

## FEDERATION OF RECORDED MUSIC SOCIETIES

### Advice to societies on resuming meetings following the lifting of Covid-19 restrictions

On 19th July, the UK Government confirmed the move to step 4 of their Covid-19 recovery roadmap. This removes the vast majority of the previous legal requirements. Nevertheless, as infections continue to rise, the Government recommends continuing caution. The following are all noted as beneficial:

- good ventilation;
- diligence in hygiene;
- wearing a face covering in enclosed and crowded spaces;
- minimising the number, proximity and duration of social contacts with those we do not live with.

In the light of this, the Federation considers that it is both sensible and appropriate for societies to take some measures to limit the spread of Covid-19. Societies have a Duty of Care, i.e. a responsibility to protect their members and other users of the premises where they meet. However, it is now down to each society to determine for itself what measures should be taken. It is to some extent fortunate that most, if not all, societies meet on premises which are owned and managed by others and that therefore the overall responsibility for the safe operation of the premises does not lie with societies. The onus on societies is to act in accordance with any restrictions which the owners of the premises may consider necessary. We suggest that it is sensible to discuss with the owners what measures, from those given the accompanying risk assessment template, are appropriate in their situation. The template is based on one drawn up by Swinton Recorded Music Group in conjunction with the Church where they meet, and we are grateful to Swinton RMG for making the original available to us.

We are aware that the age profile of many societies means that in any society there are those who consider themselves vulnerable and are therefore still reluctant to attend meetings; on the other hand there are members who are keen to return to normal as quickly as possible. Hence making decisions on resuming meetings has the potential to be divisive. In some respects it was easier when rules were more restrictive but at least definite. How we make decisions may prove to be as important to societies, and their future survival, as the decisions themselves. Members should listen to each other and compromise as necessary.

NB. These notes are based on the conditions applicable in England. Whilst the general principles will also apply to Scotland and Wales there are differences in the situation in both those countries which may affect the ability of societies there to resume meetings.

\_\_\_\_\_ Recorded Music Society - Covid 19 Risk Assessment

Activity \_\_\_\_\_ Recorded Music Society

Day and Time *include start and finish times*

Document Version *1 (if subsequent revisions are produced they should be appropriately numbered)*

Date Approved \_\_\_\_\_

Approved By *name(s) of person(s) agreeing the contents of the document between the society and the venue*

Issued On *may be date approved or shortly thereafter*

Review Date *suggest 3 months from approval date or when Government Guidelines change if earlier*

Owned by *name of person responsible for the document on behalf of \_\_\_\_\_ Recorded Music Society.*

Risk assessments for \_\_\_\_\_ Recorded Music Society are to help us manage the risks involved in anything additional to the society's normal activity to ensure the members and visitors are kept safe.

The aim is to control actions to reduce the impact and likelihood of virus transmission not necessarily removing all the risks.

In producing the following Risk Assessment we assume that anyone who is unwell and/or has any symptoms will not come to the building for any reason.

Standard guidelines are in place regarding the wearing of face coverings and hand sanitising, with social distancing as indicated.

There will always be a residual element of risk as it is not possible to control all factors at all times, and it is important that everyone involved in any activity should take an active role in protecting themselves and others by following the guidelines and monitoring to see if improvements can be made as the situation changes

What is the Risk?	Who is at Risk?	What are we doing about it?	Additional Controls	Residual Risk Assessment
<p><b>Spread of COVID-19 from person to person</b></p>	<p>Recorded Music Group members and visitors</p>	<p><b>Social Distancing -</b>  When entering and exiting the building do so by the designated door at staggered times</p> <p>When moving around the room, wear a face covering and keep a sensible distance from each other</p> <p><b>Hand Hygiene -</b> Use hand sanitiser</p> <ul style="list-style-type: none"> <li>- on entering the building</li> <li>- after touching any surface when in the building</li> </ul> <p><b>Cleaning -</b> Use a sanitising wipe or spray</p> <ul style="list-style-type: none"> <li>- on your chair before you start and after the meeting has finished</li> <li>- on door handles and light switches on entering and leaving the premises</li> <li>- on toilet seats, flush handle, taps, hand basins after use</li> <li>- take your own rubbish home</li> </ul> <p><b>Ventilation –</b> Open windows and doors to provide ventilation. Use mechanical ventilation if it provides fresh air, i.e. do not use fans which only recirculate the air</p>	<p>All members and visitors should be aware of the Club’s COVID Risk Assessment</p> <p>Designated members only to handle our equipment, sanitize equipment before storing in the cabinet.</p> <p>Members to bring their own refreshments and consume them at their seat.</p> <p>A register of members and visitors to be kept for contact tracing purposes</p>	<p><b>Low</b> - If everyone follows the guidelines that have been agreed</p>