

COVID-19 Risk Assessment for the Maldon Orchestra rehearsing at the West Maldon Community Centre (WMCC), Maldon to be held weekly on Friday nights from 7.45pm-9.45pm.

Risk area	Mitigations and actions	Responsibility
<p>Infection rate rise in the local area Rise in local infection rates and local restrictions apply with little notice</p>	<p>Check Government current guidance Check Coronavirus data regularly. Contact MC, members, venue</p>	<p>Belinda Allen & Management Committee</p>
<p>Risk to and from individuals in the group High number of vulnerable members</p>	<p>Ask members to NOT attend if feeling unwell or displaying Covid symptoms. Ask the four questions: 1) do they have any of the symptoms: lingering headache, elevated temperature, continuous cough, loss of smell or taste, sore throat, persistent cough or an upset stomach 2) have they been in close contact with someone with symptoms 3) have NHS Track & Trace asked them to self-isolate 4) have they returned from abroad and been asked to self-isolate</p> <p>Maintain at least 1m social distancing when in the Hall. Face coverings are now optional but keep a safe distance from others. Use hand sanitiser upon arrival and departure from the Hall.</p>	<p>All members</p>
<p>If someone falls ill after the rehearsals</p>	<p>Keep a register and seating plan for each rehearsal. Ask members to contact Belinda Allen if they fall ill who will contact members from that rehearsal to instruct to self-isolate for 10 days. Inform MC and WMCC.</p>	<p>Belinda Allen and Mo Baker Management Committee</p>
<p>If someone falls ill during rehearsals</p>	<p>Terminate rehearsal and arrange transport for patient. Ask them to seek a test and communicate the results to Belinda Allen. Wear gloves and mask for self-protection. Instruct attendees of that rehearsal to self-isolate for 10 days. Clean up. Inform MC and WMCC.</p>	<p>Belinda Allen and Mo Baker Management Committee</p>
<p>Behaviour of attendees and individual safety Viral transmission in air</p>	<p>Players to maintain 1m social distancing or more if they wish. Sharing of folders to be kept to a minimum. Violins can share by mutual consent. They have the option of wearing face coverings if they wish to. No break to avoid prolonged close contact. Players may take comfort breaks as necessary. No hugging, handshaking, mixing, mingling or lingering to chat during rehearsals. If chatting players should be outside in the open air. Car sharing at own risk. Players to bring absorbent cloth to soak up instrument 'dribble' on the floor Extractor fan and windows open to be used instead of air conditioning while the weather is warm.</p>	<p>All members</p>

Individuals pick up virus by touching surfaces	Use hand sanitiser on arrival and departure from hall Chairs and library books to be allocated and positioned before arrival Players to not touch anyone else's chair, books or share music stands except by prior mutual consent. Keep personal belongings close by. Members to bring their own drinks. No sharing of snacks	All members
Covid transmission in bathroom facilities	WMCC have suggested limiting usage to one male and max two females at a time. Players to use the facilities as and when they require. Clean up crew wipe down door handles and taps using masks and gloves.	Belinda Allen and Mo Baker
COVID secure venue	The WMCC has published a COVID Secure risk assessment on their website. WMCC to be ventilated using windows open and extractor fan at the beginning of the evening. To be reviewed by the MC as the seasons change. To use the Extractor fan during and at the end of the rehearsal to aid ventilation. To be left on maximum as instruction by the WMCC. Members to be seated in allocated chairs 1m apart except the violins. Reduce the length of the playing time of a rehearsal to allow for setting up and clearing away. No break. Only players on the group list may enter. No drivers or additional people.	WMCC Management Committee All members
Additional information	Playing time to be reduced at both ends of the evening to allow time for setting up and clearing away. Members to wait outside until called in. Books and chairs to be placed beforehand. Members may move their chairs into more space if they wish. Spare stands made available and will need cleaning down at the end along with tables, chairs used and any touch points. Where the mutual prior consent has been agreed, players may share music folders if necessary. Management Committee to review this risk assessment as the situation changes.	Management Committee

Updated 17th September 2020 to include 'mixing and mingling'

Updated 28th September 2020 to include maximum number in attendance whilst seated with 2m social distancing of 27

Updated 12th December 2020 to update self-isolation period to 10 days from 14 days, to allow players to support the opposite group by filling in the gaps if there is space and to use the Extractor fan during and at the end of the rehearsal to aid ventilation.

Updated 20th June 2021 to include Extractor fan to be left on maximum as instructed by the WMCC at the end of the rehearsal.

Updated 22nd July 2021 to update the Covid symptoms, reduce social distancing to 1m with the option to share folders in the violins, to allow members to move their chairs for greater social distancing if they wish and to allow for the sharing of music with prior mutual consent of those concerned.