

**Singing Mums- Risk Assessment Form October 2020 - undertaken by Georgina Jakubiak & Lauren Elliott
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**Venue - Leeds - The Grove Centre Horsforth
Harrogate – Pannal Village Hall**

**Venue contact – Leeds - Alan Firth
Harrogate – Pat Fitzgerald**

Remember:

- ! Identify hazards – anything with the potential to cause harm
- ! Risk – the likelihood of a hazard causing harm and the degree of harm it could cause
- ! List control measures – a series of actions in place that reduce the risk
- ! Action by whom? – who is responsible for ensuring the control measures are followed?

Activity	What is the hazard?	Who is at risk?	List the control measures in place to reduce the risk	Are any additional requirements needed?	Action by whom?
Singing Mums choir sessions	Exposure to coronavirus and subsequent infection	All	Health of participants: anyone showing symptoms of Covid or any other illness should not attend. Anyone being identified by 'Track and Trace' cannot attend.	If anyone shows Covid symptoms after attending a rehearsal they shall inform their teacher. Singing Mums will provide information about who was at the group/where they sat to track and trace. Teachers to ensure all contact details for all attendees are up to	Lauren Elliott and participants. Lauren Elliott

				<p>date to provide to track and trace.</p> <p>A register will be taken by the teacher who will also take a picture of where participants are sitting during the class to assist track and trace</p> <p>Pre-booking only</p> <p>Participants to scan QR code on their phones upon entry to the venue.</p> <p>Teacher will use a hand held thermometer to check participants temperature upon entry. Any-one showing a high temperature will not be permitted entry.</p>	<p>Lauren Elliott</p> <p>Participants</p> <p>Participants</p> <p>Lauren Elliott</p>
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			Size of group: Venue will be measured and mapped to ensure social distancing can take place.	Teachers will mark out where participants should sit to ensure social distancing. Low singers will sit towards the front ranging to high singers at the back of the room.	All
			Social distancing: seats will be put out or marked out 2 metres apart. Participants will use social distancing when moving around the space and asked not to gather in groups.	Participants will be asked to wear masks when not singing and asked not to speak to anyone other than the teacher. (Leeds) Or anyone outside their vocal section (low, middle, high) (Harrogate)	All
				Participants will be asked to wait in their cars outside until the venue door is open to prevent queues.	Participants

			<p>Positioning: face to face singing will be avoided where possible. (It is not reasonably possible for the teacher to avoid facing participants when teaching but this risk will be mitigated by the teacher standing further away than two meters wherever possible and using transparent plastic screens in front of the piano).</p>	<p>Teachers to set up screens between her and the participants.</p>	<p>All</p>
			<p>Refreshments: No refreshments will be available.</p>	<p>All participants must bring their own, drinks etc</p>	<p>Participants</p>
			<p>Hand washing: hand washing facilities will be provided in the venue toilets, participants will be encouraged to use the toilet before attending to minimise usage.</p>	<p>Hand sanitising will be provided and encouraged on entrance and exit.</p>	<p>All</p>
				<p>Teachers to prop open doors where possible.</p>	<p>Lauren Elliott</p>

		<p>Surfaces: measures will be taken to avoid touching the same surfaces. The doors will be open on arrival where possible, this will also help ventilate the space.</p>		Lauren Elliott
		<p>Sharing: No-one will be able to share manuscripts, flasks of drinks etc. Teachers will encourage participants not to share and bring their own lyric sheets where possible.</p>	Participants will be encouraged to print and bring lyric sheets where possible.	All
		<p>Payments: All payments will be made in advance, online.</p>	Details will be provided to participants by Singing Mums.	All
		<p>Travel: participants will be advised to not car-share unless they are in support bubble together or from the same household.</p>		Participants
		<p>Volume: Participants will be encouraged</p>		All

		<p>to keep the volume to a lower level to minimise aerosol production.</p> <p>Equipment: All equipment used will be wiped down with antiseptic wipes before and after use.</p> <p>Ventilation: windows and doors will be open where possible to ventilate the space with fresh air.</p>	<p>Wipes will be provided</p> <p>Teacher and venue make sure this is in place.</p>	<p>Lauren Elliott</p> <p>Lauren Elliott & Venue host.</p>
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