

## COVID19 RISK ASSESSMENT FOR INDOOR HANDBELL MEETINGS IN A COVID-SECURE VENUE – ENGLAND

TO BE READ IN CONJUNCTION WITH THE VENUE'S RISK ASSESSMENT and any additional conditions for hirers.

**TEAM:** XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX **VENUE:** XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX **DATE EFFECTIVE:** 99/99/9999

All members must adhere to the regulations and guidelines of the Government of their Country including temporary local changes and restrictions. This includes guidelines on the number of people and households that may meet indoors. To be reviewed whenever significant changes in government guidance are announced.

ITEM OR ACTIVITY	HAZARD AND WHO MIGHT BE HARMED (in addition to team members and visitors)	RISK MITIGATION
<b>Someone who is infectious with Covid19 attends the meeting</b>	Airborne and surface virus transmission to other people at the meeting. Transmission via surfaces to hall staff and subsequent users.	Anyone with symptoms (fever, new persistent cough or loss of sense of smell or taste) or who shares a household or support bubble with someone with symptoms or has been required to isolate because of a positive test or recent travel or because they are a contact of someone who has developed Covid <b>MUST NOT</b> attend. They should get tested if they have symptoms. Reminder notices at entrances to be provided by the venue. This will not stop all asymptomatic transmission, but the measures below are designed to reduce the risk of catching the virus from an infectious asymptomatic person.
<b>Someone becomes unwell with possible Covid19 symptoms during the meeting</b>	Heightened risk of virus transmission to other people at the meeting and of transmission via surfaces to hall staff and subsequent users.	They should go home immediately if possible and the meeting should end. If they need to wait for transport they should be isolated in a designated place and should not sit on a cushioned or upholstered chair. Venue staff should be informed as well as any subsequent venue users (perhaps by leaving a note) who may arrive before staff return. The unwell person should get a test and co-operate with the Test and Trace service. Other ringers are not required to self-isolate unless told to by the Test and Trace service but may wish to take extra hygiene and social distancing precautions, including washing their clothes when they get home.
<b>Someone who has attended subsequently develops symptoms, particularly in the next 2 days.</b>	The person may have been infectious without symptoms at the meeting. Heightened risk of virus transmission to other people at the meeting and of transmission to hall staff and subsequent users.	They should self-isolate, get a test and co-operate with the test and trace service. They should inform the team secretary (or other responsible person) who should inform the venue staff and other ringers and co-operate with the Test and Trace service. Other ringers are not required to self-isolate unless told to by the Test and Trace service but may wish to take extra hygiene and social distancing precautions.
<b>The team or venue is contacted by the Test and Trace service</b>	There may not be enough contact details available to ensure that all who should be asked to self-isolate can be contacted.	A register must be taken and retained for 21 days of all people attending. The team leader or secretary (or other responsible person) should have all the contact details for all members and visitors. Members and visitors should have contact details for that person. It may be helpful to keep a seating plan for each meeting.
<b>Temporary local or national restrictions</b>	These indicate increased virus transmission locally or nationally.	Obey all instructions imposed by local and national authorities or by the venue. Consult team members if meetings are not forbidden as they may prefer not to meet anyway.

<b>apply to areas where the team meets or where any members live.</b>		
<b>Some members do not feel safe returning to meetings.</b>	Some members are more vulnerable to the virus due to age, pre-existing conditions, pregnancy etc. Also a mental health risk: anxiety	Be respectful of other members' need to shield or preference to isolate. Be particularly diligent with social distancing if your team includes over 70s or clinically vulnerable people. Make it clear that these people are still part of the team and will be very welcome when conditions have improved enough for them to return.
<b>Transport</b>	Airborne and surface transmission of virus in cars – enclosed spaces & 2m distancing may not be possible	Do not share cars*.
<b>Meeting Indoors</b>	Virus concentration is greater indoors than outdoors. Fans or air conditioning can blow virus to particular parts of a room, depending on settings.	Open windows and non-fire doors for ventilation if possible and close on leaving. Avoid air conditioning that recirculates air. Agree responsibility with the venue for putting out and putting away chairs, tables etc. and disinfecting surfaces.
<b>Arrival and Departure</b>	Transmission of virus into or out of the building	Wash hands with soap (20 sec) or sanitise (over 60% alcohol). Sanitiser will be provided by the venue but ringers may wish to bring their own.
<b>Social Distancing</b>	Airborne virus transmission in exhaled droplets or aerosol (fine particles) from breathing, speaking, coughing etc.	Ringers should always remain 2m apart,* including while waiting to enter, setting up and clearing away, ringing, chatting during a break, queuing for the toilet etc. Try not to face each other. Side by side, perhaps in an arc, is safer.
<b>Masks or Face Coverings</b>	Virus transmission in exhaled droplets	Wear these unless exempt. They are now legally required in community centres.
<b>Tables</b>	Transmission of virus on any table surface that a ringer may touch, lean on or put any object on e.g. tabletops, table edges etc.	One ringer per table if possible*. Get out and put away own table. If covering with foam, someone else may do this but wipe any edges that might be touched by the ringer. Or use music stands (one ringer per stand).* Do not share music, risers etc.*
<b>Foams</b>	Transmission of virus on foam. Difficult to clean if likely to be touched by another person within 7 hours.	Each ringer should get out and put away their own foam.* Do not pass foams to others when getting out or putting away. A temporary cover such as plastic or an old bedsheet can give additional protection – each ringer should dispose of or launder it afterwards.
<b>Chairs</b>	Transmission of virus on surfaces. Upholstered chairs are difficult to clean adequately between users.	If not organised by the venue, each ringer should get out and put away their own chair, wiping it down before putting it away.* Do not sit on upholstered or cushioned chairs unless necessary because of infirmity.
<b>Music</b>	Transmission of virus on surfaces – music.	Each ringer should be responsible for their own music if at all possible. New music can be emailed if copyright allows. Music to be handled by others can be quarantined for 72 hours, or binders and music in plastic sheets can be wiped.
<b>Gloves (clean)</b>		Must be worn, then taken home in a plastic bag and washed (60°C or higher).
<b>Bells, Chimes and Mallets – Getting Out and Putting Away</b>	Virus transmission on surfaces – bell handles, mallet handles etc.	Each ringer should get out and put away their own bells, trying not to touch the case. Try not to have any case touched by more than one person - cases can be left open during the meeting if not a trip hazard
<b>Bells, Chimes and Mallets – Ringing</b>	Virus transmission on surfaces – bell handles, mallet handles etc.	Do not share bells or equipment – better to miss out a note than risk your health! Possibilities include careful choice of music, allocate each bell to just one ringer, or use duplicates if available.

<b>Techniques (if bells will be used by others within 72 hours)</b>	Virus transmission on surfaces that are more difficult to clean e.g. clappers, mallet heads etc. Virus transmission on bell castings.	Do not touch yarn mallet heads or clappers as these are difficult to disinfect. Avoid plucking. If you thumb damp wipe the bell afterwards and dry with a soft cloth.
<b>During the Session</b>	Increased airborne virus transmission over greater distances with stronger breathing.	Do not sing, shout or raise your voice. Be attentive so the leader does not have to.
<b>Any Payments Received</b>	Virus transmission on surfaces – cash (coins or notes) or cheques.	Try not to handle cash. Electronic payments (online, PayPal etc.) preferred if possible. If cash or cheques have to be used they could be dropped into an open bag (exact change) and kept in this for 72 hours.
<b>Coffee Break</b>	Virus transmission on surfaces – cups, taps, kettles, biscuit plates etc. Social distancing is harder to maintain and is more often forgotten while socialising.	Not advised. If there is a break each person should bring their own drink and “cup” (taking their own cups etc. home in a plastic bag to wash). Do not share biscuits etc. Groups of more than 6 (or as prescribed by government) must not mix socially even in covid-secure venues.
<b>Toilets</b>	Social distancing difficult. Virus transmission on surfaces in frequent use e.g. door handles, light switches, basins, toilet handles, seats etc.	Ensure ringers are aware of the venue guidelines including cleaning of surfaces touched and distancing. Control numbers accessing at once or queuing in confined spaces. Shorter total meeting time without a break can reduce the need to use toilets.
<b>Afterwards</b>	Virus transmission on any surfaces touched, which may infect subsequent users of the venue or equipment.	Wipe down anything that may be handled by anyone else within 72 hours. This includes bell handles, mallet handles, risers, music binders, plastic sheets etc. and also anything required by the venue, such as but not limited to – chairs, tables, door handles, entry keypads, light switches. If no-one will touch equipment for 72 hours a superficial wipe down is enough. Otherwise it must be thoroughly cleaned with soap or alcohol.
<b>Cleaning and sanitising equipment and materials, wipes etc.</b>	Inadequate cleaning materials available.	Ensure that it is clear which cleaning materials required will be provided by the venue and which need to be provided by the team (and who will bring them). Ensure any cleaning instructions from the hall are clear e.g. no spraying of electrical fittings or light switches. Individual ringers may wish to bring their own hand sanitiser.
<b>Performance</b>	Insufficient social distancing etc. More people (including audience and any other performers) in the space may lead to greater chance of the virus being present and/or greater concentration of the virus. Temptation for someone who develops symptoms to take part even though they must not, because they are worried about letting the team down.	Indoor performances to a live audience are discouraged for non-professionals but you can record a performance online and may be able to perform outdoors to a limited audience in England. No audience participation on bells or audience sing-alongs, shouting or chanting. Consider back-up arrangements in case a team member is unable to ring on the day so no-one need worry about “letting the team down” if they develop symptoms. As indoor performances to limited audiences are reintroduced, liaise with the venue and event organiser to follow the detailed guidance on performances <a href="#">here</a> (section3). It may need a separate risk assessment. Ensure that all who will take part are comfortable with doing so – there is no shame in taking a more cautious approach.
* People in the same household or support bubble/extended household are counted as one unit.		