

Petros Singers Covid Risk Mitigation Plan for Concert on 12th December 2020

Introduction

Document purpose and use

This document sets out the plans created and agreed by the Petros Singers committee, their Musical Director, and the Vicar of St Peter's Church, Hammersmith, W6 9BE (SPH) to put in place all reasonable precautions to protect the choir members (including the Musical Director and Accompanist), audience members and other users of St Peter's Church from contracting the Covid-19 virus as a result of the choir holding concert performances on the evening of 12th December 2020.

The risk mitigation plan produced for the choir's rehearsals in the church will be used (updated if appropriate) to cover all aspects relating to the choir alone. This plan addresses all the areas identified as generating additional risk because of having an audience present. This plan is based on risk assessment work carried out using the template for concerts created by Making Music as a base, and then transferring the actual plans from that spreadsheet into a format which is more suitable for review and reference by the affected and involved parties.

A version, with names for responsibilities will be used by the choir and SPH to implement the plan. This version without the names is to be placed on the choir's web site for access by the public.

Document status

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Authors:	Janet King, Frank Althaus, David Foster
Required approvals received and date:	
Petros Committee	9th December
Musical Director	
Vicar of St Peter's Church	8th December
Date of next review ¹ :	Not applicable because this is a "one-off" occasion.

Document structure

There are three sections to the plan in each of which a key area of risk is analysed and the necessary risk containment actions are defined. Then follows the seating layout for the audience areas.

¹ This is the date by which the document should be reviewed to check its currency and applicability unless an earlier review is triggered by external events.

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[Assumptions made](#)

During the Risk Assessment and hence the generation of this Risk Mitigation Plan certain key assumptions had to be made and they are listed here. Should they change then it will be necessary to review and update both the assessment and this plan.

1. St Peter's Church will be used by Petros Singers on 12th December from 2:30pm until 10:00pm. This allows for a choir rehearsal to take place at 3:00pm and two concert performances of 50 minutes duration starting at 6:00pm and 8:00pm.
2. The plan assumes that the restrictions based on the announcement made on 26th November that London will be in Tier 2 will not be changed before the concert. If it does change then the plan will need to be revisited.
3. All areas will need to be made safe by Petros Singers before use and also before leaving the building after the second concert because there will be Church Services held on the morning following the concert.
4. The only instrumentalist involved will be Andrew Wells who accompanies the choir on the piano. The organ will not be used. The cleaning arrangements for the piano will be as for Covid safe rehearsals.
5. The primary audience seating area will be in the balcony and only a few seats will be available downstairs including any attendees with mobility problems e.g. wheelchair users.
6. The risk mitigation plan for rehearsals held in person during the autumn term will apply to both the afternoon rehearsal, the two concert performances, and times in between.
7. The leader of the front of house team and the committee chairman will be at both concerts and will be the key points of contact in case of any issues arising.

Risk Area 1: Infection passed to/from individuals arriving at/leaving the concerts

The risk of infected persons attending the concerts

Prepare laminated sign to be put up at the door with five questions and 'if you have answered yes to any of these questions please leave immediately and do not attend this event'

- 1) Do you have any of the symptoms: elevated temperature, continuous cough, loss of smell and taste?
- 2) Have you been in close contact with someone with symptoms?
- 3) Have NHS Track & Trace asked you to self-isolate?
- 4) Have you returned from abroad and been asked to self-isolate?
- 5) Have any local lockdown measures been imposed on the place where you live?

Include in notes to the audience and performers the reminder not to attend if showing symptoms.

Include in notes to the audience and performers the request to use the NHS Track and Trace App if it is on their phone.

Continue to monitor the local infection rates to determine if the concerts should be cancelled.

The risk of congestion when arriving at the concerts

Ensure signs are placed visibly at the entrance and key access points to emphasise the need for social distancing, sanitising hands, and wearing masks at all times unless they are exempt.

All tickets to be purchased in advance so no ticket sales desk will be needed, hence no point of congestion.

The sales of tickets to be monitored daily to ensure no overbooking which could mean people arriving expecting to be allocated seats.

All members of a group to be requested to arrive together, to have a record of the seat(s) to which they have been allocated, and hence have no need to delay in the foyer before going straight to the right area.

Allow 20 minutes for the audience to arrive i.e. from 5:35 to 5:55 and from 7:35 to 7:55 thus also allowing 5 minutes for any overrun. Note that late comers will not be admitted.

Ushers to be on duty to ensure rapid flow of people to their allocated seats. Ushers needed at the entry to each side of the balcony as well as each side of the foyer.

Attendees to go directly to their seats and not engage in conversation with others outside their group.

The ushers will each have a copy of the floor plan and seating allocation. They will be briefed on the day about the entry and exit procedures.

Because there is only one main door for entry and exit, ensure that no-one tries to leave whilst the audience is arriving, except in case of emergency.

Rope off the main entrance to prevent any latecomers or others trying to gain entrance after the concert has started.

[The risk of congestion when leaving the concerts](#)

Attendees to remain seated until requested to leave by the usher(s).

All audience members upstairs to leave the balcony, one side at a time, before members of the downstairs audience start to leave.

Include a note in the programme requesting attendees to leave swiftly and not to join any other groups until they are well away from the external gates to the church yard.

Public announcement to be made at the end of each concert requesting the orderly exit as noted above i.e. balcony first and as invited to leave by the ushers.

Ushers to be on duty to ensure smooth flow of people out of the church. Ushers needed at the entry to each side of the balcony as well as each side of the main floor – near the doors at the back of the side aisles, and near the main exit.

[Risk Area 2: Infection passed to/from individuals during the concerts](#)

[The risk of attendees spreading aerosols in the air](#)

All attendees must wear suitable face covering at all times unless they are exempt. The performers are able to remove their masks for the periods when they are actually singing. This will be included in the instructions to the performers and audience.

There will be no items in which the audience sings.

Separate the seating areas, entry and exit routes for audience and performers. The performers will be the sole occupants of the pews in the downstairs area of the church. The audience will be limited to designated chairs in the downstairs aisles, chairs at the rear of the downstairs area, and the seats in both sides of the balcony.

Refer to page 7 for detailed Sketch layouts of seating in St Peter's to keep social distancing.

Only the choir to use the central double doors to enter the body of the church. They will be requested to be in their seats before the audience members are allowed to enter.

The choir will be seated in accordance with the risk management plan for rehearsals which ensures safe social distancing between singers. The actual placement of individuals will be different from the earlier rehearsals but the principles of the rehearsal plan will apply.

The audience seating will be allocated in blocks of 1, 2, 3, 4, or 5 seats such that only members of one bubble or household group will be in any block. The blocks of seats to be allocated will be at safe social distances as shown in the layout plans on page 7.

No seats will be allocated in the front row of the balcony. These rows have been roped off by SPH.

To ensure good ventilation the main entry doors and windows will be open at all times when the church is occupied for either rehearsal or concert performances.

Include in notes to the audience and performers a reminder not to attend if showing symptoms.

The risk of droplets on surfaces in communal areas

There will be no cloak room areas for people to leave personal belongings. These should be kept with them at all times.

Performers will be asked to arrive in concert dress because there will be no changing areas. This will be communicated to performers at the rehearsal on 8th December and also by email.

The toilets will be designated for emergency use only to limit the number of people using them or queuing to gain access.

The toilets will be cleaned and sanitised before the rehearsal, before each performance, and at the end of the evening.

The same procedure will apply to contact areas such as door handles, stair rails etc.

The risk of droplets on surfaces in seating areas

The seating areas will be cleaned and sanitised before use, between the two performances and before leaving the church at the end of the evening.

Once having taken their allocated seats, audience members will not be allowed to change places.

The risk of droplets on items that may be handled

There will be no paper tickets and all tickets must be purchased in advance. The ushers will have a list of those who have purchased tickets to check off who is attending as they arrive.

Because tickets are purchased in advance there will be no handling of cash or cheques other than donations to The Upper Room. These donations will be dropped into the buckets provided by the charity.

One copy of a single sheet programme will be placed in each seating block. The audience will be asked to take these home for keeping or disposal. Any left over will be removed by the cleaners. A new copy will be placed on the seats for the second performance.

The volunteers placing and removing programmes will wear gloves.

There will be no serving of refreshments to the audience or performers. Performers should bring their own if needed.

All equipment such as the lectern, microphone, etc will only be moved by volunteers wearing gloves and will be cleaned by them before, between, and after the performances.

When cleaning the seating areas all rubbish will be removed, placed into bags and taken away.

[The risk of a person being taken ill during the rehearsal or performance](#)

Note that the following actions apply if the person may have Coronavirus symptoms. If one can be confident that they are clear, e.g. in the case of a fall, then other appropriate measures should be taken.

If a person falls ill during the rehearsal, they should be asked to go home immediately, and their contact details noted.

If the person requires transport, they should be seated away from the rest of the people present on a hard chair, preferably by an open window or door. They should be looked after by an usher, both wearing face masks

The person is asked to take a test asap and inform the membership secretary of the result

The rehearsal or concert is stopped immediately; all attendees asked to self-isolate until test result received

Clean rehearsal space carefully, wearing face masks and gloves

SPH to be informed

[Risk Area 3: A performer or audience member subsequently tests positive](#)

[The risk of one or more members of the audience or performer reporting that they have tested positive.](#)

Maintain a list of all attendees at the rehearsal, and both concerts. This list to be retained for 21 days. This will be based on the following:

- The names of all performers and their email addresses are known to the membership secretary.

- Each block of seats will have a named person who made the booking and will know who was in the relevant bubble.
- For people booking via WeGotTickets the agency will have their contact details and these will be provided to us should we need to pass these on to NHS Track and Trace.
- Seats reserved by email will provide us with the name and email address of the person making the reservation.

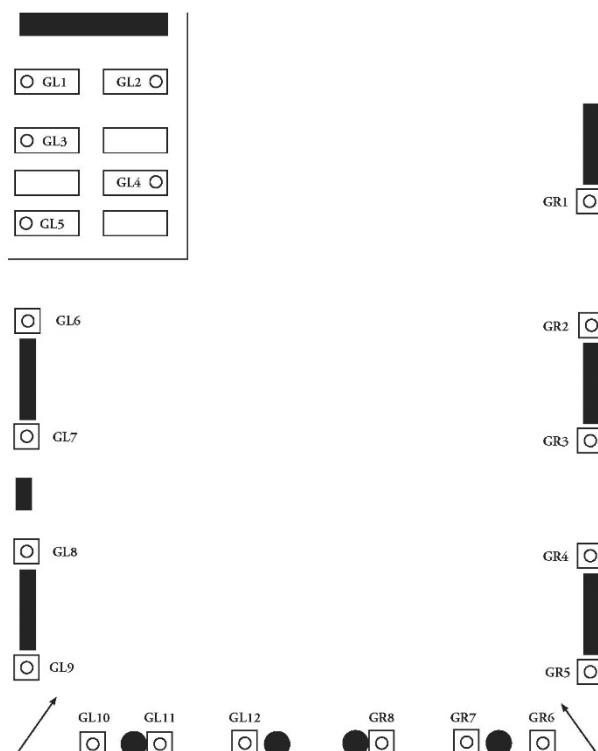
Prepare a sign so that people arriving can use the NHS Track and Trace app to register the fact that they have been to the concert.

Sketch layouts of seating in St Peter's to keep social distancing

Ground Floor audience seats.

The downstairs/ground floor chairs available for audience use will be numbered with G to show that they are on the ground floor, L or R to indicate which side of the church they are in, and a number as in this diagram. The arrows at the bottom corners show the doors by which the audience members should enter and leave the church.

Note that seats GR1 and GR2 will be reserved for members of the choir.



Balcony audience seats

The balcony seats available for audience use are all in pews and so provide blocks of the capacity shown by the number of circles in each block. They will be numbered with B to show that they are in the balcony, L or R to indicate which side of the church they are in, and a number as in this diagram. The arrows at the bottom show the doors, at the top of the staircases, by which the audience members should enter and leave the church.

Note:

- There are 16 boxes on each side of the balcony.
- In some cases, a person may have been allocated a block which is larger than their request. For example, if all the blocks with 2 seats have been allocated but a block of 3 was available that would be allocated.

