



RISK ASSESSMENT #1

Small group (up to six players) rehearsing outdoors

COVID-19 Secure Brass Band Rehearsals

This risk assessment is based on a template provided by Brass Bands England.

Please 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.

| Band name | Person undertaking assessment | Date of assessment | Date of next review |
|--------------|-------------------------------|---------------------------|---|
| Downton Band | Mike Ricketts | 5 th Sept 2020 | 1 Oct 2020 (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"> A temperature above 37.8°C A dry persistent cough that has developed during the week A loss of taste or smell (anosmia) <p>Or if any member of your household has presented any of the above symptoms within the last 2 weeks:</p> <p>They must not attend band and should seek medical advice either by contacting their GP or calling 111 to seek advice.</p> | <p>Each Tuesday in September</p> <p>18:30-19:05</p> <p>and</p> <p>19:15-19:50</p> | <p><input checked="" type="checkbox"/> Small Group</p> <p><input type="checkbox"/> Sectional</p> <p><input type="checkbox"/> Full Band</p> | <p>6 or fewer</p> |
| | <p>Location</p> | <p>Who is acting as the event host? (please refer to the BBE decision tree guide to ensure understanding of allowed activity for differing bodies)</p> | |
| | <p>The Car Park of Downton Brewery, Downton, SP5 3HU</p> | <p><input type="checkbox"/> No formal organisation</p> <p><input type="checkbox"/> Band not registered as charity/business or running a venue <insert name of band></p> <p><input checked="" type="checkbox"/> Registered Charity Downton Band, Charity Number 274510</p> <p><input type="checkbox"/> Registered business or venue <insert name of business/venue></p> | |

Each rehearsal shall have a designated person in charge, referred to as the “rehearsal organizer” throughout this Risk Assessment. This designated person will be recorded along with the attendee list and retained. Where possible this will be somebody on 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/news/14082020-1018/bbe-offers-sector-support-advice-the-latest-covid-19-pandemic-guidelines-dcms-%E2%80%93>

| 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

| 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? |
|---|--|---|-----------------------------------|--|--|
| <p>Attendees bring COVID-19 into the venue</p> | <p>All in attendance – transmission of virus</p> | <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 must not attend band and should seek medical advice either by contacting their GP or calling 111 to seek advice.</p> | <p>H</p> | <p>Make sure all attendees confirm on the day that they have not had a positive test nor any of the symptoms.</p> <p>Contact all attendees on the day of the event and ensure they confirm this.</p> <p>Players to be told not to attend if they do not confirm.</p> | <p>Rehearsal organizer or Mike, on the day of the rehearsal.</p> |

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|--|--|---|-----------------------------------|--|---|
| Attendees bring COVID-19 into the venue | All in attendance – transmission of virus | Attendees asked to confirm on the day prior to 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 | No further action given the above mitigations. | Rehearsal organizer to verify they have received replies from all attendees and send home anyone who arrives who either has had symptoms, been in contact with somebody with symptoms, or not replied |
| 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 | All communication regarding the rehearsals to make it clear they are optional. | Committee, whenever sending out information about the rehearsals. |

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| 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 | Committee prior to first rehearsal in any given venue |
| 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 | Instruct players to play side-by-side and mark out standing/sitting space accordingly | Rehearsal organizer immediately before rehearsal. |
| Close proximity for longer than necessary | Individual operating sign-in – transmission of virus | An expected attendance list is created in advance of rehearsal. | L | No sign-in required. List of players allowed to be circulated in advance. Anyone else to be instructed to go away. | Rehearsal organizer at the rehearsal |

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| 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 | See above | N/a |
| 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 Music Chair if possible (or rehearse standing up) | Committee to send out early on and again before every rehearsal. |

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| 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 | Players to play standing up or bring their own chairs where reasonable | Rehearsal organizer to collect chairs from the band hall if needed and sanitize them before rehearsal and return them after and sanitize them again. Players to let the organizers know IN ADVANCE if a chair is needed |
| 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 | Players play standing or bring their own chairs to minimize the number involved | Rehearsal organizer on the day of the rehearsal |
| 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 | The yellow ones, not the red ones | Rehearsal organizer if chairs are required |
| Transmission of COVID-19 via contact with surfaces | All in attendance – transmission of virus | Participants should bring their own chairs if possible (e.g. for outdoor events). | L | | Committee to inform players before first rehearsal |

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| 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 | | Paul on the Sunday before each 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 | Rota to be drawn up ahead of time All rehearsals to take place outdoors in unenclosed spaces | Mike, as soon as possible |

ARRIVAL OF MEMBERS AT VENUE

| 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? |
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| 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 | | Committee to inform players beforehand. Mike to retain rota, and each rehearsal organizer to confirm that the attendee list matched the expected list |
| 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 | | Committee to inform players before first rehearsal |

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| 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 | | Committee before first rehearsal |
| 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 | | Committee to email all attendees on the day of the rehearsal to remind them |
| 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 | | Committee to remind all players before first rehearsal |
| Transmission via surfaces in a member's house | All in attendance – transmission of virus | Access outside rehearsal space whenever possible - if you need to go through someone else's home to do so, move quickly and avoid touching surfaces. | L | | N/a |

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|--|---|---|--|--|--|
| 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 | Rehearsal organizer to ensure wipes/hand sanitizer 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 | | Rehearsal organizer to mark out spaces at least 2m apart before each rehearsal |
| 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 | | N/a no toilet facilities |
| 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 | | N/a – no toilet facilities |

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|--|---|---|--|--|------------------------------------|
| 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 | | N/a – no toilet facilities |
| 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 | | N/a – no toilet facilities |
| Transmission via surfaces and aerosols through using and flushing toilets | All in attendance – transmission of virus | Avoid using toilets in other people's homes wherever possible and wipe down surfaces as frequently as possible. | M | | N/a – no toilet facilities |
| Touching surfaces after using the toilet leading to transmission | All in attendance – transmission of virus | Soap and disposable towels should be made available. | L | | N/a – no toilet facilities |
| Touching surfaces after using the toilet leading to transmission | All in attendance – transmission of virus | Hand sanitiser should be made available. | L | | N/a – no toilet facilities |
| 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 | | N/a – no toilet facilities |

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|--|--|---|-----------------------------------|---|----------------------------------|
| 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 | Attendees to be reminded of this | Committee before first rehearsal |
| 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 | No equipment should be shared | Committee before first rehearsal |

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|---|--|---|-----------------------------------|---|--|
| 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. | Rehearsal organizer to mark out spaces at least 2m apart before each rehearsal |
| Transmission through aerosols while playing | All in attendance – transmission of virus | Use side-to-side positioning (rather than face-to-face) whenever possible. | L | | As above |
| 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 | | Committee to be remind all players of this before first rehearsal |

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|---|---|--|--|--|--|
| Transmission between members on surfaces | All in attendance – transmission of virus | Don't provide refreshments. Ask participants to bring their own if necessary. | L | | N/a – no refreshments |
| Transmission between members on surfaces | All in attendance – transmission of virus | Avoid sharing plates and utensils with people outside of your household. | L | | N/a - no refreshments |
| 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. | Rehearsal organizer at each rehearsal to ensure people leave quickly |
| 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. | Committee to remind all attendees before each rehearsal |
| AFTER REHEARSAL | | | | | |

| 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? |
|--|--|---|-----------------------------------|---|---|
| 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 | | Committee before first rehearsal |
| Transmission if members are in close proximity | All in attendance – transmission of virus | All members will leave the rehearsal venue separately, observing social distancing and disperse promptly from the venue. | M | | Committee before first rehearsal |
| Transmission between members on surfaces | All in attendance – transmission of virus | Water cloths MUST be taken home and disposed or laundered appropriately. | M | | Committee before first rehearsal |
| 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 | | Mike, in the event that this occurs. All players to be reminded that they MUST inform us immediately if they develop symptoms |