

Risk assessment template

Company name: Sing2gether (Pelsall Community Choir) **Assessment carried out by:** Michael Brereton

Date of next review: 30th September 2020 **Date assessment was carried out:** 23rd August 2020

What are the hazards?	Who might be harmed and how?	Action required to control the risks?	Who needs to carry out the action?	When is the action needed by?
Spread of Covid-19 Coronavirus	Choir Members Choir Leaders	<p><u>Symptoms of Covid-19</u> Choir Leaders will take the temperature of each member on arrival and where any reading is 38 degrees or over members will be asked to return home and follow the NHS and government guidance on Covid-19. If during any session a member becomes unwell with a new continuous cough or a high temperature they will be sent home and advised to follow the government guidance on self-isolation and the advice available on the NHS website for guidance. Choir Leaders will maintain regular contact with the member during this time to establish when they are safe to return.</p>	All	Ongoing

What are the hazards?	Who might be harmed and how?	Action required to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<p>If advised that a choir member has developed Covid-19 and were recently in attendance at a choir session the Choir Leaders will contact 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.</p>		
<p>Spread of Covid-19 Coronavirus</p>	<p>Choir Members Choir Leaders</p>	<p><u>Social Distancing</u> Choir members will follow the government guidance on social distancing when entering and exiting the Community Centre adhering to all directional and instructional signage in place, following the one-way system. Face masks are to be worn when entering and exiting the Community Centre unless members confirm that any health conditions prevent the wearing of a mask (masks do not need to be worn during the session itself).</p> <p>Choir members will be seated at 2 metres apart and can choose to stand or sit during the session in this position, singing in a forward direction i.e. not facing each other. Members will be asked to maintain this distance throughout the session</p>	<p>All</p>	<p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	Action required to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<p>unless they form part of the same household or form part of a 'bubble' with another household in line with the government guidance. Members will be asked not to shout during the session.</p> <p>There will be no break during the session to ensure social distancing measures are maintained and members will be expected to bring their own drinks – no refreshments will be provided by the Choir Leaders, and members will be asked not to bring any food items to share with the choir at this time.</p>		
Spread of Covid-19 Coronavirus	Choir Members Choir Leaders	<p><u>Hand Washing and Cleaning</u> Members will be expected to follow the instructional signage on hand washing in place at the Community Centre and to follow the government and NHS guidelines on hand washing.</p> <p>The Community Centre will be maintaining cleanliness of the venue including the use of a room sanitizing machine.</p>	All	Ongoing
Spread of Covid-19 Coronavirus	Choir Members Choir Leaders	<p><u>More Vulnerable Members</u> Members who are considered as being more vulnerable to Covid-19 as set out in government</p>	All	Ongoing

What are the hazards?	Who might be harmed and how?	Action required to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<p>guidance will be expected to make their own assessment of the potential risks in attending choir sessions, including the measures set out in this Risk Assessment which will be published on the sing2gether website. Choir Leaders reserve the right to ask any member to return home, and not to attend choir sessions where they consider any particular member is at higher risk.</p>		
<p>Spread of Covid-19 Coronavirus</p>	<p>Choir Members Choir Leaders</p>	<p><u>Online Monthly Payment</u> Electronic payment via the sing2gether website will be encouraged up-front at the start of each month to minimise the handling of cash. Weekly payments will no longer be accepted.</p> <p>Confirmation of members attendance prior to the start of each month will be mandatory to ensure that the total number in attendance is acceptable to maintain social distancing at sessions. This will also ensure that Choir Leaders maintain an accurate record of attendance as part of the government's 'Track and Trace' process.</p>	<p>All</p>	<p>Ongoing</p>

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

