General Rehearsal Risk Assessment

Band name	Person undertaking assessment	Date of assessment	Date of next review
Southampton University Brass Band	Sebastian Chenery (President 2021/22)	17/8/2021	15/09/2021 (or sooner if Government advice changes)

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 in a safe environment. If a band member has had a positive COVID-19 or suspected case they **must not** attend band and should seek a covid test and follow medical advice.	19:00-21:30	The Plant Pot, SUSU Building (B42), University of Southampton
	How many in attendance?	
	30 (tbc.)	

Associated guidance

Government guidance:

DCMS Performing Arts guidance
https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions

Brass Bands England guidance:

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

University of Southampton covid guidance:
https://www.southampton.ac.uk/coronavirus.page

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?	Current Risk			What more can be done to reduce any risk?	Action by whom?	Residual Risk
			Likelihood	Impact	Total Score			
General risks and considerations that must be accounted for								
Setting up/moving percussion - requires the moving of tables, chairs, and large perc instruments.	Band members	Proper instruction given to each member on how to move heavy items/percussion safety.	2	4	8	Proper instruction given to each member on how to move heavy items/percussion safety.	University & SUBB President	1
Playing during rehearsal - high noise levels.	Band members	Every member encouraged to wear ear plugs and be careful not to play too loudly.	2	4	8	Committee will continue to suggest ear plugs, especially for percussion and the inner band circle, who have people playing into their ears.	University & SUBB President	1
Playing Tuba - dropping / falling with heavy instrument or hurting their backs.	Tuba players	Have asked the organiser to supply chairs so they can sit. They will also be the first on stage during concerts.	2	3	6	Have asked the tuba players to brings straps in case no chairs can be supplied.	University & SUBB President	1
Covid-19 risks and considerations								
Attendees bring COVID-19 into the venue	All in attendance – transmission of virus	Band members or audiences should self-isolate if they or someone in their household has a new, persistent cough; a high temperature; or loses/has changes to their sense of taste or smell,	4	5	20	Members to abide by government quarantining rules if recently moved back to university housing. Participation in the University's testing		2

		even if these symptoms are mild. These cases should follow a PCR test as soon as possible. They must also self-isolate if they or someone in their household has had a positive COVID-19 result, or if they have been told to self-isolate by NHS Test and Trace. If you know that someone is self-isolating, you must not ask or make them come to work. It is an offence to do this.				programme is a prerequisite for attending SUBB rehearsals.		
Transmission of the COVID virus	All In Attendance. The different ways the virus can spread •Aerosols •Droplets •Surfaces You will need measures to reduce the risk of each type of transmission	• Use a nominated single point of contact to liaise with Local Public Health Teams on behalf of the band and its members • **Aerosols** – Increase ventilation either mechanical or passive. Use ventilation systems where available, open doors and windows and passive vents. Use CO_2 monitoring to ensure ventilation is sufficient for the number of users. If ventilation cannot be increased, consider restricting numbers. Use outdoor space wherever possible. • **Droplets** – Reduce contact between people. Increase the	4	5	20	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 • Music Members may wipe own chairs with alcohol wipes provided by SUBB. SUBB cleaning items stored in Clubs & Socs cupboard.		2

		space between participants, require the use of face coverings in enclosed or crowded spaces, use screen or barriers to separate people, avoid face to face interactions, reduce activity time ● **Surfaces** – Use hand sanitiser frequently particularly with shared objects like stands, Music or drumsticks. Maintain increased regular cleaning of surfaces. Provide additional handwashing facilities.				All windows opened during rehearsal.		
High Risk Activity	All in attendance	● Avoid higher risk elements such as breathing heavily, singing, raising voices when planning concert programme	4	5	20			2
Varying activity in different spaces creating unplanned risks	All in attendance. Different groups with different numbers, length of activity or differing facilities could increase risks previously considered for the average set ups.	● You might need different measures for different groups at different times in different areas. ● Particularly consider larger groups, Smaller or poorly ventilated spaces and activity that might keep participants in enclosed spaces for longer periods of time	5	4	20			3

Managing Risks in Unusual spaces	All users – This includes small teaching rooms, libraries, Backstage areas or adjudicator boxes which might pose increased risk compared to the general space used for activities	● Consider limiting numbers in such spaces in ventilation cannot be increased	4	5	20			2
Security	Consider any new security risks to either members or the public as a result of altered practices	● Are additional measures taken to ensure windows and doors not previously used are secure at the end of activity ● Are there security concerns if audiences are using public spaces	4	4	16			2
Outbreak in the band	All in attendance	● Have a system to be able to identify close contacts (increasing spacing will reduce the number of close contacts) ● Have a single point of contact to report to the local authority health team ● Tell close contacts to self-isolate if instructed to by the local public health team ● Have a plan of when to suspend activity ● Thoroughly clean facilities if there is a confirmed case ● Follow the instructions from the local health	4	5	20			2

		team if they declare an outbreak						
Risks highlighted by the events research programme	All users – Particular risks include. Local prevalence of the virus, Venue environment i.e. small spaces, Attendee behaviours and travel. Combinations of these risks present significantly increased risk.	Avoid the combination of any listed risks and reduce any that exist in isolation.	4	5	20			3
Location	Indoor events pose significantly increased risk compared to outdoor risks. If outdoors consider incidental indoor spaces such as toilets, bars, adjudicator boxes	● Increase ventilation in all indoor spaces and limit numbers where this is not possible. ● Minimise congregating with the use of que systems, signage and staggered entry. ● Minimise movement between people in passing audiences. This might include encouraging static audiences to find space away from the flow of a passing audience or the use of zoning to create a space for seated audiences restricted to those who have passed a	4	5	20			3

		recent lateral flow test. ● Reduce crowd density – spacing between people reduces risk of transmission utilis stewards to support sufficient spacing. ● Minimise energetic activity which increases the risk of transmission						
Changes due to developing risks	All users who do not receive updated communications	● Communicate changes i.e. online ticket sales ● Use the NHS COVID pass as a condition of entry ● Remind of measures that are in place ● Follow good hygiene with increased hand washing ● Do not allow entry to anyone with symptoms or suspected cases ● Consider displaying an NHS QR code ● Have a communication plan for messages, especially on the day of events ● Consider an attendee code of conduct in pre	3	5	15			3

		event communication						
Activities Specific Recommendations from BBE								
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. Ensure that reasonable adjustments are made for those with protected characteristics i.e. increased spacing to protect those who are immune compromised	3	5	15			2
Close proximity	All in attendance – transmission of virus. Close proximity increases the risk of transmission and the likelihood of forming close contacts who might be required to self-isolate. The spray of emptying water keys only becomes a droplet risk when in close proximity.	Rehearsal space is checked to ensure that social distancing can be maintained. BBE recommends that 1m distancing can be used where other mitigations can be provided such as increased ventilation, reduced numbers, CO_2 Monitoring, Screens barriers or reduced activity time. If these are not possible, consider increasing spacing as much as possible. Measure rehearsal spaces to establish maximum capacity which can be accommodated in the	4	4	16			3

		setting with the planned spacing.						
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.	3	4	12	Layout controlled by designated person(s) setting out chairs before players arrive.		1
Transmission of COVID-19 as aerosols in enclosed spaces	All in attendance – transmission of virus	Where possible, rehearsals will be held in outdoor spaces.	3	4	12			2
Close proximity for longer than necessary	Individual operating sign-in – transmission of virus	An expected attendance list is created in advance of rehearsal.	3	4	12			2
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.	3	4	12			2
Transmission of COVID-19 via contact with surfaces	Persons sharing objects	Minimise the sharing of items such as Music Stands, Instruments, Water cloths Checklist sent to all members in advance: ● Instrument ● Stand ● Cloth (and waterproof bag) ● Hand sanitiser ● Face covering ● Music	3	4	12			2

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 in enclosed or crowded settings. Including those who can maintain wearing them whilst activity takes place i.e. conductors and percussion	4	5	20			2
Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	Regular and increased cleaning to be followed. Especially in high contact areas such as door handles, chairs, stands and switches	3	4	12			3
Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	Reduce the contact of passing out music to a minimum if possible 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. If not possible music will be distributed by a single person with regular hand sanitisation and with the minimum amount of contact	3	4	12			2
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.	4	5	20			3

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**	3	4	12			2
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.	3	4	12			3
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.	3	4	12			2
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 including reminders on good hand washing.	3	4	12			2
Transmission via surfaces and aerosols through using and flushing toilets	All in attendance – transmission of virus	Band members should ensure planned social distancing is maintained and that face coverings are worn when moving to use toilet facilities.	4	4	16			2

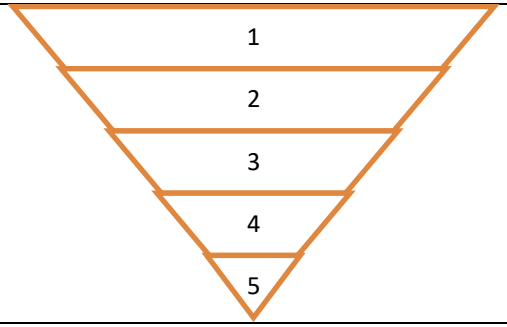
Transmission via surfaces and aerosols through using and flushing toilets	All in attendance – transmission of virus	Toilets should be operated on a one in, one out policy to avoid risks from transmission in small enclosed spaces.	3	4	12			3
Touching surfaces after using the toilet leading to transmission	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…).	3	4	12			3
Touching surfaces after using the toilet leading to transmission	All in attendance – transmission of virus	Soap and disposable towels should be made available.	3	4	12			2
Touching surfaces after using the toilet leading to transmission	All in attendance – transmission of virus	Hand sanitiser should be made available.	3	4	12			2
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.	4	4	16			2
Aerosol transmission increasing with time through accumulation	All in attendance – transmission of virus	Keeping the activity time involved as short as possible. Consider 'ventilation' breaks at least once an hour if there is not sufficient ventilation for the space/number of users.	4	4	16			2
Transmission on surfaces between members	All in attendance – transmission of virus	Avoiding sharing equipment whenever possible and place name labels on	3	4	12			2

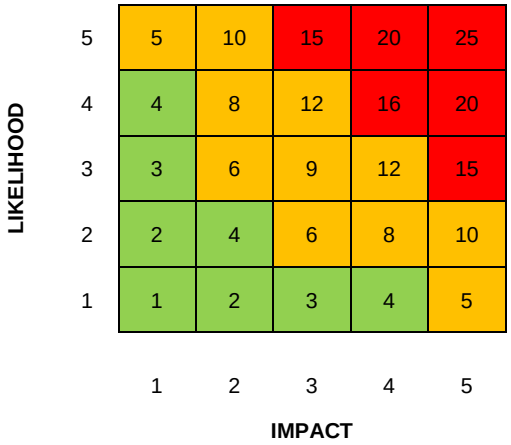
		equipment to help identify the designated user, for example, percussionists maintaining their own sticks and mallets.						
Transmission through aerosols while playing	All in attendance – transmission of virus	Use side-to-side positioning (rather than face-to-face) whenever possible.	3	4	12			3
Transmission 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) or transparent barrier while directing the band and maintain the planned distance from players.	4	4	16			2
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.	4	4	16			2
Transmission between members on surfaces	All in attendance – transmission of virus	Don't provide refreshments. Ask participants to bring their own if necessary.	3	4	12			2
Transmission between members on surfaces	All in attendance – transmission of virus	Avoid sharing plates and utensils with people outside of your household.	3	4	12			2

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.	3	4	12			2
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.	4	4	16			2
Subsequent transmission by members if caught at the venue	General Public – transmission of virus	If someone at the event develops symptoms after the event – identify close contacts and report to the local health team for instruction.	4	4	16			2

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well
4. Admin controls	Examples: training, supervision, signage	
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual





Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe – extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher