

## Risk Assessment

Activity or Work Area Assessed: FoSAM recitals		Location: St Alphege Church			Date of Assessment: 10.05.21 (v4)	Date for Review: 21.06.21
Hazard / Area	Who could be harmed?	L – Likelihood (1 – 3)	S – Severity (1 – 3)	Risk rating – LxS = R (1 – 9)	Control measures to be put in place	Person responsible for control measure
<b>Possible transmission of virus as people arrive/depart</b>	Performers, audience members, FoSAM volunteers	1	3	3	If weather allows, doors to be opened in advance to prevent bottle necks in doorway. Door volunteer to keep an eye on those waiting to come in and ask any queue of people to socially distance.	Door volunteer
		1	3	3	All to be encouraged to maintain social distancing at all times before and after the recital. Audience to be asked to leave in a way which allows for social distancing and does not allow groups to remain and chat (as at church services).	Door volunteer Announcer
		1	3	3	Hand sanitiser to be provided for use as performers and audience members arrive.	Door volunteer
<b>Possible transmission of virus during recital</b>	Performers, audience members, FoSAM volunteers	1	3	3	Two-metre social distancing will be required for audience members (except those within a household or support bubble), and a minimum of two metres between audience and performers. The front two rows of pews will not be available to audience members. A reminder about social distancing will be included on programmes. Programmes will be placed on pews where people can sit at suitable social distance (as orders of service are used on Sundays).	Door volunteer/announcer IB Seating volunteer
		1	3	3	The person introducing and closing the recital will use a separate microphone to the performers.	Announcer

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		1	3	3	No one displaying symptoms to be allowed to attend, all to inform Administrator if symptoms develop within seven days of attending. Reminder notices are already on the church door.	IB
		1	3	3	No food or drink to be served for the time being. Audience members to be directed outside church round to the outer toilet if needed. Performers to use the inner toilet if needed.	Door volunteer Announcer
		1	3	3	Collection plate to be placed near door, wiped before and after recital. Donations to be collected by one named person each week.	Seating volunteer Treasurer/delegated person
		1	3	3	Face coverings to be worn by audience members and FoSAM volunteers throughout event. Performers to be encouraged to wear face coverings when they are not performing. Any conversation between audience and performers after recital to be with face coverings and with strict social distancing, or preferably outside.	Door volunteer Announcer Announcer
		1	3	3	Audience contact details to be collected, kept and subsequently disposed of in accordance with track and trace requirements. Pre-booking using TryBooking to be encouraged, otherwise contact name and number details to be collected by door volunteer. Door volunteer to tick off names of pre-booked attendees (as well as taking details of non-booked).	IB IB/Door volunteer

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Possible transmission of virus to other church users	Other users of St Alphege Church	1	3	3	<p>Cleaning to be carried out after recital in accordance with C of E guidance. Volunteers who are cleaning will be provided with disposable gloves, disposable cloths and suitable cleaning products.</p> <p>Cleaning to include all areas of nave where audience has been seated, vestry if used by performers and high touch points eg door handles.</p> <p>Performing area to be cleaned eg chairs, music stands, piano, organ, piano stool, organ bench. Relevant guidance eg from RCO to be followed relating to cleaning instruments.</p> <p>Any leftover programmes to be recycled.</p> <p>Any rubbish including cleaning items to be safely disposed of.</p>	All volunteers on the day
Slips, trips and falls	Performers, audience members, FoSAM volunteers	2	1	2	<p>Check church before each recital – remove any hazards.</p> <p>First aid kit is accessible in church, town hosts are often nearby, medical help can be sought if necessary.</p>	Volunteers on the day.

Sources of information: Government Performing Arts guidance <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#arts-3-1>, Church of England Coronavirus guidance page <https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches#na>

Risk rating: 1-3 green, 4-6 orange, 7-9 red.