

Covid-19 Risk Assessment for Hirers of Bentley Heath Community Centre - Solihull Chandos Choir

Area of Risk	Risk Identified	Actions to take to mitigate the risk	Notes
Cleanliness of hall and equipment, especially after other hires.	Previous hirers have not cleaned the hall or equipment to standard required. Our group leaves hall and/or equipment without cleaning.	Chandos key holder to inspect at start and end of hiring period and take any action necessary. Each member to sanitise the chair they use and any other equipment they touch (switches, handles, loo etc)	
Managing social distancing and especially people attending who may be vulnerable.	People do not maintain 2m social distancing.	All choir members to be briefed on the requirement to maintain distancing and reminded at suitable opportunities, eg, before a break.	
Respiratory Hygiene.	Transmission to other members of the group.	Masks to be worn during all non-singing time, ie, outside in car park, during break, afterwards until back in the car. Personal choice whether singers wear masks while singing.	Singers to be asked not to attend if experiencing any symptoms that could be Covid-19.
Hand cleanliness.	Transmission to other members of the group and premises.	All choir members to be asked to use hand sanitiser on entering the building and before using any equipment in the building.	

<p>Someone falls ill with Covid-19 symptoms.</p>	<p>Transmission to other members of the group and premises.</p>	<p>Register to be taken of attendees; all choir members to be briefed to inform a committee member if they fall ill with Covid symptoms, and also to inform Track and Trace.</p>	<p>Singers to be asked not to attend if experiencing any symptoms that could be Covid-19.</p>
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Solihull Chandos Choir – additional instructions for singers

This is the timetable we will start out with:

7.30-7.45pm – arrivals & set up, each person to get their own chair; registration once everyone is seated

7.45-8.15pm – singing

8.15-8.30pm – break for ventilation – everybody to go outside, windows & doors to be opened etc

8.30-9.00pm – more singing

15 mins or so to tidy up & leave

Arrangements

Please don't arrive early – you won't be able to get into the venue! When you arrive, please wear your mask and maintain social distancing while entering the building. Use the hand sanitiser provided on the left hand side of the door as you go in.





Collect a chair and put it on one of the marked spots on the floor. Of course we will help anyone who can't carry a chair themselves, but there won't be a collective activity of setting out and putting away all the chairs.

Bring your own drinks, as we will not be using the kitchen. At break time, we would ask everyone to put on their masks, go outside, and maintain social distancing, to allow the room to be fully ventilated. There are doors at both ends of the room and windows, all of which can be opened. Please bring a coat as we will have to ensure ventilation while singing too.

Each person must use the provided wipes to clean anything they touch (chair, door or window handles, loo, etc). At the end of the rehearsal you must sanitise your own chair and stack it at the side.

Social distancing to be maintained at all times (before, during, after).

Singers wear masks for all non-singing time, and it is a personal choice whether to wear a mask or not to sing in.

