



March 2021 Choral Opening for the Choristers Version 5

Re-opening Risk Assessment and Action Plan following COVID 19 Lockdown of Cathedral Choirs early 2021

Purpose of this document:

Following the closure of schools in January 2021, and subsequent re-opening in March, this COVID19 Risk Assessment/Action Plan sets out the decisions taken and measures put in place to prepare for phased re-opening of Choral Music at Liverpool Metropolitan Cathedral, focusing on the Choristers who are educated at Runnymede St Edward's Catholic Primary School, and St Edward's College. This document refers to aspects related to rehearsals and performance.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Cathedral Health and Safety Policy
- Cathedral Safeguarding Policy
- Choir Handbook
- Safeguarding Policies of Runnymede St Edward's Catholic Primary School, and St Edward's College
- COVID19 Procedures of Runnymede St Edward's Catholic Primary School, and St Edward's College
- [DDCMS guidance – Working Safely during Coronavirus: Performing Arts](#): Changes from March 15th 2021
- [UKMusic: Working safely during COVID19](#)
- [DFE Guidance – Actions for schools during the coronavirus outbreak](#) Changes from March 16th 2021
- [Public Health England \(PHE\) \(2017\) 'Health protection in schools and other childcare facilities'](#) Changes from March 3rd 2021
- [Bishops' Conference of England & Wales Guidance for Communal Worship during the COVID-19 Pandemic](#)
- [Church of England guidance: COVID!9 Advice on the Conduct of Public Worship](#)
- [RSCM's COVID19 resources](#)

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Vision

*For choral music
to fully support
the liturgy and
worship for the
congregation of
Liverpool
Metropolitan
Cathedral*

Why?

- To return the Choral Music to our worship as soon as it is safely possible, as our offering to God and to all those who come to worship in our Cathedral and online.
- To provide an example of good practice and a source of encouragement to other Roman Catholic Cathedral and Church Choirs by demonstrating how to manage Choral rehearsals and performances effectively and safely within the context of the national COVID19 guidance.
- To sustain and develop the morale and expertise of the members of our Choirs.

How?

Rehearsals:

From week beginning 8th March, Choristers return to regular rehearsals.

Morning and afternoon rehearsals to take place in the choir room at

Runnymede (boys), and in the College Hall in St Edward's College (girls).

All of these rooms have been chosen as they are the best available ventilated spaces in each location.

Initial rehearsals will last no more than 30 minutes, and take place in smaller groups to ensure no more than 15 singers per rehearsal:

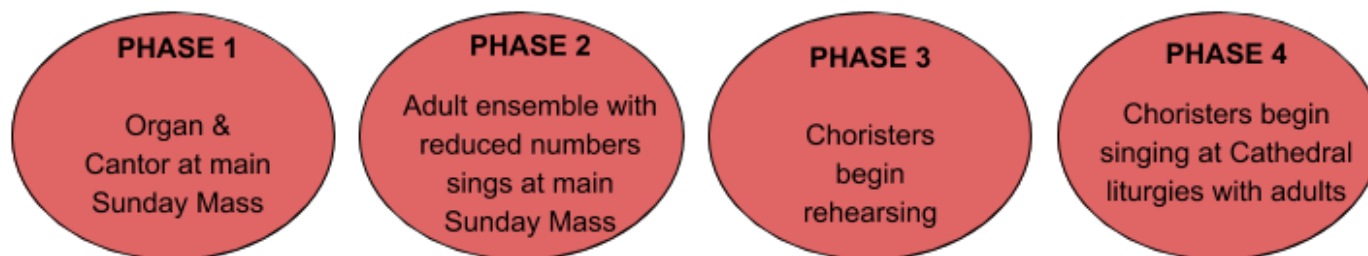
- o Boys, Years 3-6
- o Boys & Girls, Years 7 (& One year 9 boy)
- o Boys & Girls, Years 8
- o Girls, Years 9-10

There will be no coach travel to the Cathedral after school before the Summer Term.

Regular meetings will take place between the Choir Schools and the Cathedral, and between the Cathedral and choir parents to keep everyone informed of progress in the return of choral worship to the Cathedral.

Phased approach leading to full SATB choral music in Liverpool Metropolitan Cathedral

This may be subject to change, dependent on our local data (School and Cathedral).



Timeline

- PHASE 1:** Commenced 12th July 2020/ Resumed again 10th January 2021
- PHASE 2:** Commenced 13th September 2020/ currently only 3 adult singers permitted
- PHASE 3:** Commenced 21st September 2020/ Resumed again 9th March 2021
- PHASE 4:** Commenced 17th December 2020/ currently suspended and awaiting guidance and advice as to possible resumption

Proposed rehearsal schedule for initial stage of Phase 3 (March 2021 restart)

BOYS

	Tuesday	Wednesday	Thursday	Friday
AM	07.50-08.20 (R) Year 7-9	07.50-08.20 (R) Year 7-9	07.50-08.20 (R) Year 7-9	07.50-08.20 (R) Year 7-9
	08.25-08.55 (R) Year 4-6	08.25-08.55 (R) Year 4-6	08.25-08.55 (R) Year 4-6 (Yr 3-6 theory groups during the morning - to be collected)	08.25-08.55 (R) Year 4-6
PM	14.55-15.20 (SEC) Year 8 musicianship	14.55-15.20 (SEC) Year 9 musicianship	14.55-15.20 (SEC) Year 7 musicianship	(no Friday PM sessions)
	15.00-15.30 (R) Year 3	15.00-15.30 (R) Year 3		
	15.30-16.00 (R) Year 4-6	15.30-16.00 (R) Year 4-6	15.30-16.00 (R) Year 7-9	

GIRLS

	Tuesday	Wednesday	Thursday	Friday
AM	07.50-08.20 (Runnymede) Year 7	07.50-08.20 (Runnymede) Year 7	07.50-08.20 (Runnymede) Year 7	07.50-08.20 (Runnymede) Year 7
	07.50-08.15 (SEC) Year 9-10	07.50-08.15 (SEC) Year 9-10	07.50-08.15 (SEC) Year 9-10	07.50-08.15 (SEC) Year 9-10
	08.20-08.45 (SEC) Year 8	08.20-08.45 (SEC) Year 8	08.20-08.45 (SEC) Year 8	08.20-08.45 (SEC) Year 8
PM	14.55-15.20 (SEC) Year 8 musicianship	14.55-15.20 (SEC) Year 9 musicianship	14.55-15.20 (SEC) Year 7 musicianship	(no Friday PM sessions)
	15.30-16.00 (SEC) Year 8	15.30-16.00 (SEC) Year 9	15.30-16.00 (Runnymede) Year 7	
	16.45-17.15 (Zoom) Year 6	16.45-17.15 (Zoom) Year 6		

Proposed rehearsal schedule logistics

Rehearsals in Runnymede

am weekday rehearsals

Choristers should arrive for morning rehearsal through the playground gate of Runnymede. Cars are no longer permitted to enter the turning circle at Runnymede, so will need to be parked on North Drive. A one-way system is in place for pedestrian access to the Runnymede site, and should be followed. The playground gate keypad has now been replaced with a keyfob system. As a result, the choristers will be admitted as one group shortly before the advertised start time of the rehearsal (7.50am for Years 7-9, 8.25am for Years 3-6) by a member of the Cathedral Music Staff. Latecomers will therefore be unable to gain access to the school, so it is vital that all choristers are punctual. Choristers will wait in separate year groups on either side of the playground entry door to avoid cross mixing bubbles. Masks should be worn when entering school and prior to the rehearsal beginning. All choristers will sanitise their hands upon entry to the school, and upon entry to the choir room on the third floor. After morning rehearsal has finished, SEC pupils (in year groups) will leave Runnymede via the back door to make their way directly to St Edward's College, and Runnymede boys (in year groups) will make their way directly to their classrooms.

pm weekday rehearsals

On a Tuesday and Wednesday, year 3-6 boys will make their way to the choir room at the end of their school day. On a Thursday, choristers in Years 7-9 will meet at the back door of Runnymede at 3.25pm to be admitted and escorted up to the choir room as one group (late arrivals will be unable to be admitted.) On all days, choristers will be brought down to the playground at 16.00 to be collected by parents.

Rehearsals in St Edward's College

am weekday rehearsals

Choristers should arrive for morning rehearsal to the main door of St Edward's College. New doors have been installed in the reception area meaning pupils can no longer access the school corridors without being granted access by a member of staff. Choristers will be collected from the reception area by a member of the Cathedral Music Staff shortly before the advertised start time (7.50am for Years 9-10, 8.20am for Year 8). Latecomers will therefore be unable to gain access to the college, so it is vital that all choristers are punctual. Choristers will wait in separate year groups on either side of the reception area to avoid cross mixing bubbles. Masks should be worn when entering school and prior to the rehearsal beginning. All choristers will sanitise their hands upon entry to the school, and upon entry to the College Hall, where rehearsals will take place for the foreseeable future. After morning rehearsal has finished, all choristers will make their way directly to their classrooms.

pm weekday rehearsals

Choristers should make their way to the College Hall at the end of lessons on days when they have rehearsals, and will be released from the College Hall in year groups at the conclusion of rehearsals.

Process of Risk Assessment/Action Planning

- There are 5 key areas of the Risk assessment/Action planning section of this document
 - 1) Rehearsals and Services
 - 2) Evacuations
 - 3) Prevention: Cleaning, waste disposal and resources
 - 4) Illness
 - 5) Rehearsal and Service guidance for singing with the Lay Clerks
- This is a live document and there may well be a significant number of amendments

Lockdowns

Lockdowns are likely to become a frequent occurrence during the next few months. Decisions on how these affect chorister rehearsals/ performances will be taken on a case by case basis, but will follow the parameters laid out below.

School Year group lockdown

Children required to self isolate due to being in a bubble with someone who has had a positive test for Covid 19 will not attend rehearsals in person, but will join rehearsals remotely via Zoom.

Whole school lockdown

If either of our choir schools are shutdown completely, all face to face chorister rehearsals for that school will be suspended and rehearsals moved to Zoom.

Citywide/ National lockdown

In the event that a citywide/ national lockdown is instituted, face to face rehearsals will continue in school if the choir schools are open.

Rehearsals and Services

Control Measures	Risk to Implementation/Risk enquiry question(s)	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<i>To maintain social distancing between and during training, rehearsals, performance and potential recording by:</i> - Choristers standing in rehearsal choir stalls in marked spaces, or in allocated music stands. In both cases all year group bubbles will be at least 2m apart in a three-sided box – thereby ensuring that each year group bubble Chorister is at least 2m away from another year group bubble when they are rehearsing. - Choristers to sing facing the same direction (side by side) within the three-sided box. - Initially, rehearsals to be limited to max 30 mins, with no more than 15 Choristers in rehearsal. - The Director is to stay at least 2m away from the	<i>When can we rehearse all boy or girl Choristers together?</i> <i>When the children are not singing, can the</i>	High	The performing arts guidance states: <i>People should continue to socially distance from those they do not live with wherever possible and venues, performers and audiences matched to ensure 2m distancing applies wherever possible.</i> - Implications: - Year group bubbles need to maintain a 2m distance at all times in rehearsal. - Rehearsal choir stalls will need to be planned out for different groups to allow 2m distancing - Choristers will need to socially distance from the Lay Clerks and the Director by 2m. The performing arts guidance states: <i>Keep the number small and fixed and increase this number over time.</i> - Implications: - Rehearsals will initially be held in groups of no more than 15 and will increase in size over time. Changes will be communicated to parents in line with the Communication Strategy outlined on p 17. Yes, provided that they stay socially distanced, but no less than 1m unless there is a medical/safeguarding need. If so,	Ongoing	Medium

Choristers whilst they are singing. If the Director needs to get closer (no more than 1m) to a Chorister whilst they are singing, they will be required to wear a face mask. • Chaperones on duty maintaining a distance of at least 2m from Choristers at all times. • Masks are to be worn immediately before and after rehearsal begins (including travelling through school/ Cathedral) • When rehearsing in school/ Cathedral, choristers will use only assigned toilets, and only in year group bubbles and maximum of 2 people in the toilet at any one time. • Registers to be taken at all rehearsals in order to retain details as required for Test & Trace. • Choristers are responsible for bringing their own water bottle.	<i>Director/chaperone get closer to them?</i>		PPE may be required, especially if a Chorister is showing symptoms of COVID19. Next Steps: • Draw up rehearsal positions for each group, ensuring 2m distance maintained between each year group bubble. • Ensure toilets opened and hand cleaning materials provided at Cathedral for rehearsals. • Confirm rehearsal schedule for Choristers. • Confirm timetable for chaperones. • Provide chaperones with a first aid bag. • Outline to chaperones they need to provide own PPE equipment, and the need to ensure minimum 2m distance from choristers at all times. • Ensure supply of cleaning equipment for between rehearsals. Choristers will rehearse in their school uniform for all rehearsals. Yes. Once the Choristers return to singing services in the Cathedral cassocks and surplices will be worn. These are currently stored in the relevant Chorister games rooms at the Cathedral: some thought will need to be given to how robing can take place safely and sensibly.		
• Choristers places in choir stalls/ music stands to be		Me diu m		Ongoing	Low

wiped down between rehearsals <i>To ensure the welfare of the Choristers at all times by:</i> • Maintaining current good relationships. • Following the Safeguarding and Child Protection protocols of the Cathedral and of the Choir Schools. • Liaising with School Senior Leaders and Claire Hanlon (Cathedral Safeguarding Officer).					
<i>To ensure that resources are safe for the Choristers and the Director by:</i> • Providing each Chorister with a folder complete with rehearsal repertoire. • The Director will sanitise hands before and after the handling of folders (for example, when transferring the folders to the Cathedral for weekend rehearsals). The information above is in line with DBEIS and DDCMS guidance.	<i>How will the children receive their music and resources and how will they be kept safe?</i>	Medium	Before the first rehearsal of the school week the Director will put each Chorister's folder into their 'slot' in the school rehearsal choir stalls. Choristers will then be responsible for opening their folders and taking out the copies they require for each rehearsal. There will be no sharing of music copies. At the end of the rehearsal, Choristers will return their folder to their 'slot'. If the Director needs to touch the folders (eg. to replenish folders with music, transfer folders) they will ensure that they sanitise hands before and after. Next Steps: • Music folders to be made ready, with clear labels with Choristers' names on, and containing rehearsal repertoire.	Ongoing	Medium

Evacuations

Control Measures	Risk to Implementation/Risk enquiry question(s)	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<i>To keep the Choristers safe during potential evacuation scenarios by:</i> • Having confirmed evacuation routes. • Having confirmed emergency muster points for Choristers to go to, e.g. fire.	<i>What about social distancing during evacuations?</i> <i>Who will be the responsible adult?</i>	Medium	The priority will be the calm evacuation of the rehearsal space as quickly as possible; this means that social distancing may not take place. Rehearsals that take place in school will follow school/college evacuation procedures. Rehearsals that take place at the Cathedral will follow Cathedral evacuation procedures. When in school, Choristers will follow the school's evacuation guidelines and responsibility will lie with the school's senior management. An exception to this are Chorister rehearsals in Runnymede, when the Director remains the responsible adult for St Edward's College Choristers during any evacuation procedure. When at the Cathedral, the Director (assisted by chaperones) is the responsible adult. Next Steps: • Confirm evacuation routes. • Confirm emergency muster points. • Go through emergency procedures with Choristers.	Ongoing	Medium

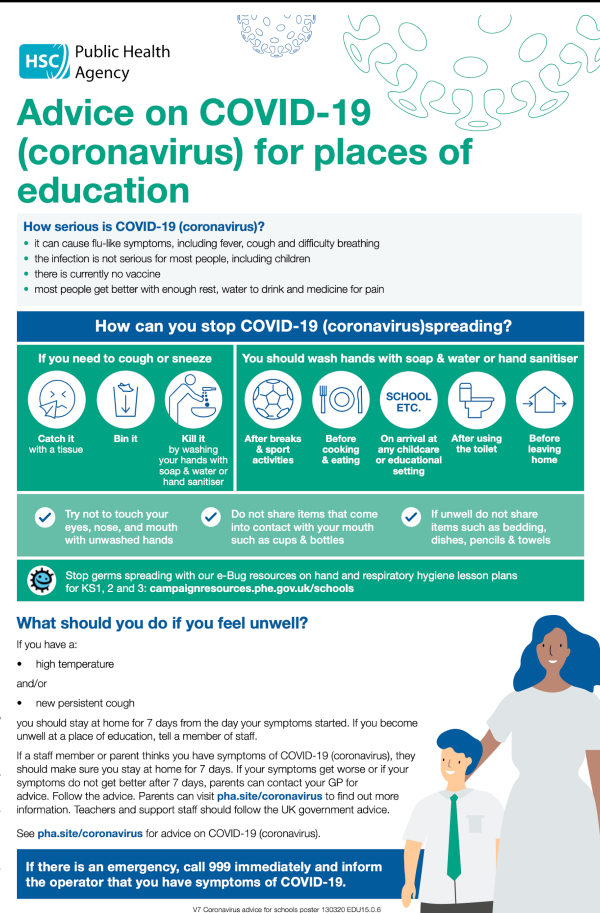
Prevention: Cleaning, waste disposal and resources

Control Measures	Risk to Implementation/ Risk enquiry question(s)	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
To ensure that the rehearsal and performance/service venues are clean by: - Following the enhanced cleaning schedule outlined in the guidance, including: - Cleaning the choir stalls, choir area after each rehearsal. - Cleaning the piano keys if another person will be using the piano within 72 hours.		High	Next Step: - Confirm school and Cathedral procedures for cleaning, and confirm that choir stalls and areas will be cleaned after each rehearsal. - Ensure Directors have a supply of sanitising equipment for use during each rehearsal.	Ongoing	Medium

To proactively promote good levels of hygiene by:

- Displaying government poster in each rehearsal space.
- Providing a hand sanitiser dispenser in each rehearsal space – Choristers to sanitise on their way in and out of rehearsals.
- Providing tissues for each rehearsal space.
- Ensuring that lidded bins are in each rehearsal space, so that tissues can be disposed of hygienically.

What does the poster look like?



Next Steps:

- Poster, above, to be on display in each rehearsal space at the Cathedral.

Illness

Control Measures	Risk to Implementation/ Risk enquiry question(s)	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
To ensure that the Choristers/ Music Staff know the symptoms of COVID19 by: - Informing them that they are: - a new, continuous cough - a high temperature - a loss of, or change in, your normal sense of taste and smell - Displaying the COVID poster in the rehearsal spaces.	What if a Chorister develops symptoms?	High	If a Chorister has one of the 3 symptoms for COVID19, they are to follow the School's COVID19 procedures. The Chorister will need to be tested and potentially isolate for a period of 14 days. A Chorister will need to isolate if: - Someone they live with has symptoms or tested positive. - Someone in their support bubble has symptoms or tested positive. - They have been told by <i>NHS Test and Trace</i> that they have been in contact with someone who has COVID19. In the event of a chorister receiving a positive COVID 19 test result: - Choristers in the same year group bubble will also be required to self isolate. - Choristers in the same rehearsal as an infected chorister, but in a different year group/ bubble and who have kept the required 2m distancing at all times would NOT be required to self isolate, unless otherwise instructed. - Members of music staff would NOT be required to self isolate unless they have had contact with the infected chorister outside of the required 2m social distancing.	Ongoing	Medium

Rehearsal and Service guidance for singing with the Lay Clerks

Control Measures	Risk to Implementation/ Risk enquiry question(s)	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
All measures outlined in the 'Choir Singing within the Cathedral' Risk Assessment, adopted by the Cathedral on 3/9/20 to be followed when singing in the Cathedral choir stalls. In addition, to ensure that our Choristers remain as safe as possible by: ▪ The Director continuing to follow the rehearsal/service protocols above. ▪ Ensuring that the Lay Clerks use hand sanitiser before the rehearsal. ▪ Insisting that Lay Clerks maintain a distance of at least 2m from the Choristers at all times – without exception. ▪ Ensuring that Lay Clerks maintain social distancing amongst themselves and that this is at least 2m from their fellow Lay Clerk when singing.	What if staff/Choristers feel unsafe?	High	Go through the Risk Assessment to inform them of what is being put into place to keep the rehearsal safe. Cathedral choir stalls to be investigated as to whether front and back rows can be separated to allow a 2m distance between front and back row. If not, Choristers will have to sing from the floor level and Lay Clerks from the back row.	Ongoing	Medium

- Between rehearsal and services, Lay Clerks are to be kept away from the Chorister bubble. - All full choir rehearsals to take place in the Cathedral choir stalls. - Making sure that the Lay Clerks do not sing directly onto the Choristers by maintaining a 2m gap in all directions to mitigate aerosol transmission. - Safe routes will be created, which will ensure: - The Choristers remain socially distanced to the Director, Organist, Lay Clerks, Clergy and Congregation. - Processions to be re-considered to ensure social distancing.			The choir area of the Cathedral will be roped off to ensure the congregation doesn't get close. Processions will need to ensure 2m social distancing both forwards/back, and side to side, and will need rehearsing.		
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What happens if we don't follow the guidance in the Risk Assessment/Action plan?

- Choral music activities may be suspended due to potential outbreak or under guidance of regulatory authorities.
- Persons not following this advice would need to be addressed individually as:
 - we have a duty to keep them and all the children and families of our choir community safe
 - reputational damage may occur to our Choir Schools and/or the Cathedral.