

Frampton Cotterell Male Voice Choir

Guidelines and Risk Assessment for Concert

Friday 10 December 2021, 7.30pm

Prepared by: Eric Ruff (Choir President)
Approved by: Trustees

Guidelines, General

- Doors open at 7.00pm.
- A partial one-way system to be used with 'entry' through the Rear Car Park door, adjacent to the Office and 'exit' through the Rear Fire Door of the Beacon. It is recommended that hand-sanitiser should be used both on 'entry' and 'exit'.
- Masks to be worn whilst moving around the building, with social distancing generally maintained.
- Seating as layout shown in Appendix 2.
- When people are seated they may remove their masks, if they desire. If they get up to move around then mask must be worn.
- Kitchen is out of bounds.
- It is recommended that Lateral Flow Testing is carried, by both Choir Members and Audience, out on the day of the Concert. If the result is 'positive' they should not attend.
- Covid Guidelines for the Audience to be included on 'Flyer / Poster', see Appendix 3.
- Covid Guidelines to be displayed at the 'Entry Point' see Appendix 4.

Choir Members

- Names of Members present to be recorded, together with seat positions (required to aid identifying people in Close Contact should anyone subsequently show symptoms or test positive for Covid).
- While singing, masks may be removed. Members must either remain seated or stand immediately in front of their designated seat whilst singing.

Audience

- Names of people present to be recorded, together with contact details (required to aid identifying people should anyone subsequently show symptoms or test positive for Covid).
- If the audience wish to sing 'Carols' they must wear a mask, if they able to do so. They must either remain seated or stand immediately in front of their seat whilst singing.

Other Notes

- Both the Guidelines & Risk Assessment will be reviewed before the Concert, particularly if infection rates change significantly.
- Ventilation is provided by open Church Windows (two or four depending where the outer two Murals are placed). Front Door, adjacent to Woodend Road partly open, Double Doors between Beacon /Church fully open, Rear Fire doors of the Beacon at least one open, two Beacon Windows open. This will be maintained from 15 minutes before and throughout the Concert.
- One Marshall will control 'entry' and another will control 'entry and seating' in the Church.
- Pre & Post Cleaning / Preparation of the Venue will include
 - Ensure adequate Hand-sanitiser is available at each Station.
 - Check Toilets are supplied with Soap and Paper Towels (supplies in Cleaning Cupboard) and wipe Surfaces.
 - Check Wipes are available and Clean Door Handles.
- If people use Toilets they should wipe Surfaces down after use, and wash hands

If a person develops symptoms during the Concert

- Isolate the person in the Church Front Side Entrance Foyer.
- Open Front Side Doors to provide ventilation.
- Arrange for them to be taken Home or into Medical Care.
- Whoever stays with the person must wear a Visor, Face-mask, disposable Gloves and disposable Apron (a supply of these are in the Foyer).
- Hands must be washed thoroughly immediately after removing and disposing of PPE. PPE should be double-bagged, clearly labelled and stored for 72 hours before placing in outside Bins.
- Anyone who has been caring for the person who is unwell should return Home, Shower and change Clothes as soon as possible.

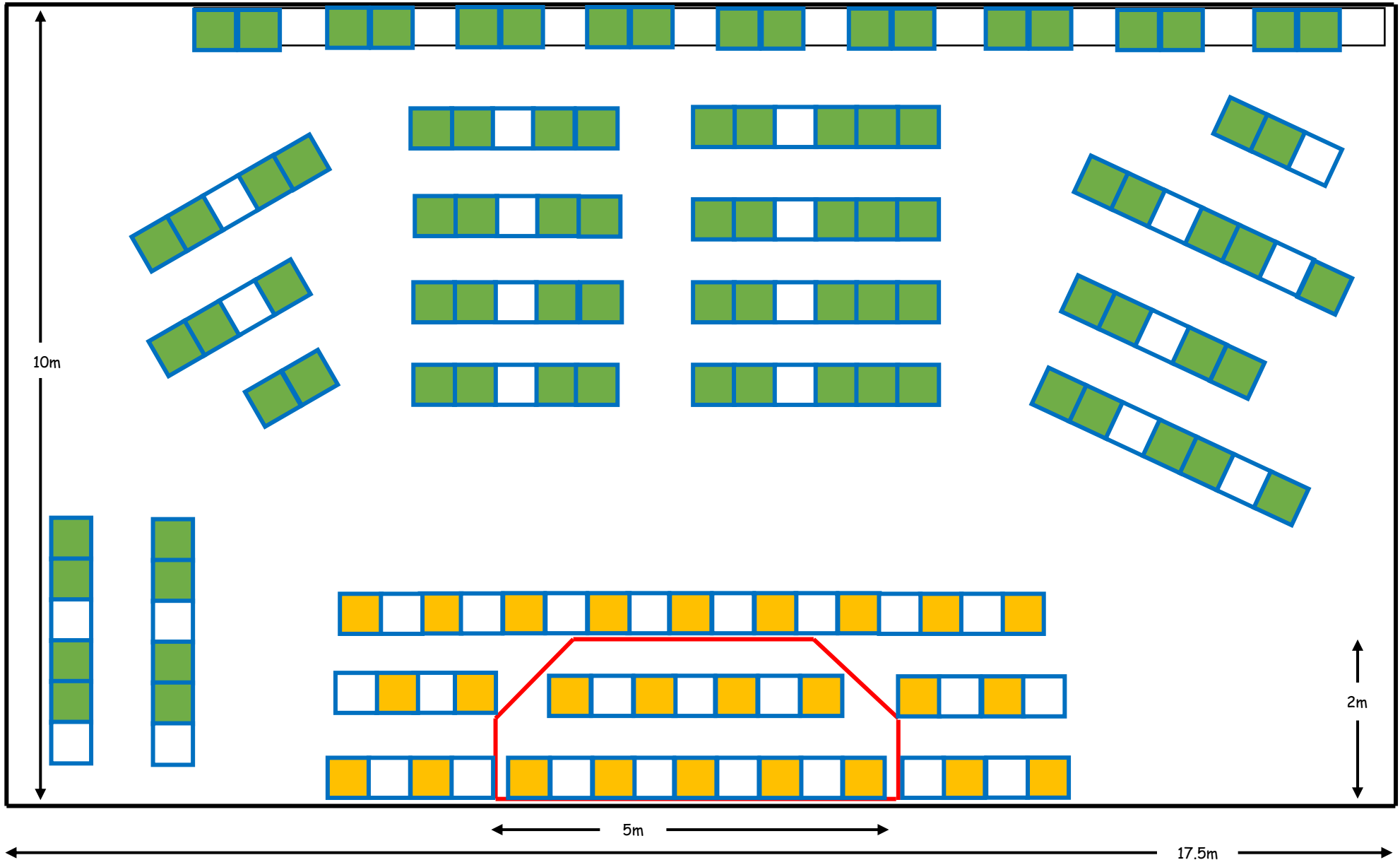
Record of Amendments

Iss 1, 22 November 2021

Iss 2, 24 November 2021

- Include 'recommend Lateral Flow Test for all attendees on day of Concert'.
- Add Appendix 3, Poster / Flyer (includes Covid Guidelines for Audience)
- Add Appendix 4, 'Guidelines for Audience', to be displayed at Entry.

Frampton Cotterell Male Voice Choir, Risk Assessment	Concert Venue: Zion United Church, Frampton Cotterell	Day & Time: Friday 10 Dec 21, 7.30 - 9.30 pm	Prepared by Eric Ruff, Approved by Trustees Issue 2, 24 Nov 2021	
Priority Area	Transmission Risk	Possible Mitigations & Actions	Responsible	Other Notes
Exclude Choir Members who should be self-isolating	Aerosol, Droplet, Surface	Request choir members to do their own health assessment and stay away if they: - have symptoms / feel unwell - tested positive (PCR or LF) in past 10 days - have been told to self-isolate - someone they have close contact with has tested positive in the past 10 (?) days - are quarantining after a visit abroad	Eric Ruff(ER) Steve Jaques(SJ)	NHS Procedures & Close Contact Definition
		Encourage use of Lateral Flow Tests	ER / SJ	Order LFT England
		Encourage Members to consider their transport	Collective / email	
		Encourage Members to be vaccinated	Collective / email	
Exclude Audience Members who should be self-isolating	Aerosol, Droplet, Surface	Ask persons 'on entry' that they are NOT exhibiting symptoms of Covid or have recently tested positive for Covid.	Entry Marshall	
Person becoming unwell during Concert		Someone becomes unwell at Concert: - Person to go home and follow NHS procedures - Anyone whom had close contact go home and follow NHS procedures - Person with symptoms informs trustees / close contacts of test results - If test positive, inform wider attendance and Venue	Individuals	NHS Procedures & Close Contact Definition
Provide adequate ventilation	Aerosol	Designated Doors and Windows to be kept OPEN before and during Concert and breaks	Collective	HSE general guidance on ventilation
		Face covering whilst moving within the building	Individuals	
Cleaning Required	Surface	Venue cleaned before and after Concert Hand-sanitiser provided Use of hand-sanitiser on entry and exit encouraged Toilets cleaned after use Piano & Musical Directors Music-stand cleaned before and after use	Trustees Venue Individuals Individuals Trustees	
Check-in Members at Concert	Aerosol, Droplet, Surface	Choir to maintain register of Members attending and their seating positions Advise Members of persons with symptoms or testing positive, particularly those seated close to them Advise Venue of persons with symptoms or testing positive	Bob Petty Trustees	
Communicate & Train	Aerosol, Droplet, Surface	Guidelines & Risk Assessment available online for all Stakeholders Verbal reminders at Concert	David Hardie-Brown SJ	
Social distancing, flow of people	Aerosol, Droplet	Face masks to be worn while moving within the building Single entry point, rear door from Car Park, adjacent to Office, one way movement into Church Single exit point, fire door of Beacon, one way movement out of building Layout for seating during Concert shown in Appendix 2. Face masks may be removed when seated, if desired, but must be worn when moving	Individuals	
Singing (Choir Members)	Aerosol, Droplet	Face masks may be removed for singing, if desired. Each person must remain immediately in front of their seat when stood	Individuals	
Singing (Audience)	Aerosol, Droplet	Face masks must be worn, where able. Each person must remain seated or stand immediately in front of their seat. Volume to be kept low.	Individuals	
Refreshments	Aerosol, Droplet, Surface	Tea & Coffee may be provided after the Concert. If so, it will be placed on tables in the Beacon, together with mince pies, biscuits. People will serve themselves. 'Social Distancing' should be maintained in 'Small Groups' using all the space of the Church & Beacon. The Kitchen is out of bounds, to other than designated persons. If people require water they need to bring their own and take it away at the end	Individuals	



- Choir, 26 total
- Audience, 86 total

Zion United Church, layout-landscape (approx.) FC MVC
Concert 10 Dec 21, Iss 2 (24 Nov 21)

**Frampton Cotterell
Male Voice Choir**

Christmas Concert



in

**Zion United Church
Frampton Cotterell**

**Friday, 10 December 2021 at
7.30pm (Doors open 7pm)**

Pay at the Door £5

Covid Guidelines:

It is recommended that all attendees take a Lateral Flow Tests on the day of the Concert.

If it is necessary to **Cancel** the Concert, this will be notified on the Choir Website www.fcMvc.co.uk

'Covid Masks' must be worn, if you are able, whilst moving about the building.

The Church will be ventilated, you may need to wear warm clothing.

Covid Guidelines

For Audience

Frampton Cotterell Male Voice Choir Concert

10 December 2021

- 'Covid Masks' must be worn, if able, whilst moving about the building.
- Please use 'hand-sanitiser' on Entry & Exit.
- If you use a Toilet, please wipe surfaces down after use and wash your hands.
- At least a 'single empty seat' must be left between groups (bubbles) and/or individuals.
- 'Masks' may be removed when seated, but must be replaced, if able, if you subsequently move.
- 'Masks' must be worn, if able, whilst singing.
- Exit is via the 'rear fire door' of the Beacon.