

COVID-19 risk assessment for:	Hampshire Recorder Sinfonia	We all know that HRS is firstly about the joy of making music together, but it is also about community <i>and</i> support for each other - that includes keeping each other safe by following ALL the guidance. Believing in the prescribed safety principles and adhering to them with a positive attitude will make each session the best it can possibly be for all of us.		
Rehearsal day and time	11/09/2021 at 10am - rehearsals will be second Saturday each month except December when it will be first Saturday.		All members/MD	
Rehearsal venue	Langstone Church on 11/09 and Colden Common from 09/10			
Priority area	Transmission risk	Possible mitigations and actions	Responsible	Other relevant notes
Turn away anyone who should be self-isolating				
	Aerosol, droplet, surface	All members/MD will need to do their own health assessment and stay away if: - they have symptoms / feel unwell - tested positive (PCR or Lateral flow) - have been told to self isolate - someone they have close contact with has tested positive - are quarantining after a visit abroad	All members/MD	NHS procedures and Close contact definition
		If anyone develops symptoms within 10 days of visiting the premises, they MUST use the Test & Trace system to alert those with whom they may have been in contact.	Angie Jones	
Vaccinations/lateral flow	Aerosol, droplet, surface	At present, we <i>believe</i> that if you have received both vaccinations before joining HRS indoor rehearsal and have tested yourself via the free lateral flow tests during the week before attending, this will add an extra layer of safety to our rehearsals	All members/MD	
Transport to and from the venue	Aerosol, droplet, surface	Please think carefully about transport to and from the venue to be as safe as possible.	All members/MD	
Becoming unwell at rehearsal	Aerosol, droplet, surface	If anyone becomes unwell at rehearsal (e.g. at a full day event): - Person goes home and follows NHS procedures - Anyone who had close contact goes home and follows NHS procedures - Person with symptoms informs committee / close contacts of test results - If positive inform wider attendees and venue	Angie Jones	NHS procedures and Close contact definition
Provide adequate ventilation				
Venue	Aerosol	Rehearsal will take place indoors		
Arrival times		Arrival between 9.30 and 9.50am for rehearsal to start at 10.00am		
Format of the rehearsal		Starting at 10.00 am there will be 3 playing sessions of approx 40 minutes, interspersed with 2 x 20 min ventilation periods. A named folder of music will be on your chair ready for you.		
Ventilation	Aerosol, droplet	Doors and windows will be kept open as much as possible. The room will be ventilated before rehearsals and during breaks. A constant air-flow has to be maintained. Doors and windows will have to be left open, so players will need to make sure you'll be able to keep warm while playing inside, and warm and dry during outside aeration breaks.	Angie	CIBSE guide technical guidance
Ventilation breaks	Aerosol, droplet	Regular breaks (every 40 minutes) - 3 x 20 minute ventilation periods 1. 10.00 - 10.40 <i>Ventilation break</i> 2. 11.00 - 11.40 <i>Ventilation break</i> 3. 12.00 - 12.45		
Face coverings/masks	Aerosol	If not seated then face coverings are mandatory throughout the entire session only removing them to play. If you are exempt from wearing them please inform the covid officer	Angie Jones	Discount on Sing Safe face masks
Clean more often				
	Surface	Regular Hand washing / sanitising will be encouraged	All members/MD	
	Surface	We recommend that Toilets and common touch points are cleaned/sanitised regularly by each person before use.	All members/MD	
	Surface	Members must bring their own equipment (music stands, sheet music, towel)	All members/MD	
	Surface	Please do not share any equipment	All members/MD	
	Surface	Please use the rubbish bins provided at the venue	Penny	
		Please clean any surface that you have used/touched		
			Venue	
Enable people to check in at your venue				
Register	Aerosol, droplet, surface	The venue will provide relevant Test and Trace information and check-in	Andy	
	Aerosol, droplet, surface	Register of attendees will be kept on entry- informed if positive case reported	Venue	
Seating	Aerosol, droplet, surface	A QR code is available at the entrance Seating (named seats) will be pre-allocated to allow for current social distancing requirements. A seating plan will be sent to players in advance of the rehearsal.	Penny	
	Aerosol, droplet, surface	Players must not wander freely but remain in their seats unless leaving for a break.	Penny	
			All members/MD	
Communicate and train				
Where to find risk assessment	Aerosol, droplet, surface	Risk assessment available online on HRS website for all stakeholders to see	Bob Whitmarsh	
Expected Behaviours	Aerosol, droplet, surface	1 page/ simple instructions / expected behaviours sent to All members/MD	See next sheet	
	Aerosol, droplet, surface	Posters at venue reminding of procedures (e.g. wash hands, social distancing, one way systems)	Angela	Making Music template posters
Reminders	Aerosol, droplet, surface	Verbal reminders at rehearsals	Penny	
Social distancing / flow of people				
	Aerosol, droplet, surface	Appropriate social distancing should be maintained at all times - this means before, during and after musical activity, during breaks and in any queues.	All members/MD	
	Droplet	When playing, you must clear your instrument by sucking and not blowing into it!!	All members/MD	
		DON'Ts		
	Aerosol, droplet, surface	hug anyone, shake hands, or chat indoors	All members/MD	
		help carry/set up/pack down any equipment other than your own	All members/MD	
		share <i>any</i> equipment/food.	All members/MD	
		empty spit from the big instruments on to the floor. Make sure you have a towel or cloth ready for spit and a sealable container to transport it home!	All members/MD	
		sneeze/cough, without doing so into a tissue or into the crook of your arm	All members/MD	
	Aerosol, droplet, surface	One way and queuing systems at pinch points - e.g. entrance/exit, toilets,	All members/MD	
MD				
	Aerosol, droplet, surface	MD Must wear a face covering at all times, unless eating or drinking. For MD, a face shield is preferable to a mask. Completed music folders for the session <i>must be completed and quarantined for 72 hours</i> before being distributed to players. Each player's music has to be organised into a named folder <i>by the Tuesday before the first rehearsal</i> (i.e. Tuesday 7th September) MD will stand in front facing musicians	MD/Penny	

Name of Group	Hampshire Recorder Sinfonia
Dates and Venues	11/09/2021 - Langstone Church
	09/10/2021 - Colden Common - all other rehearsals will be here on 2nd Saturday of the month except December which will be the first Saturday.
Guidance for members	
Before rehearsal	<p>Do not come to rehearsal if:</p> <ul style="list-style-type: none"> - you have symptoms / feel unwell - you have tested positive (PCR or Lateral flow) - you have been told to self isolate - someone you have close contact with has tested positive - you are quarantining after a visit abroad <p>We encourage you to use lateral flow tests regularly (ideally the day of rehearsal if you can)</p> <p>The venue will be cleaned before our rehearsal / after the last use</p>
During rehearsal	<p>Maintain appropriate social distancing during rehearsal time / at all times</p> <p>Individuals can request a greater distance for themselves - please contact Angie</p> <p>Be respectful of each others space:</p> <p style="text-align: center;"><i>Please don't...</i></p> <ul style="list-style-type: none"> • <i>hug anyone, shake hands, or chat indoors</i> • <i>help carry/set up/pack down any equipment other than your own</i> • <i>share any equipment/food.</i> • <i>empty spit from the big instruments on to the floor. Make sure you have a towel or cloth ready for spit and a sealable container to transport it home!</i> • <i>sneeze/cough, without doing so into a tissue or into the crook of your arm</i> <p>Wear a face mask when not seated. Please let the covid officer know if you are exempt from wearing a mask.</p> <p>We will keep doors and windows open for as long as possible - consider bringing warm clothing</p> <p>Wash / sanitise your hands on arrival and regularly after that</p> <p>Follow any protocols the venue has in place</p> <p>Check in the venues test and trace procedures</p> <p>Sign in to our register</p> <p>Avoid touching shared surfaces as much as possible</p> <p>Bring the minimum of personal belongings and keep these on /under your chair</p> <p>Apart from your recorders and music stand, please bring your own refreshments.</p> <p>At 12.45 pack up as quickly as possible. Take your music with you and exit, front rows first. (Depending on mandatory traffic flow, to be advised.)</p> <p>MD</p> <ul style="list-style-type: none"> • Must wear a face covering at all times, unless eating or drinking. For MD, a face shield is preferable to a mask. • Completed music folders for the session <i>must be completed and quarantined for 72 hours</i> before being distributed to players. • Each player's music has to be organised into a named folder <i>by the Tuesday before the first rehearsal</i> (i.e. Tuesday 7th September) <p>Regular Hand washing / sanitising encouraged - players must bring own sanitiser and sanitise hands on arrival, departure and after bathroom visits</p>
Notes	
	If you wish to discuss any of the above measure please contact Penny
	Even if you have been vaccinated, you will need to comply with these rules:
	The committee trust that all members will be compliant with these rules in the interest of safety for all and in order to enable rehearsals to continue.