

NEWCASTLE CHORAL SOCIETY

Risk assessment on resuming weekly rehearsals at St Johns Church, Kingston Park

4th issue 23.10.20



ACTIVITY	POTENTIAL RISK	MITIGATION
<p>1 Access/Exit arrangements and use of St Johns for rehearsals</p>	<p>Virus transmission</p>	<p>Members to complete a pre rehearsal COVID Secure questionnaire <u>before coming to choir</u> each week to assist in the Track and Trace process. This is to be completed and retained by NCS.</p> <p>Entrance queue management by NCS at 2metres social distancing. Members are to go straight into Worship Area to their seats.</p> <p>Appropriate signage/directions as provided by St Johns -1way system with exit via Worship Area rear door, rather than main entrance.</p> <p>Should a known or suspected Covid-19 case appear at rehearsal or an individual be identified as a contact of a known case, they should be placed in isolation and follow the PHE guidelines.</p> <p>Current guidance (24.9.20) on the use of face coverings in most venues, including St Johns, states You are expected to wear a face covering before entering any of these settings and must keep it on until you leave unless there is a reasonable excuse for removing it. Members to bring spares.</p> <p>St John’s Covid-19 secure regime allows for hand sanitisation on entry, appropriate signage for hand washing, not entering if unwell etc.</p> <p>Managed use of Toilets - only 1 per person to use the facilities at a time. NCS members to assist in any cleaning after rehearsals as noted by St Johns.</p>
<p>2 Registration</p>	<p>Virus transmission</p>	<p>NCS attendance records are maintained centrally but will also act as NHS Track and Trace record. Members will be reminded about the Track and Trace requirement.</p> <p>St Johns displays the NHS QR Code for Test and Trace for members to log into if they have the App. (23.10.20)</p> <p>Subject to members’ travel arrangements, they will be requested to arrive just before rehearsal and leave as soon as possible afterwards to minimise the time spent on the Church premises.</p>

ACTIVITY	POTENTIAL RISK	MITIGATION
<p>3 Rehearsals</p>	<p>Cumulative aerosol transmission</p>	<p>Worship area to be adequately ventilated in accordance with St John’s Risk Assessment, with windows and doors opened. Members to dress accordingly.</p> <p>Members to be responsible for having their own scores until such time as the hiring Libraries are back in business. No sharing of scores. Where hired scores are available, these are to be retained by the member till after the performance.</p> <p>Seating arrangements reflect 2m social distancing; a booking system may be needed to avoid exceeding new seating capacity. Singers are to be reminded to maintain social distancing <u>at all times whether in or outside the building during rehearsal. No social mingling</u></p> <p>Seating capacity for NCS in the Worship Area is advised as 37. No access to the Upstairs area.</p> <p>Musical Director will be located at least 3m distance from the first row of singers and be protected with a face visor and mask. Protective screens between MD and singers to be provided as additional mitigation, and a lapel mic to be used to assist in conveying instructions without a raised voice 23.10.20</p> <p>Members to bring their own water and take it away after rehearsal. <u>There will be no use of the kitchen until further notice.</u></p> <p>In accordance with latest guidance on aerosol transmission, the length of the rehearsal is recommended as 1 hour maximum including a 15min break. It is also recommended that members remain in their seats during the break except for a comfort break.</p> <p>Volume of singing to be kept low and no loud speaking at any time.</p> <p>Any participant who may become Covid symptomatic whilst at rehearsal, should leave the church immediately without touching anything and without coming into close contact with anyone. If they are clinically unstable, they will be isolated in a separate room and medical assistance called for. St John’s will be notified to ensure the room is cleaned after use.</p>
<p>4 NCS Accompanist</p>	<p>Virus transmission</p>	<p>Accompanist is aware of NCS risk assessment and COVID-19 requirements.</p> <p>Church piano and stool is to be used and wiped down afterwards by NCS</p>

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6 NCS Financial transactions at Rehearsals	Virus transmission	<p>Handling of cash and cheques to be kept to a minimum (e.g. for payment of subs, tickets and expenses).</p> <p>Members to use Standing Orders or bank transfers where possible; ticket sales online where possible; no cash handling for score hire.</p>
7 Transport to and from Rehearsals	Virus transmission	<p>Members travelling to rehearsals whether by public transport or own transport, should do so in line with current Government guidelines in respect of social distancing, face coverings, and the sharing of vehicles.</p> <p>Parking arrangements - NCS to principally use the shopping centre car park (not exceeding the 3-hour limit).</p> <p>Church car park and front layby will be available to NCS as sole users if required (up to 10 spaces).</p>
<p>NCS Risk Assessment 4th issue 23.10.20 To be regularly reviewed in line with changing Government guidance and through the period of the current north east local Lockdown.</p>		