

Risk assessment: External Choir engagements - local, national or international venues.

Company name: Clare College Assessment carried out by: Nicola Robertson

Date assessment was carried out: 15/09/2021

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| Contamination from COVID 19 | Everyone attending, contamination from COVID 19 | All attendees to be encouraged to maintain good hygiene, cleaning and handwashing. | <ul style="list-style-type: none"> - put in place hygiene measures to reduce the risk of transmission. - ensure handwashing facilities or hand sanitiser stations are available near shared facilities, equipment and objects. - Ensure that handwashing and hand sanitiser facilities are checked and refilled regularly - Encourage staff, customers and choir to | Event organisers | Ongoing | |

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| | | | use hand sanitiser and wash their hands regularly. | | | |
| Contamination from COVID 19 | Everyone attending, contamination from COVID 19. | Ensure adequate ventilation at external venues. | <ul style="list-style-type: none"> - Opening doors, windows and air vents and ensure extractor fans are working properly. - Identify any poorly ventilated spaces and take steps to improve fresh air flow in these areas. - Encourage use of outside space where possible for intervals and breaks. | Event organiser, Choir Administrator | Ongoing | |
| Contamination from COVID 19 | Everyone attending, contamination from COVID 19. | Frequent cleaning of surfaces, particularly those that people touch often. | <ul style="list-style-type: none"> - Maintain clean performing spaces through regular use of usual cleaning products. - Regularly clean any shared equipment such as music stands. - Frequently clean audience and spectator areas. - Provide additional waste facilities including closed bins. | Event organiser | Ongoing | |

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| | | | - Reduce crowding in toilet facilities where possible. | | | |
| Contamination from COVID 19 | Everyone attending, contamination from COVID 19. | Managing customers, spectators and audiences. | <ul style="list-style-type: none"> - Consider using stewards or ushers to manage attendees, to reduce the risks from crowding. - Consider dividing the venue into zones so that attendees can be managed in smaller groups. - Implementing queue management outside venues. - Introducing a one way flow system. - Encouraging attendees to purchase tickets in advance. - Using as many entry and exits points as possible. - Providing allocated seating where possible. - Identify areas of crowding and consider what steps can be taken to avoid congestion. - Make an announcement at the start of the event to | Event organiser | Ongoing | |

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| | | | highlight key control measures in place. | | | |
| Contamination from COVID 19 | Everyone attending, contamination from COVID 19. | Reducing risk to audience members | <ul style="list-style-type: none"> - Minimise unnecessary contact by using online booking and pre payment, and encouraging contactless payment wherever possible. - Not admitting any person(s) who have suspected or confirmed COVID-19 | Event organiser / Choir members | Ongoing | |
| Contamination from COVID 19 | Everyone attending, contamination from COVID 19 | Turn people away with COVID-19 symptoms | <ul style="list-style-type: none"> - Take steps to ensure that any person who has symptoms or is self isolating does not attend. - Advising people to follow all relevant guidance on testing and self-isolation. - Ensure people know how to visit the venue safely - All choir members to take regular lateral flow test before any large scale event that involves an audience. | Event organiser / Choir Administrator | Ongoing | |
| Contamination from COVID 19 | Everyone attending, contamination | Encouraging people to wear face coverings. | <ul style="list-style-type: none"> - People should continue to wear face coverings in crowded and enclosed | Event Organiser | Ongoing | |

| | from COVID 19 | | settings to protect themselves and others. | | | |
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| Contamination from COVID 19 | Everyone attending, contamination from COVID 19 | Engaging with up to date government guidance on both national and international travel. | <ul style="list-style-type: none"> - Adhere to all regulations with regards to international travel – following all rules necessary for entry and exit to foreign countries. - Follow local government guidelines on travel. - Ensure adequate measures are in place to support any choir member forced to quarantine away from College, including returning home, returning to College or isolating in a designated quarantine venue. - Ensure any travel booked by the College is fully compliant with current COVID-19 legislation. - Ensure any accommodation booked by the College is fully compliant with current COVID-19 legislation. - Mobile phone to be carried at all times by the | Director of Music / Choir Administrator | Ongoing | |

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| | | | Director of Music & Choir Administrator | | | |
| Contamination from COVID-19 | Everyone attending, contamination from COVID-19 | Ensuring participants' safety. | <ul style="list-style-type: none"> - Ensure that everyone has their own copy of printed materials (such as music, orders of service) - Ask attendees to bring their own writing implements. - Minimise the number of people playing the piano or organ during any performances; disinfect organ and piano consoles before and after use. - Ensure current guidance on self-isolation is emphasised in pre-event communicaitons. - Make it clear who participants should contact if they are unable to come or are taken ill. - Ensure there are at least two people within the Choir who can fulfil each role. - Ensure any changing rooms provided are | | | |

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| | | | <p>correctly ventilated and of an adequate size.</p> <ul style="list-style-type: none">- Any area occupied by the Choir to be cordoned off and removed from public access.- Reviewing each venue's risk assessment prior to any performance to ensure it is compliant with current legislation. | | | |
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