

Great Bowden Recital Trust

Priority area	Transmission risk	Possible mitigations and actions	Responsible	Other relevant notes
Turn away anyone who should be self-isolating				
	Aerosol, droplet, surface	Ask Member 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	Members	NHS procedures and Close contact definition.
	Aerosol, droplet, surface	Encourage use of lateral flow tests for secondary school pupils and adults	Secretary	Order LFT England.
	Aerosol, droplet, surface	Encourage members to think about transport	Secretary	
	Aerosol, droplet, surface	Someone 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	Managing Trustee	NHS procedures and Close contact definition.
Provide adequate ventilation				
	Aerosol	Doors and windows kept open as much as possible	Secretary	
	Aerosol	Consider using fans in corners of room		CIBSE guide technical guidance
	Aerosol	Consider use CO2 monitors to check ventilation quality	Secretary	HSE guide on using CO2 monitors to identify poorly ventilated spaces.
	Aerosol	If CO2 above 1500ppm: - take a break (everyone leaves the room) - ventilate the room - use face coverings	Secretary	
	Aerosol	Room ventilated before rehearsals and during breaks	Secretary	HSE general guidance on ventilation.
	Aerosol	Overall length of rehearsal reduced to 60 / 90 minutes		
Clean more often				
	Surface	Venue cleaned before rehearsal / after last use	Secretary	
	Surface	Hand soap / hand sanitiser provided	Venue	
	Surface	Regular Hand washing / sanitising encouraged	Secretary	
	Surface	Toilets and common touch points cleaned regularly	Secretary	
	Surface	Hand sanitiser provided at common touch points (e.g. doors, shared kitchen)	Venue	
	Surface	Members bring their own equipment (music stands, mics, sheet music, rosin, valve oil, wax, mutes, etc.)	Members	
	Surface	No sharing of equipment where possible - hand sanitiser provided where unavoidable	Members	
	Surface	Rubbish bins regularly emptied	Venue	
Enable people to check in at your venue				
	Aerosol, droplet, surface	Venue providing relevant Test and Trace information and check-in	Venue	
	Aerosol, droplet, surface	Register of attendees kept - informed if positive case reported	Secretary	
Communicate and train				
	Aerosol, droplet, surface	Risk assessment available online for all stakeholders to see	Managing Trustee	
	Aerosol, droplet, surface	1 page / simple instructions / expected behaviours sent to all members	Managing Trustee	
	Aerosol, droplet, surface	Posters at venue reminding of procedures (e.g. wash hands, social distancing, one way systems)	Venue	Making Music template posters.
	Aerosol, droplet, surface	Verbal reminders at rehearsals	MD	
Social distancing / flow of people				
	Droplet	2m social distancing at all times	Secretary	
	Droplet	2m social distancing whilst rehearsing / 1m if face coverings are worn	Secretary	
	Droplet	No social distancing but members ask to respect each other space		
	Droplet	No more than 1 person in toilets at a time	Members	
	Droplet	One way and queuing systems at pinch points - e.g. entrance/exit, toilets, kitchen	Secretary	
Singing				
	Aerosol, droplet	Singers limit volume	MD	
	Aerosol, droplet	Space well ventilated	Secretary	
	Aerosol, droplet	2m distancing	Secretary	
	Aerosol, droplet	Stand side by side	Secretary	
	Aerosol, droplet	Position singers facing away from or at least 2m from accompanist and/or music director/conductor	Secretary	
Refreshments				
	Surface	No refreshments provided		
	Surface	Participants bring their own water bottle	Members	