risk identified	Actions to take to mitigate risk	Responsible	Notes
National and local status of Covid-19 pandemic	Increased incidence of Covid-19 in the local community	1 Review Government Alert levels and latest Government guidance	Committee nominees	Updated October 2020
		2 Review change in cases in Merton and neighbouring boroughs		
		3 Review latest guidance from Making Music		
		4 On Thursday evening discuss above factors and decide whether rehearsal should take place		
		5 On Friday email members to confirm whether rehearsal will take place		
Exposure to Covid-19 prior to rehearsal	Feeling unwell before entering hall	All members told not to attend rehearsals if they or members of their close family are unwell	Secretary	
	Have been tested for Covid-19 and are required to self isolate or awaiting result of test or contacted by NHS Test and Trace	Members so affected are not to attend rehearsals until they have been cleared to do so. Also if they have been in contact with other members of the orchestra during a period where they might have passed on Covid-19 they are to notify the Committee so they can cancel rehearsals and inform St James' church of potential infection	Members	

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Set up of hall	Contamination surfaces prior to start	1 Chairs, tables, door handles, lightswitches and other surfaces members may come in contact with cleaned with antimicrobial materials before use	Committee nominees	
		2 Register available at door for nominated person to record members and others who enter the hall	Committee nominees	
		3 Hand sanitiser to be available at entrance and at door from the hall to the toilets	Committee nominees	
		4 Access to storage cupboard to be limited to nominated individuals to move percussion instruments, music, rostrum and conductor's stand and chair	Committee nominees	
		5 Surfaces to be re-sanitised between the two rehearsal sessions		
	Exposure to aerosols from members	1 Masks to be worn unless exempt for medical reasons	Members	
		2 External doors and windows to be opened for a minimum of 5 minutes 30 minutes before main body of members arrive to ventilate hall thoroughly	Committee nominees	
		3 Seats to be positioned so that there is a gap of 2m between them and 3m from the	Committee nominees	

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		conductor. Chairs cleaned as above after set up.		
Entering and leaving the hall	Ability to maintain social distance	1 Operate one way system. Enter via door with the disabled ramp and exit from double doors adjacent to the stage (except where use of the ramp is necessary)	Committee	
		2 One way movement around the hall to maintaining distancing between people who are moving around		
Rehearsing	Ability to maintain social distance	Reduce occupation of hall by splitting the orchestra. First part of rehearsal to be for string players for set period of time. String players vacate the hall and surfaces cleaned before the remainder of the orchestra arrive for their rehearsal.	Committee	
	Exposure to aerosols from members	1 Masks to be worn unless for - medical reasons, - essential communication - playing wind or brass instruments	Members	Research has shown that wind and brass instruments do not release significant amounts of aerosol and what is released is confined to within 1m of the player

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		2 Flautists should sit at the front of other players because they do not blow into their instruments but across the mouthpiece thus giving them a slightly greater directional aerosol than other players	Music Director	
	Exposure to contaminated surfaces	1 Players are to provide their own stands	Members	
		2 Where practical, music to be provided electronically so members can print their own copies	Music Director	
		3 Where music has to be handed out, this will be done by a limited number of people wearing gloves	Committee nominees	
	Causing surfaces to be contaminated	1 Shared surfaces such as doors and light switches to be sanitised after activities that contaminate them	Committee nominees	
		2 Wind and brass players to prevent liquid dripping from their instruments onto the floor	Members	
Access to toilets	Ability to maintain social distance	Access to toilets to be controlled by nominated person to prevent queus forming	Committee nominees	
Kitchen	Contamination of food and drink	Refreshments will not be provided and the kitchen will be out of bounds	Members	

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Decommissioning hall at the end of rehearsal	Contamination surfaces	1 Wind and brass not to empty instruments on to the floor but to use appropriate absorbent materials to remove moisture or to drain down sink with water and then sanitise sink once all such activity is completed	Members	
		2 Chairs to be sanitised and stacked by individuals wearing gloves	Committee nominees	
		3 Tables to be sanitised and returned to original locations	Committee nominees	
		4 Door handles and light switches to be sanitised before leaving	Committee nominees	
		5 Toilets doors and surfaces to be sanitised	Committee nominees	
		6 Percussion and sundry items to be sanitised and returned to storage cupboard by nominated people	Committee nominees	
		7 Windows and external doors to be closed	Committee nominees	
Communication	Members not recognising risks	1 Brief members on requirements of the risk assessment and operating procedure	Chairman	
		2 Brief members on when they should not attend rehearsals and who to contact if they have to self-isolate or may potentially	Chairman	

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		have infected a member of the orchestra		
Emergencies	Someone becoming ill during rehearsal	1 Isolate the member and arrange for them to return home in manner that, in the event of Covid-19, creates minimal risk to others	Committee	
		2 Ensure that member seeks appropriate medical advice	Committee	
		3 In the event that the member is suspected of having Covid-19, the rehearsal will be immediately ended and decommissioned as above	Committee	
		4 Secretary or Membership Secretary will then inform St James Church and NHS Test and Trace	Secretary	
	Member subsequently is diagnosed with Covid-19 or has been required to self isolate	1 Member to notify the Secretary or Membership Secretary who will then inform St James Church and NHS Test and Trace	Members and Secretary	
		2 Next two rehearsals to be suspended and members informed that they may have been exposed to Covid-19 and should take necessary action	Chairman	

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		regarding self-isolation and being tested		
		3 In the event that the member proves not to have been infected then rehearsals can be restarted earlier	Chairman	
	Local lockdown due to high infection rate	Rehearsals to be suspended until official guidance permits rehearsals	Chairman	
Resources	Lack of sufficient PPE	Necessary stocklist and stocking levels to be produced and replenished as necessary	Treasurer	
	Inadequate signage	Produce additional signage if that provided in the hall does not cover all necessary items	Committee	It is expected that hall signage should be adequate but this is a contingency
Reviewed 25/11/2020				