 BBE Risk Assessment Template #4

**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/what-we-do/covid-19-advice-guidance-and-resources) 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  | Stella Harrison (President 2020/21) | 10/06/2021 | 21st June 2021 (or sooner if Government advice changes) |

 BBE Risk Assessment Template #3 – 3 December 2020

**Scope of activity, location and time**

| **The key principles underpinning this risk assessment are:** | **Date/time of rehearsal** | **Location**  |
| --- | --- | --- |
| 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.  | 17:00 – 21:00 | Lecture Theatre A, 46/3001, University of Southampton  |
| **How many in attendance?** | **Who is completing this risk assessment?** (please refer to the [BBE decision tree guide](https://www.bbe.org.uk/what-we-do/covid-19-advice-guidance-and-resources) to ensure understanding of allowed activity for differing bodies) |
| 25 | [ ] **No formal organisation**[x] **Organisation**  <insert name of band>[x] **Venue that a band is hiring for use**Lecture Theatre A, 46/3001, University of Southampton |

 BBE Risk Assessment Template #3 – 3 December 2020

**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/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing](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?** |
| --- | --- | --- | --- | --- | --- |
| **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 | Members to abide by government quarantining rules if recently moved back to university housing.(i.e. those who are quarantining from moving back into their university accommodation may not attend rehearsals during this period) | President (Stella) to inform members by emails and a Facebook post. |
| **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 |  |  |
| **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 |  |  |
| **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 distancingCapacity of L/T A is 63 |  |
| **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 |  |  |
| **Close proximity for longer than necessary**  | Individual operating sign-in – transmission of virus | An expected attendance list is created in advance of rehearsal. | L |  | Secretary (Atalya) |
| **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. | 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
 |  |
| **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 |  |  |
| **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.  | L |  |  |
| **Transmission of COVID-19 via contact with surfaces** | All in attendance – transmission of virus | Chairs to be wiped with anti-bacterial wipes prior to members arriving and at the end of rehearsal when packing away by designated members. | L | Members wipe own chairs and desk with alcohol wipes provided by SUBB. SUBB cleaning items stored in Clubs & Socs cupboard. |  |
| **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 | Digital library maintained and updated prior to each rehearsal | Librarian (Daisy) |
| **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. | M | All windows opened during rehearsal. |  |
| **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 to members to walk to rehearsals where possible. |  |
| **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 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 |  |  |
| **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 |  |
| **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 | Remind members to follow signage and taping in building 46, that indicate one-way systems and social distancing. |  |
| **USING TOILETS AT THE VENUE** |
| **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 |  |  |
| **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 | Ask players to arrive 10-15 mins in advance to rehearsal. |  |
| **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. | 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. | L |  |  |
| **Touching surfaces after using the toilet leading to transmission** | All in attendance – transmission of virus | Hand sanitiser should be made available. | 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. | 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 |  |  |
| **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 | Conductor to schedule regular breaks at least once per hour. |  |
| **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.  | L | Agreement with SUCB to thoroughly clean shared percussion with alcohol wipes after each rehearsal. |  |
| **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. |  |
| **Transmission through aerosols while playing**  | All in attendance – transmission of virus | Use side-to-side positioning (rather than face-to-face) whenever possible. | L |  |  |
| **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/M | Percussionists and conductors should always wear a face covering. |  |
| **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). | L |  |  |
| **Transmission through aerosols while playing**  | All in attendance – transmission of virus | Face masks should be used while not playing. i.e in bars rests | L | Brass players to put on facemask in in bars rest greater than 2 minutes. |  |
| **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 supply blue paper towels to collect “spit” of brass players who do not bring their own cloth.It is their responsibility to bin at the end of rehearsals. |  |
| **Transmission between members on surfaces** | All in attendance – transmission of virus | Don't provide refreshments. Ask participants to bring their own if necessary. | L |  |  |
| **Transmission between members on surfaces** | All in attendance – transmission of virus | Avoid sharing plates and utensils with people outside of your household. | L | Members not to bring in glasses from Stags/Below Deck/The Bridge, to avoid any mix-up and accidentally drinking from the wrong glass. |  |
| **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. |  |
| **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. |  |
| **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. | L |  |  |
| **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 | Wipe door handles of Clubs & Socs cupboard and room too. |  |
| **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 | Remind members not to mingle in band room after rehearsal.Suggest socially distanced interaction in Stag’s following university guidelines. |  |
| **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 |  |  |
| **Transmission between members on surfaces** | All in attendance – transmission of virus | Water cloths MUST be taken home and disposed or laundered appropriately. | M | Those using blue paper towel to dispose of own cloth and sanitise hands. |  |
| **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. | H |  |  |
| **SOCIALS** |
| **Poor mental health of members due to lack of socialising with other people.** | All members of SUBB | Create Discord server for band members, to promote regular chats and socialising online. | M |  | Social Secretary (Peter) |
| **Poor mental health of members due to lack of socialising with other people.** | All members of SUBB | Regularly post on members’ Facebook page with fun interactive content | M |  | President (Stella) |
| **Poor mental health of members due to lack of socialising with other people and long period with no rehearsals.** | All members of SUBB | Engage with all online brass band opportunities promoted by UniBrass.Currently signed up for in-person UniBrass weekend 26th/27th June at an outdoor venue in Sheffield. | M |  |  |