

Group name Poole and Parkstone Productions (MTS)
 COVID-19 risk assessment for: **Elf the Musical Rehearsals**
 Rehearsal day and time Tuesdays 7:30-10pm, Thursdays 7:30-10pm, ADDITIC
 Rehearsal venue The Spire, incl. Rose Hall, Hall 1 etc
 Created **28/6/2021**
 Reviewed **10/10/2021**

Risk area	Likelihood	Severity	Risk rating	Mitigations and actions	Responsible
			Risk Rating (Likelihood + Severity)		
	1 = Low (seldom)	1 = Low transmission risk	1-2 = low priority		
	2= Medium (frequently)	2 = Medium transmission risk	3-4 = medium priority		
	3= High (certain or near certain)	3 = High or near certain	5-6 = high priority		
1. Infection rate in your area high					
Local and national restrictions may apply with little notice	1	3	4	<p>Check government guidance on local and national policy, sector specific policy and lockdowns.</p> <p>Check Coronavirus cases data regularly</p> <p>If there are restrictions or a local surge in cases or a variant, consider cancelling or varying formay of rehearsals.</p> <p>Communicate any updates/changes with members, rehearsal team, volunteers, venue, via all available methods, including social media and email.</p>	<p>Rehearsal lead/Sub Committee</p> <p>Rehearsal lead/Sub Committee</p> <p>Rehearsal lead/Sub Committee</p> <p>Rehearsal lead/Sub Committee</p>
2. Risk to/from individuals to/from group					
High/moderate risk/vulnerable individuals attend	3	2	5	<p>Check definition of high/moderate risk/vulnerable persons regularly.</p> <p>Identify high/moderate risk/vulnerable individuals via self-assessment- all adult members will be responsible for their individual assessment</p> <p>Re-evaluate at regular intervals/as guidance changes. Consider asking for proof of vaccination or intention to take up vaccination.</p> <p>If they don't self-exclude, we will discuss excluding unvaccinated individuals at high/moderate risk from in-person rehearsals.</p> <p>Clarify it is attendee's decision, any mitigation measures cannot reduce risk to zero - members will need to sign acknowledgement of this before each rehearsal</p>	<p>Rehearsal lead/Sub Committee</p> <p>Rehearsal lead/Sub Committee</p> <p>Rehearsal lead/Sub Committee</p> <p>Rehearsal lead/Sub Committee</p> <p>Rehearsal lead/Sub Committee</p>
Infectious individual attends rehearsals					
	2	3	5	<p>Exclude potentially infectious individuals from attending and entering rehearsal venue if they attend</p> <p>Email screening before each rehearsal to stop potentially infectious individuals attending</p> <p>Ask all attendees to undertake Lateral Flow Test on the day of rehearsal as close to attending as is practical. If LF test is positive, DO NOT ALLOW INDIVIDUAL TO ATTEND. Individuals to follow advice on self isolation according to their vaccination status. Take a PCR Test as soon as possible as per Government Guidelines.</p> <p>All attendees will complete the health questionnaire prior to attendance including;</p> <p>1) do they have any of the 3 main symptoms: elevated temperature, new continuous cough, loss of smell and/or taste</p> <p>Do they have cold/other symptoms? If yes exclude using testing as per guidance</p> <p>Vaccination status; Fully Vaccinated, Part Vaccinated, Unvaccinated or Exempt</p> <p>Declarations that if form completed dishonestly, they may be refused entry or excluded from the Society. Also to acct understanding of guidelines, and policy on illness, close contacts, testing, isolation according to own vaccination status, travel guidance etc.</p>	<p>Rehearsal lead/Sub Committee</p> <p>Rehearsal lead/Sub Committee</p> <p>Rehearsal Team/Membership</p> <p>Rehearsal lead/Sub Committee</p>
Track & trace when someone falls ill subsequent to rehearsal					
	2	2	4	<p>Keep register, of everyone who attends rehearsals every week. Data to be kept for 21 days</p> <p>Ensure if anyone falls ill between one rehearsal and the next that they know to contact Production Team (Kellie Oxborrow and Clare Albanozzo)</p> <p>Contact/liaise with NHS Track & Trace as necessary and appropriate</p>	<p>Rehearsal lead/Sub Committee</p> <p>Rehearsal lead/Sub Committee</p> <p>Committee</p>

If there is a confirmed positive case of Covid-19 following a rehearsal; P&P **will contact all attendees of that rehearsal**, to advise all attendees to take a LF TEST and inform production team of ANY POSITIVE RESULTS. Advise individuals who test Positive on a LF test to take a PCR within 2 days/Follow advice from NHS/Government if they have had a recent Covid infection.

Contact attendees as advised by NHS Track & Trace. Name or details of infectious individual cannot be shared due to data protection/GDPR guidelines although Infected individual can waive this anonymity and contact other members who they may have been in close contact with.

Committee

Use rehearsal footage and ask Infected individual who they may have had close contact with in rehearsals to identify potential *Close Contact* s. Close Contacts will be individually notified by a member of the P&P Production Team/Committee as a matter of urgency. Advice will vary according to each Member's individual vaccination status.

If an identified Close Contact is fully vaccinated and has a NEGATIVE Lateral Flow Test, NEGATIVE PCR Test AND has no symptoms of Covid-19, they may attend the next rehearsal as normal.

If **more than two** cases are confirmed following an infectious individual attending a rehearsal, P&P may suspend rehearsals and contact NHS Test and Trace/Public Health England for further instruction. Also Contact Rehearsal Venue to inform.

NHS Track and Trace details to be provided to members.

Rehearsal lead/Sub Committee

Inability to deal with person becoming unwell in rehearsals

1	2	3	Send person home immediately	Rehearsal lead/Sub Committee
			Ask person with symptoms to take a LF/PCR test asap and communicate the result to Production	Rehearsal lead/Sub Committee
			Terminate rehearsal immediately and send everyone home, advise them they may wish to self-Clean rehearsal space carefully	Rehearsal lead/Sub Committee
			Inform Rehearsal venue	Rehearsal lead/Sub Committee

Complacency means mitigating measures are not complied with

2	2	4	Remind attendees regularly, in writing with Covid Declaration form, verbally - at entrance, at break, during rehearsal, as required	Rehearsal lead/Sub Committee
			Make sure you communicate in ways appropriate to everyone (e.g. consider dyslexia, deafness, vision-impairment etc.)	Rehearsal lead/Sub Committee
			Encourage members to maintain distancing, and mask wearing at all times wherever practicable, but especially when not in active rehearsal. If vulnerable advise to take further measures as possible	Rehearsal lead/Sub Committee

Non-compliance with measures means risk to other attendees

1	2	3	Make it clear to members that if they do not comply with the measures in place, they will be removed from the rehearsal and potentially excluded from the cast.	Rehearsal lead/Sub Committee
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3. Behaviour of attendees/individual safety measures

Individuals spread or breathe in virus-laden particles

2	2	4	Encourage members to maintain distancing during all rehearsals, and mask wearing at all times wherever practicable, but especially when not in active rehearsal	Rehearsal lead/Sub Committee
			Social Distancing is no longer mandatory but remind- "Hands, Face, Space" and advise members to reduce unnecessary social contact in rehearsals (i.e. no hugging, hand-shaking, lingering to chat in rehearsal venue after rehearsal	
			Wearing of masks remains mandatory in the communal areas of The Spire- includes toilets, corridors. Masks may also be worn during rehearsals at attendees choice	Rehearsal lead/Sub Committee
			Attendees must not dispose of face coverings/PPE in the venue	Rehearsal lead/Sub Committee
			Toilets will be open for use, but members must observe room capacity and queuing signage provided by The Spire.	Membership
			Toilets are NOT to be used as changing rooms. Members must wear appropriate footwear, must not have bare feet.	Membership

Individuals spread/pick up virus by touching shared surfaces

2	2	4	Set out expected behaviours:	Rehearsal lead/Sub Committee
			1) avoid touching shared surfaces as much as possible, if the lift must be used then this must adhere with the Spire risk assessment guidance (one household/support bubble at a time)	Membership
			2) sanitise/wash hands on arrival, departure, before/after break, before/after bathroom visit	Membership
			3) bring your own and do not share equipment (music stands, sheet music, tablet, etc)	Membership
			4) use allocated storage area for belongings within rehearsal room, follow all directions and minimise all personal belongings brought to rehearsals. Keep all own equipment and personal belongings by and in that space.	Membership
			5) bring your own refreshments.	Membership
			6) no rubbish (PPE/food wrappers/drinks containers) to be disposed of in the venue	Membership

Volunteers pick up virus in course of their duties

	2	2	4	For volunteers/committee members helping with rehearsal/set up of equipment/management 1) contain and designate their area of operating (e.g. cleaning only, entrance only) 2) register who does what job on what date 3) limit and note who they work with (where applicable, e.g. arrivals area) 4) provide sanitiser, cleaning materials, masks	Rehearsal lead/Sub Committee
4. Rehearsal space					
Build-up of aerosols					
	3	3	6	Utilise mechanical ventilation (air-conditioning) where possible If no mechanical ventilation available, doors and windows to be propped open	Rehearsal lead/Sub Committee Rehearsal lead
Build-up of virus on shared surfaces					
	2	2	4	Limit number of volunteers handling such shared equipment Cleaning of shared surfaces - tables, light switches, door handles - before and after rehearsals	Rehearsal Team/Membership Venue
Covid transmission in bathroom facilities Aerosols in air and contaminated surfaces					
	1	2	3	Ensure social distancing as per the Spire risk assessment is maintained when queueing for facilities and also inside toilets Remind everyone to follow signage/room capacity/mask wearing inside communal areas of venue	Rehearsal lead/Sub Committee Rehearsal lead/Sub Committee
Queuing points and traffic flow (applies to all rooms / areas)					
	2	2	4	Arrival will take time- queues will be managed with social distancing where necessary Leaving after rehearsal - reminder not to linger and socialise inside, staggered departure to be managed as necessary Queueing for the bathrooms/routes to and from bathrooms/inside the bathroom block managed with social distancing	Rehearsal lead/Sub Committee Rehearsal lead/Sub Committee Rehearsal lead/Sub Committee Rehearsal lead/Sub Committee
Other users of venue/ Activity before P&P leaves legacy of					
	1	2	3	Venue to ensure that the room has been properly and safely cleaned before use Ensure enough time to clean and ventilate between previous activity and P&P Ensure enough time so that participants do not cross over, creating pinch points you would not be able to control	Venue Venue Venue
5. Rehearsal activity					
Covid-safe placing of individuals during activity					
	2	2	4	Not face to face wherever possible. If extended period of close proximity, use face covering during initial rehearsal period. Stagger rows, ensure maximum distancing available during movement/setting or consider use of face masks at individual discretion 2-3m between director/ conductor and accompanist where practical. Reduced distance at individual risk	Rehearsal lead/Sub Committee Rehearsal lead/Sub Committee Rehearsal lead/Sub Committee
Virus spread through sheet music					
	1	2	3	Email it to people and ask them to print their own for practice No sharing of Music/Lib books	Rehearsal lead/Sub Committee Rehearsal lead/Sub Committee
Aerosol transmission through prolonged exposure					
	2	2	4	Schedule rehearsals to minimise the need for full cast calls until members are vaccinated, where possible. Incorporate need for distancing and seating set up into your time planning Use full venue ventilation at all times, encourage social distancing when not in active rehearsal. Consider use of masks for extended rehearsals where individuals cannot maintain distancing. Individuals to make own judgement based on personal risk level.	Rehearsal lead Rehearsal lead Rehearsal lead
Virus spread through shared equipment					
	1	1	2	Make clear from the start and build in regular reminders NOT to share equipment	Rehearsal lead/Sub Committee
Accompanist exposed to Covid-19 via singers and/or piano					
	2	2	4	Only usual/official accompanist to use piano Clean piano thoroughly before and after rehearsals	Rehearsal lead/Sub Committee Rehearsal lead/Sub Committee

Ensure accompanist hand sanitises before/after
Accompanist to turn own pages to avoid compromising social distancing
Consider positioning of piano in relation to singers.

Rehearsal lead/Sub Committee
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First Aid

Member requires first aid

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The **Designated First Aider** for MTS Rehearsals is **Katherine Steele**.
First Aiders should try to assist at as safe a distance from the casualty as far as possible
Minimise the time casualty and First Aider share a breathing zone
If the casualty is capable, instruct them to treat themselves safely.
First Aiders will do all in their power to treat any casualty properly
First Aider to still follow the '3 P's Model' - Preserve life, Prevent worsening & Promote recovery
whilst following all Covid-19 guidance on First Aid. (See Covid-19 First Aid Advice Sheet)

Rehearsal lead/Sub Committee
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Organisational points

Volunteers needed to run rehearsals

Going ahead with in person rehearsals
Consider the number of people you will need

Rehearsal Lead/Sub Committee
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