Brass Bands England Risk Assessment Template #2 – 28 August 2020

**RISK ASSESSMENT #4   
Large group (more than six players) rehearsing indoors**

**COVID-19 Secure Brass Band Rehearsals**

This risk assessment template is designed to cover many different scenarios and risk mitigations in running a brass band rehearsal in a way that ensures that the activity meets the standards of being COVID-19 secure as set out in guidance from the Government and, in particular, the Department for Digital, Culture, Media and Sport. Not every point will be applicable in every situation and, as such, BBE has produced a [decision tree](https://www.bbe.org.uk/sites/brassbandsengland.co.uk/files/page/files/BBE103_BBE_COVID_RehearsalGuide_v3.pdf) to help you decide what type of event you are hosting, with risk assessments numbered 1-4.

**Please ensure that you refer to the correct example risk assessment for your specific rehearsal activity.**

This is designed to act as a starting point to support you in creating your own risk assessment that deals with the specifics of your activity. Please also note that this deals specifically with the risks associated with COVID-19 and not items that should be covered under usual risk assessments, such as slips trips and falls. This risk assessment is not exhaustive and should be added to in order to create an assessment specific to your activity.

| **Band name** | **Person undertaking assessment** | **Date of assessment** | **Date of next review** |
| --- | --- | --- | --- |
| Southampton University Brass Band (SUBB) | Stella Harrison (President 2020-21) | 07/09/220 | 1 Oct 2020 (or sooner if Government advice changes) |

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**Scope of activity, location and time**

| **The key principles underpinning  this risk assessment are:** | **Date/time  of rehearsal** | **Type of rehearsal** (select all that apply) | **How many in  attendance?** |
| --- | --- | --- | --- |
| To take all reasonable measures based on the latest advice and guidance to limit the risk of infection and transmission of Coronavirus for all members of the band in rehearsals.  To fulfil the expectations around the resumption of playing activities, delivering face-to-face rehearsals ensuring that the rehearsal takes place under COVID-19 secure regulations.  If a band member has had a positive COVID-19 test within the  last 2 weeks, or if the band member has experienced any of the following symptoms within the last week:   * A temperature above 37.8˚C * A dry persistent cough that has developed during the week * A loss of taste or smell (anosmia)   Or if any member of your household has presented any of the above symptoms within the last 2 weeks:  They **must not** attend band and should seek medical advice either by contacting their GP or calling 111 to seek advice. | Every Sunday 7pm – 9:30pm, starting Sunday 4th October | [x] **Small Group**  [x] **Sectional**  [ ] **Full Band** | 6 **Small Group**  10 **Sectional** (largest full section + conductor)  30 **Full Band** (all members of SUBB) |
| **Location** | **Who is completing this risk assessment?** (please refer to the [BBE decision tree guide](https://www.bbe.org.uk/sites/brassbandsengland.co.uk/files/page/files/BBE103_BBE_COVID_RehearsalGuide_v3.pdf) to ensure  understanding of allowed activity for differing bodies) | |
| The Plant Pot,  Building 42,  University of Southampton,  University Road,  Southampton,  SO17 1BJ | [ ] **No formal organisation**  [x] **Organisation with own venue**   Southampton University Brass Band (part of SUSU)  [ ] **Organisation without own venue**  <insert name of charity>  [ ] **Venue that a band is hiring for use**  <insert name of business/venue> | |

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**Associated guidance**

**Government guidance:**

DCMS Performing Arts guidance   
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#arts-4-1>

Meeting people from outside your household  
<https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july>

**Brass Bands England guidance:**

<https://www.bbe.org.uk/what-we-do/covid-19-advice-guidance-and-resources>

| **What are the hazards?** | **Who is at risk and how would they be harmed?** (e.g. members, public, contractors - transmission  of virus etc.) | **What is currently done to  reduce/control the risk?** | **Risk level** (High,  Medium,  Low) | **What more can be done to reduce any risk?** | **Action by whom and  by when?** | **New risk level** (High, medium, low) |
| --- | --- | --- | --- | --- | --- | --- |
| **PLANNING AND PREPARATION OF THE REHEARSAL SPACE** | | | | | |  |
| **Attendees bring COVID-19 into the venue** | All in attendance – transmission of virus | Attendees asked to not attend if they have any likelihood of having the disease.  If a band member has had a positive COVID-19 test within the last 2 weeks, or if the band member has experienced any of the following symptoms within the last week:   * A temperature above 37.8˚C * A dry persistent cough that has developed during the week * A loss of taste or smell (anosmia)   Or if any member of your household has presented any of the above symptoms within the last 2 weeks:  They **must not** attend band and should seek medical advice either by contacting their GP  or calling 111 to seek advice.  If a member of the band becomes unwell  during rehearsal, they should leave the rehearsal area immediately and wait outdoors for transport or make their own way home and seek a test for COVID-19.  If a member of the band displays an elevated temperature or other COVID-19 symptoms following a rehearsal, they should contact the Chair and seek medical advice as described above. Details of those in attendance of rehearsal should be communicated when required to track and trace and their advice  on isolation requirements followed.  Members can access NHS 111 online which  is an online interactive and personal checklist:  <https://111.nhs.uk/covid-19> | **H** | Keep register and contact details of all those attending rehearsals. | Start of each rehearsal, by a committee member present. | **L** |
| **Attendees bring COVID-19 into the venue** | All in attendance – transmission of virus | Attendees asked to confirm on arrival whether or not they have COVID-19 symptoms or have been in contact with someone with COVID-19 symptoms in the past seven days. | **H** | Add symptom confirmation to register. | Start of rehearsal, by a present committee member. | **L** |
| **Risks to more  vulnerable members** | Those with weakened immune systems or  health risks or caring for those with increased risk – transmission of virus | Make members aware that attendance is not compulsory to prevent inadvertently pressuring members who, for their own reasons, would be best not attending. | M/H | Stick to mainly remote rehearsals, with music shared on Dropbox and conductors share guidance via online videos. | Librarian at the start of term. | **L** |
| **Close proximity** | All in attendance – transmission of virus | Rehearsal space is checked to ensure that 2m social distancing can be maintained. | **M** | Carry out an inspection  of spaces to be used in advance to confirm these are possible.  Measure rehearsal spaces to establish maximum capacity which can accommodate 2m social distancing.  Use markings on floor to indicate 2m spacing. |  | **L** |
| **Playing facing each towards other members increases transmission risk** | All in attendance – transmission of virus | Use side-to-side positioning (rather than face-to-face) whenever possible. | **L** |  |  |  |
| **Transmission of  COVID-19 as aerosols  in enclosed spaces** | All in attendance – transmission of virus | Where possible, rehearsals will be held in outdoor spaces. | **M** | Keep all windows and doors open in indoors rehearsal space |  | **M/L** |
| **Close proximity for longer than necessary** | Individual operating sign-in – transmission of virus | An expected attendance list is created in advance of rehearsal. | **L** |  | SUBB secretary to make list of attendance. |  |
| **Close proximity for longer than necessary** | Individual operating sign-in – transmission of virus | Group membership and contact details collected in advance for contact tracing  so not collected in person to limit contact  from interactions. | **L** |  |  |  |
| **Transmission of COVID-19 via contact with surfaces** | Persons tidying up – transmission of virus | In addition to their instrument, all band members bring their own stand, a cloth  (or similar) into which they can absorb  the water (condensate) from their own instrument and a suitable waterproof bag  into which the cloth may be kept.  SUBB to provide blue paper towel for those who do not bring their own re-usable towel. | **L** | Checklist sent to all members in advance:   * Instrument (we recommend regular cleaning, once every  2 weeks minimum) * Stand * Cloth (and  waterproof bag) * Hand sanitiser * Face covering * Bell coverings  (if inside) * Music | All in attendance before every rehearsal | **L** |
| **Transmission of  COVID-19 as aerosols  in enclosed spaces** | All in attendance – transmission of virus | Ask all attendees to wear face coverings (unless medically exempt) whenever possible. | **M** | Wash hands immediately before and after touching face covering. |  | **L** |
| **Transmission of COVID-19 via contact with surfaces** | All in attendance – transmission of virus | All chairs to be set out in advance of members arriving, ensuring 2m social distancing, avoiding players facing each other.  Room set up by committee members. | **L** |  |  |  |
| **Transmission of COVID-19 via contact with surfaces** | All in attendance - transmission of virus | Each member to keep their personal items (instrument cases, bag, coats etc.) on separate tables/areas in the room. | **L** |  |  |  |
| **Transmission of COVID-19 via contact with surfaces** | All in attendance – transmission of virus | Use easily cleanable chairs (i.e. not fabric) to reduce risk. | **L** |  |  |  |
| **Transmission of COVID-19 via contact with surfaces** | All in attendance – transmission of virus | No sheet music to be handed out to players  in rehearsal; digital copies should be sent  in advance and can be printed at home  (in accordance with copyright legislation) or viewed on a tablet/electronic device. | **L** |  |  |  |
| **Transmission of  COVID-19 as aerosols  in enclosed spaces  which increases with  time in enclosed spaces** | All in attendance – transmission of virus | Taking steps to improve ventilation and, whenever possible, through the use of mechanical systems and opening windows  and doors. | **L/M** |  |  |  |
| **Transmission of  COVID-19 as aerosols  in enclosed spaces** | All in attendance – transmission of virus | Preparations should be made so that performers attend rehearsals only when required for their part. | **L** |  |  |  |
| **ARRIVAL OF MEMBERS AT VENUE** | | | | | |  |
| **Transmission between members through close proximity and congregating before arrival** | All in attendance – transmission of virus | Members should arrive separately and,  after signing in, move directly to their designated seats to maintain spacing throughout the time in the venue, avoiding congregating at the entrance.  **SIGNING IN REGISTER TO BE RETAINED FOR 28 DAYS** | **L/M** |  |  |  |
| **Transmission between members through close proximity and congregating before arrival** | All in attendance – transmission of virus | Cars to parked in such way to maintain  social distancing when arriving and  leaving, and to minimise inconvenience to neighbouring properties. | **L/M** | Suggest members to walk to rehearsal, as opposed to using public transport, where possible. |  | **L** |
| **Transmission on surfaces between members** | All in attendance – transmission of virus | Before arriving at the venue, members should sanitise their hands before entering. Further supplies of hand sanitiser should be made available at the venue. Members reminded to carry hand sanitiser in their instrument cases. | **L** |  |  |  |
| **Transmission in aerosols between members** | All in attendance – transmission of virus | Face coverings must be worn upon arrival at the venue and should only be removed when playing. | **L** | Members to wash hands immediately before and after touching face covering.  Display laminated signs in band room to remind players of additional precautions. |  |  |
| **Members forget about safety measures over time, allowing transmission** | All in attendance – transmission of virus | A short safety briefing, reminding players of protocols and procedures, will be undertaken regularly. | **L** | Display laminated signs in band room to remind players of additional precautions. |  |  |
| **Members forget about safety measures over time, allowing transmission** | All in attendance – transmission of virus | Reminders also to be given around hand washing and good respiratory hygiene (‘catch it, bin it, kill it!’). | **L** |  |  |  |
| **Transmission from surfaces /other band members** | All in attendance – transmission of virus | Limit the duration of social interaction before, during and after rehearsals. | **M** | Extra wipes / hand sanitiser available.  Maximum rehearsal time of 40 minutes without outdoor break. |  | **L** |
| **Transmission via droplets due to insufficient spacing** | All in attendance – transmission of virus | Floor markings for 2m social distancing  should be used throughout the venue in all spaces in which members might congregate, such as entrances waiting to sign in and the location of chairs. | **L** |  |  |  |
| **Transmission on surfaces between members** | All in attendance – transmission of virus | Each member to keep their personal items (instrument cases, bag, coats etc.) on separate tables/areas in the room. | **L** | Display laminated signs in band room to remind players of additional precautions. |  |  |
| **USING TOILETS AT THE VENUE (Will follow SUSU building rules for toilet use)** | | | | | |  |
| **Transmission via surfaces and aerosols through using and flushing toilets** | All in attendance – transmission of virus | Band members should ensure 2m social distancing is maintained and that face coverings are worn when moving to use  toilet facilities. | **M** | Allow members to use toilet at any point in rehearsal, not just in break, to avoid crowding. |  | **L/M** |
| **Transmission via surfaces and aerosols through using and flushing toilets** | All in attendance – transmission of virus | Limit access to maintain 2m distancing  and/or flow. | **M** | Display laminated signs in band room to remind players of additional precautions. |  | **L** |
| **Transmission via surfaces and aerosols through using and flushing toilets** | All in attendance – transmission of virus | Toilets should be operated on a one in, one out policy to avoid risks from transmission in small enclosed spaces. (responsibility of SUSU) | **M** | Allow members to use toilet at any point in rehearsal, not just in break, to avoid crowding. |  | **L/M** |
| **Touching surfaces after using the toilet leading to transmission** | All in attendance – transmission of virus | Band members should ensure thorough hand washing/use of hand sanitiser when touching surfaces (e.g. toilets, sinks, door handles…). | **M** |  |  |  |
| **Touching surfaces after using the toilet leading to transmission** | All in attendance – transmission of virus | Soap and disposable towels should be made available. (responsibility of SUSU) | **L** |  |  |  |
| **Touching surfaces after using the toilet leading to transmission** | All in attendance – transmission of virus | Hand sanitiser should be made available. (responsibility of SUSU) | **L** |  |  |  |
| **Transmission via surfaces and aerosols through using and flushing toilets** | All in attendance – transmission of virus | Clean toilets during event / frequent wipe down of surface. (responsibility of SUSU) | **M** |  |  |  |
| **DURING REHEARSAL** | | | | | |  |
| **Transmission through aerosols and touching shared surfaces  increases with length  of time spent together** | All in attendance – transmission of virus | Limit the duration of social interaction before, during and after rehearsals. | **M** | All members to wear face covering when not playing a brass instrument.  Conductor and percussionists to keep face covering on when playing.  Display laminated signs in band room to remind players of additional precautions. |  | **L** |
| **Aerosol transmission increasing with time through accumulation** | All in attendance – transmission of virus | Keeping the activity time involved as short as possible.  Rehearsal timings with ‘ventilation’ breaks at least once an hour. | **L/M** | Ensure all brass players use Moisture Guard covers on bell of every instrument. |  | **L** |
| **Transmission on surfaces between members** | All in attendance – transmission of virus | Avoiding sharing equipment whenever  possible and place name labels on  equipment to help identify the designated  user, for example, percussionists  maintaining their own sticks and mallets.  Ban the use of shared mouthpieces. Use sterilising tablets to sterilise shared mouthpieces before next use, and issue them to individuals that needs them, with strict instruction not to share.  At the end of each rehearsal, users of shared instruments must wipe them down with alcohol wipes, including percussion.  SUSU to have designated team of people to move percussion and other shared items from the clubs & socs cupboard to rehearsal room and back, to limit number of persons in contact with shared items (as suggested by Musician’s Union). | **H** | Assign brass instrument to a single user, as decided upon between Brass Band, Concert Band and Jazz Band.  Shared brass instruments must have a deep clean (a bath, flush instrument with warm soapy water and scrubbed with appropriate instrument brushes) if assigned to a new player. Cleaning to be carried out by previous assigned user.  If shared instrument users are not diligent with their cleaning, it is the president’s discretion to ban the sharing of brass instruments to society members. | Band Manager of SUBB to have discussions with Concert Band and Jazz Band committees regarding shared instruments.  SUSU to confirm if they have team dedicated to moving percussion/shared equipment. | **M** |
| **Transmission through aerosols while playing** | All in attendance – transmission of virus | Seating will be laid out so that all players will maintain a lateral distance of 2m. Those with forward-facing instruments (cornets, flugel, trombones) should, where possible, angle away from other players, but they should be no less than 2m from the player into whose back they are pointed. | **M** | Layout controlled by designated person(s) setting out chairs before players arrive.  Ensure all brass players use Moisture Guard covers on bell of every instrument.  Display laminated signs in band room to remind players of additional precautions. |  | **L** |
| **Transmission through aerosols while playing** | All in attendance – transmission of virus | Use side-to-side positioning (rather than face-to-face) whenever possible. | **L** | Ensure all brass players use Moisture Guard covers on bell of every instrument. |  |  |
| **Transmission through aerosols while playing** | All in attendance with particular risk to conductor – transmission of virus | Conductor should wear a face covering (material mask or transparent face guard) while directing the band and maintain 2m distance from players. | **L** |  |  |  |
| **Transmission through aerosols while playing** | All in attendance – transmission of virus | Bell coverings should be used in rehearsal to reduce aerosol transmission risk (indoors only).  Ensure all brass players use Moisture Guard covers on bell of every instrument. | **L** | Display laminated signs in band room to remind players of additional precautions. |  |  |
| **Transmission through aerosols while playing** | All in attendance – transmission of virus | Face masks should be used while not playing. i.e in bars rests greater than 2 minutes. | **L** | Display laminated signs in band room to remind players of additional precautions. |  |  |
| **Transmission through aerosols and droplets  while playing** | All in attendance – transmission of virus | Any discharge of condensate (water) from  the instrument **must** be made **entirely** into  the cloth that the individual player has  brought, then stored in the bag which they  use to carry the cloth. | **L/M** | SUBB to provide blue paper towel to those who do not bring towel. Player to place directly in bin after use, then immediately wash hands. |  |  |
| **Transmission between members on surfaces** | All in attendance – transmission of virus | Don't provide refreshments. Ask participants to bring their own if necessary. | **L** | Do not re-fill water bottle in break. Bring additional water from home if needed. |  |  |
| **Transmission between members on surfaces** | All in attendance – transmission of virus | Avoid sharing plates and utensils with people outside of your household. | **L** |  |  |  |
| **Transmission between members on surfaces** | Brass players - transmission of virus | Avoid touching cup of mouthpiece or Moistureguard | **L/M** | Wash hands before and after handling a mouthpiece or Moistureguard bell cover (like with face coverings).  Don’t use mutes in rehearsal to reduce need to touch bell covers. |  | **L** |
| **PACKING AWAY AFTER REHEARSAL** | | | | | |  |
| **Transmission if members are in close proximity** | All in attendance – transmission of virus | Members should pack their own bags and cases as promptly as possible, respecting social distancing policies. | **L** | Reminders given to players to pack away quickly; socialising can take place after everyone has left the venue.  Display laminated signs in band room to remind players of additional precautions. |  |  |
| **Contamination of equipment following rehearsal** | All in attendance – transmission of virus | Designated person(s) should pack away and return chairs once the area is clear of members. | **L/M** | Members advised to  bring their own stands  to avoid passing  around equipment.  Display laminated signs in band room to remind players of additional precautions. |  |  |
| **Transmission between members and other room users on surfaces** | All in attendance – transmission of virus | If rehearsing indoors, the floor and other surfaces must be cleaned. (following SUSU’s guidance on room cleaning) | **L** | Display laminated signs in band room to remind players of additional precautions. |  |  |
| **Transmission between members and other room users on surfaces** | All in attendance – transmission of virus | Upon leaving, the final member of the band to leave the room will spray and disinfect door handles and high contact points | **L/M** | Display laminated signs in band room to remind players of additional precautions. |  |  |
| **AFTER REHEARSAL** | | | | | |  |
| **Transmission through aerosols and touching shared surfaces increases with length of time spent together** | All in attendance – transmission of virus | Limit the duration of social interaction before, during and after rehearsals. | **M** | Organise regular online or outdoor socially distanced socials, so band room gatherings are reduced |  | **L/M** |
| **Transmission between members through surface contact** | All in attendance – transmission of virus | All members to wipe down own chair with alcohol wipe at end of rehearsal, then reset own chair and one table to original configuration, and wipe both. | **M** | Place wipe in bin and immediately wash hands.  Display laminated signs in band room to remind players of additional precautions. |  | **L** |
| **Transmission between members through surface contact** | All in attendance – transmission of virus | When putting equipment back in Clubs & Socs cupboard, wipe all items touched with alcohol wipe. | **M** | Immediately wash hands after tidying away cupboard. |  | **L/M** |
| **Transmission if members are in close proximity** | All in attendance – transmission of virus | All members will leave the rehearsal venue separately, all wearing face coverings, observing social distancing and disperse promptly from the venue. | **M** | Display laminated signs in band room to remind players of additional precautions. |  | **L** |
| **Transmission between members on surfaces** | All in attendance – transmission of virus | Water cloths MUST be taken home and disposed or laundered appropriately. | **M** | Display laminated signs in band room to remind players of additional precautions. |  | **L** |
| **Subsequent transmission by members if caught at  the venue** | General Public – transmission of virus | If someone at the event develops symptoms after the event - all people who provided contact details contacted and informed within 24 hours. | **M** |  |  |  |

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| **Risk Assessment Action Plan** | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** | |
| **1** | **Invest in** [**two brass band sets of Moisture Guard, 2x£75**](https://www.moistureguard.co.uk/product-page/full-brass-band-set?fbclid=IwAR1RQmQUNYZZ-7VNKEX-KNf6dAHgiarjJCKNuUYZH8k9lWcUgoH50bhe1KA) **(Apply for £150 SUSU funding to cover this)** | Stella Harrison | 20 Sept 2020 | 27 Sept 2020 | Purchased: 07/09/2020 | |
| **2** | **Invest in absorbent paper for releasing instrument spit into. Blue paper towels** [**2x£15.99 per box**](https://www.amazon.co.uk/Tork-130073-Heavy-Duty-Absorbent-Suitable/dp/B00N28DE9G/ref=sr_1_2_sspa?dchild=1&keywords=absorbent+paper&qid=1595499969&sr=8-2-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUExTDEyRVpET0MzUDlLJmVuY3J5cHRlZElkPUEwNDk0OTg0M1ZKRTZWQkdRRFNWMiZlbmNyeXB0ZWRBZElkPUEwNzA1MDI1M1FMR0FCRVlQOVJJMiZ3aWRnZXROYW1lPXNwX2F0ZiZhY3Rpb249Y2xpY2tSZWRpcmVjdCZkb05vdExvZ0NsaWNrPXRydWU=) | Stella Harrison | 20 Sept 2020 | 27 Sept 2020 |  | |
| **3** | **Invest in sterilising tablets to clean shared mouthpieces.** [**1x£2.50 for 40 tablets**](https://www.boots.com/Milton-Sterilising-Tablets-40pack-) | Stella Harrison | 20 Sept 2020 | 27 Sept 2020 |  | |
| **4** | **Invest in alcohol wipes to wipe down seats and shared instruments.** [**1x 6x125 wipes £29.99**](https://www.amazon.co.uk/PDI-Sani-Cloth-70-Alcohol-Wipes/dp/B085S4B875/ref=sr_1_44?dchild=1&keywords=alcohol+wipes&qid=1597941731&sr=8-44) | Stella Harrison | 20 Sept 2020 | 27 Sept 2020 |  | |
| **5** | **Create signs to put up in rehearsal space, laminated so easy to clean (£20 budget).** | Stella Harrison | 20 Sept 2020 | 27 Sept 2020 |  | |
| **6** | **Matt Ellis (Band Manager) to discuss with Concert Band and Jazz Band about instrument sharing guidelines and if instrument sharing is even viable.** | Matt Ellis | 20 Sept 2020 | 27 Sept 2020 |  | |
| Responsible manager’s signature: **S. L. Harrison** | | | | Responsible manager’s signature: | | |
| Print name: Stella Harrison (President 2020-21) | | Date: 07/09/2020 | | Print name: | | Date |