



## 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](#) 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
Downton Band (Senior, Training and Beginners)	Mike Ricketts	11/09/20	1 Jan 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	Type of rehearsal (select all that apply)	How many in attendance?
<p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>A temperature above 37.8°C</li> <li>A dry persistent cough that has developed during the week</li> <li>A loss of taste or smell (anosmia)</li> </ul> <p>Or if any member of your household has presented any of the above symptoms within the last 2 weeks:</p> <p>They <b>must not</b> attend band and should seek medical advice either by contacting their GP or calling 111 to seek advice.</p>	Multiple rehearsals	<input checked="" type="checkbox"/> <b>Small Group</b> <input type="checkbox"/> <b>Sectional</b> <input type="checkbox"/> <b>Full Band</b>	<b>Varies by group up to the limit of the venue (7)</b>
	<p><b>Location</b></p> <p>Downton Band Hall</p>	<p><b>Who is completing this risk assessment?</b> (please refer to the <a href="#">BBE decision tree guide</a> to ensure understanding of allowed activity for differing bodies)</p> <p><input type="checkbox"/> <b>No formal organisation</b></p> <p><input checked="" type="checkbox"/> <b>Organisation with own venue</b> Downton Band</p> <p><input type="checkbox"/> <b>Organisation without own venue</b></p> <p><input type="checkbox"/> <b>Venue that a band is hiring for use</b></p>	

**Each rehearsal shall have a designated person in charge, referred to as the “rehearsal organiser” throughout this Risk Assessment. The designated person will be recorded along with the attendee list and required for 28 days. Where possible this will be a member of the Committee.**



## 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, - transmission of virus etc.)	What is currently done to reduce/control the risk?	Risk level (High, Med, Low)	What more can be done to reduce any risk?	Action by whom and by when?
<b>PLANNING AND PREPARATION OF THE REHEARSAL SPACE</b>					
Attendees bring COVID-19 into the venue	All in attendance – transmission of virus	<p>Attendees asked to not attend if they have any likelihood of having the disease.</p> <p>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:</p> <p>A temperature above 37.8°C</p> <p>A dry persistent cough that has developed during the week</p> <p>A loss of taste or smell (anosmia)</p> <p>Or if any member of your household has presented any of the above symptoms within the last 2 weeks:</p> <p>They <b>must not</b> attend band and should seek medical advice either by contacting their GP or calling 111 to seek advice.</p> <p>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.</p> <p>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.</p> <p>Members can access NHS 111 online which is an online interactive and personal checklist: <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a></p>	H	<p>Sign on entrance door</p> <p>Electronic reminder to be sent to all attendees, and a response required before entering the venue.</p> <p>In the event of any player developing symptoms, rehearsal to end immediately and players to pack up and leave the building. Clean external high contact points eg door handles. No further use of the Band Hall for a minimum of 72 hours</p>	<p>MR 12/09/2020</p> <p>MR (senior) or DW/PW (training/beginners) each rehearsal</p> <p>Rehearsal organiser, if needed</p>

<b>What are the hazards?</b>	<b>Who is at risk and how would they be harmed?</b> (e.g. members, public, - transmission of virus etc.)	<b>What is currently done to reduce/control the risk?</b>	<b>Risk level</b> (High, Med, Low)	<b>What more can be done to reduce any risk?</b>	<b>Action by whom and by when?</b>
<b>Attendees bring COVID-19 into the venue</b>	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	Confirm verbally with any player who has not responded to the electronic reminder	Rehearsal organiser at the start of each rehearsal.
<b>Risks to more vulnerable members</b>	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		Players doc  All committee whenever sending any communication about the rehearsals.
<b>Close proximity</b>	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	AD prior to first rehearsal
<b>Playing facing each towards other members increases transmission risk</b>	All in attendance – transmission of virus	Use side-to-side positioning (rather than face-to-face) whenever possible.	L	Seat positions to be marked on the floor	MR 12/09/2020
<b>Transmission of COVID-19 as aerosols in enclosed spaces</b>	All in attendance – transmission of virus	Where possible, rehearsals will be held in outdoor spaces.	M	Rehearsals to be held outdoors unless weather, light or other factors make this impractical	Rehearsal organiser before each rehearsal

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<b>Close proximity for longer than necessary</b>	Individual operating sign-in – transmission of virus	An expected attendance list is created in advance of rehearsal.	L		Senior band – MR Training/Beginners – DW List to be finalised by Sunday before each rehearsal
<b>Close proximity for longer than necessary</b>	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		Senior Band – MR Training/Beginners – DW Prior to rehearsal
<b>Transmission of COVID-19 via contact with surfaces</b>	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 (clean!) Stand Cloth & waterproof bag Hand sanitiser Face covering Bell coverings Music	Players Doc  PW/MR - Electronic reminder before each rehearsal.
<b>Transmission of COVID-19 as aerosols in enclosed spaces</b>	All in attendance – transmission of virus	Ask all attendees to wear face coverings (unless medically exempt) whenever possible.	M		Players Doc
<b>Transmission of COVID-19 via contact with surfaces</b>	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	Exclusive use venue, chairs to be left in place. Positions to be marked on floor	MR – 12/09/2020

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<b>Transmission of COVID-19 via contact with surfaces</b>	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		Rehearsal organiser before and after each rehearsal
<b>Transmission of COVID-19 via contact with surfaces</b>	All in attendance – transmission of virus	Use easily cleanable chairs (i.e. not fabric) to reduce risk.	L	Hard brown/yellow chairs used in fixed positions. Other chairs to be put away	MR – 12/09/2020
<b>Transmission of COVID-19 via contact with surfaces</b>	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	When this isn't possible, music printed by one player to be quarantined for at least 72 hours before rehearsal and then only handled by the recipient player	Players Doc
<b>Transmission of COVID-19 as aerosols in enclosed spaces which increases with time in enclosed spaces</b>	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 doors and windows to be open throughout rehearsal. Playing time of no more than 45 minutes between breaks	Rehearsal organiser before each rehearsal
<b>Transmission of COVID-19 as aerosols in enclosed spaces</b>	All in attendance – transmission of virus	Preparations should be made so that performers attend rehearsals only when required for their part.	L	Consider this when allocating rota for each rehearsal	Senior band – MR Training/Beginners - PW

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<b>ARRIVAL OF MEMBERS AT VENUE</b>					
<b>Transmission between members through close proximity and congregating before arrival</b>	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.  <b>SIGNING IN REGISTER TO BE RETAINED FOR 28 DAYS</b>  <b>No socialising/mingling in groups of more than 6 before or after rehearsal or during any breaks.</b>	L/M	Players also encouraged to check in using NHS Track & Trace app on arrival	Players Doc  MR to retain register
<b>Transmission between members through close proximity and congregating before arrival</b>	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		Players Doc
<b>Transmission on surfaces between members</b>	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		Players Doc
<b>Transmission in aerosols between members</b>	All in attendance – transmission of virus	Face coverings must be worn upon arrival at the venue and should only be removed when playing.	L		Players Doc
<b>Members forget about safety measures over time, allowing transmission</b>	All in attendance – transmission of virus	A short safety briefing, reminding players of protocols and procedures, will be undertaken regularly.	L		Players Doc, electronic reminder sent regularly



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<b>Members forget about safety measures over time, allowing transmission</b>	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		Players Doc, sign in Band Hall
<b>Transmission from surfaces /other band members</b>	All in attendance – transmission of virus	Limit the duration of social interaction before, during and after rehearsals.	M	Extra wipes / hand sanitiser available	MR – 12/09/2020
<b>Transmission via droplets due to insufficient spacing</b>	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	Signage and one-way system in Band Hall	MR – 12/09/2020
<b>USING TOILETS AT THE VENUE</b>					
<b>Transmission via surfaces and aerosols through using and flushing toilets</b>	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	Only one toilet open, for emergency use only.	Players Doc
<b>Transmission via surfaces and aerosols through using and flushing toilets</b>	All in attendance – transmission of virus	Limit access to maintain 2m distancing and/or flow.	M	Only one toilet open, for emergency use only.	Players Doc

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<b>Transmission via surfaces and aerosols through using and flushing toilets</b>	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	Only one toilet open, for emergency use only.	Players Doc
<b>Touching surfaces after using the toilet leading to transmission</b>	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	Only one toilet open, for emergency use only.	Players Doc
<b>Touching surfaces after using the toilet leading to transmission</b>	All in attendance – transmission of virus	Soap and disposable towels should be made available.	L	Already present	
<b>Touching surfaces after using the toilet leading to transmission</b>	All in attendance – transmission of virus	Hand sanitiser should be made available.	L		MR – 12/09/2020
<b>Transmission via surfaces and aerosols through using and flushing toilets</b>	All in attendance – transmission of virus	Clean toilets during event / frequent wipe down of surface.	M	Only one toilet open, for emergency use only.	Players Doc

**DURING REHEARSAL**

What are the hazards?	Who is at risk and how would they be harmed? (e.g. members, public, - transmission of virus etc.)	What is currently done to reduce/control the risk?	Risk level (High, Med, Low)	What more can be done to reduce any risk?	Action by whom and by when?
<b>Transmission through aerosols and touching shared surfaces increases with length of time spent together</b>	All in attendance – transmission of virus	Limit the duration of social interaction before, during and after rehearsals.  <b>No socialising/mingling in groups of more than 6 before or after rehearsal or during any breaks.</b>	M		Players Doc
<b>Aerosol transmission increasing with time through accumulation</b>	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		Committee when organising timing or rehearsals.  Rehearsal organiser each rehearsal
<b>Transmission on surfaces between members</b>	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		Players Doc
<b>Transmission through aerosols while playing</b>	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.  Chairs to be left in marked positions	MR – 12/09/2020 ((layout of chairs)  Rehearsal organiser each rehearsal to ensure players all in the correct seat and chairs are not moved
<b>Transmission through aerosols while playing</b>	All in attendance – transmission of virus	Use side-to-side positioning (rather than face-to-face) whenever possible.	L		MR 12/09/2020

What are the hazards?	Who is at risk and how would they be harmed? (e.g. members, public, - transmission of virus etc.)	What is currently done to reduce/control the risk?	Risk level (High, Med, Low)	What more can be done to reduce any risk?	Action by whom and by when?
<b>Transmission through aerosols while playing</b>	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		PW at each rehearsal where present
<b>Transmission through aerosols while playing</b>	All in attendance – transmission of virus	Bell coverings should be used in rehearsal to reduce aerosol transmission risk (indoors only).	L		Players Doc
<b>Transmission through aerosols while playing</b>	All in attendance – transmission of virus	Face masks should be used while not playing. i.e in bars rests	L		Players Doc
<b>Transmission through aerosols and droplets while playing</b>	All in attendance – transmission of virus	Any discharge of condensate (water) from the instrument <b>must</b> be made <b>entirely</b> into the cloth that the individual player has brought, then stored in the bag which they use to carry the cloth.	L/M		Players Doc
<b>Transmission between members on surfaces</b>	All in attendance – transmission of virus	Don't provide refreshments. Ask participants to bring their own if necessary.	L		N/A – no refreshments
<b>Transmission between members on surfaces</b>	All in attendance – transmission of virus	Avoid sharing plates and utensils with people outside of your household.	L		N/A – no refreshments

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<b>PACKING AWAY AFTER REHEARSAL</b>					
<b>Transmission if members are in close proximity</b>	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.	Players Doc Rehearsal organiser each rehearsal
<b>Contamination of equipment following rehearsal</b>	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.	N/A. Chairs and stands to be set out and not moved
<b>Transmission between members and other room users on surfaces</b>	All in attendance – transmission of virus	If rehearsing indoors, the floor and other surfaces must be cleaned.	L		LT weekly if the hall has been used
<b>Transmission between members and other room users on surfaces</b>	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		Rehearsal organiser after each rehearsal

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<b>AFTER REHEARSAL</b>					
<b>Transmission through aerosols and touching shared surfaces increases with length of time spent together</b>	All in attendance – transmission of virus	Limit the duration of social interaction before, during and after rehearsals.  <b>No socialising/mingling in groups of more than 6 before or after rehearsals or during any breaks.</b>	M		Players Doc
<b>Transmission if members are in close proximity</b>	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		Players Doc
<b>Transmission between members on surfaces</b>	All in attendance – transmission of virus	Water cloths <b>MUST</b> be taken home and disposed or laundered appropriately.	M		Players Doc
<b>Subsequent transmission by members if caught at the venue</b>	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		MR as required