



# DOWNTON BAND CAROLLING/HALLOWEEN RISK ASSESSMENT

## Based on BBE Risk Assessment #3 version 2 for any size group outdoors.

### COVID-19 Secure Brass Band Performances

This risk assessment template is designed to cover many different scenarios and risk mitigations in running a brass band performance 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 performance 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 Bands (Senior and Training)	Mike Ricketts	25/10/20	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 performance	Type of performance (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 performances.</p> <p>To fulfil the expectations around the resumption of playing activities, delivering face-to-face performances ensuring that the performance 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>	<p>Halloween and Christmas Carolling</p>	<p><input checked="" type="checkbox"/> <b>Small Group</b></p> <p><input type="checkbox"/> <b>Sectional</b></p> <p><input type="checkbox"/> <b>Full Band</b></p>	<p><b>Varies by group. No more than 6 players plus one collector</b></p>
	<p><b>Location</b></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>Various outdoor venues</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 performance shall have a designated person in charge, referred to as the “performance 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, 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?
<b>PLANNING AND PREPARATION OF THE PERFORMANCE SPACE</b>					
<b>Attendees bring COVID-19 into the venue</b>	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 performance, they should leave the performance 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 performance, they should contact the Chair and seek medical advice as described above. Details of those in attendance of performance 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>Electronic reminder to be sent to all attendees and a response required either electronically or verbally on arrival</p> <p>In the event of a player developing symptoms, performance to end immediately and players to pack up and leave.</p>	<p>MR on the day of each performance.</p> <p>Performance organiser if required.</p>

<b>What are the hazards?</b>	<b>Who is at risk and how would they be harmed?</b> (e.g. members, public, contractors - transmission of virus etc.)	<b>What is currently done to reduce/control the risk?</b>	<b>Risk level</b> (High, Medium, 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	Performance organizer at the start of each performance.
<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 performances
<b>Close proximity</b>	All in attendance – transmission of virus	performance 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 spaces to establish maximum capacity which can accommodate 2m social distancing	All inspections carried out prior to first use in each venue
<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		Performance organiser at each event
<b>Transmission of COVID-19 as aerosols in enclosed spaces</b>	All in attendance – transmission of virus	Where possible, performances will be held in outdoor spaces.	M	All events outdoors. In the event of bad weather the event will be cancelled or postponed	N/A

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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 performance.	L		Carolling – MR Halloween - PW
<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
<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 Music	Players Doc  PW/MR – Electronic reminders before each performance
<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	Players to play standing if reasonable, or bring their own chair	N/A. Players to maintain at least 2m distancing at all times
<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 performance when packing away by designated members.	L		N/A – players to bring own chairs if required
<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		N/A – players to bring own chairs if required

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?
<b>Transmission of COVID-19 via contact with surfaces</b>	All in attendance – transmission of virus	Participants should bring their own chairs if possible (e.g. for outdoor events).	L		Players Doc
<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 performance; 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	Players to be allocated their own carol book as far as possible.	Players Doc
<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 performances only when required for their part.	L	Consider this when allocating rota for each performance.	Carolling - MR Halloween – DW/PW
<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>No socialising/mingling in groups of more than 6 before or after performance or during any breaks</b>  <b>SIGNING IN REGISTER TO BE RETAINED FOR 28 DAYS</b>	L/M		Players Doc  MR to retain
<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

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<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>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
<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
<b>Transmission via surfaces in a member's house</b>	All in attendance – transmission of virus	Access outside performance 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
<b>Transmission from surfaces /other band members</b>	All in attendance – transmission of virus	Limit the duration of social interaction before, during and after performances.	M	Extra wipes / hand sanitiser available	All in attendance to ensure they have hand sanitizer
<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		N/A

## USING TOILETS AT THE VENUE



<b>What are the hazards?</b>	<b>Who is at risk and how would they be harmed?</b> (e.g. members, public, contractors - transmission of virus etc.)	<b>What is currently done to reduce/control the risk?</b>	<b>Risk level</b> (High, Medium, Low)	<b>What more can be done to reduce any risk?</b>	<b>Action by whom and by when?</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		N/A – no toilet facilities
<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		N/A – no toilet facilities
<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		N/A – no toilet facilities
<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		N/A – no toilet facilities
<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		N/A – no toilet facilities
<b>Touching surfaces after using the toilet leading to transmission</b>	All in attendance – transmission of virus	Hand sanitiser should be made available.	L		N/A – no toilet facilities

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?
<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		N/A – no toilet facilities
<b>DURING PERFORMANCE</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 performances.  <b>No socialising/mingling in groups of more than 6 before or after performance or during any breaks</b>	M		Players Doc
<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		Performance organiser to ensure players maintain social distancing at all times
<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		Performance organiser and players.

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?
<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
<b>PACKING AWAY AFTER PERFORMANCE</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.	Performance organiser
<b>Contamination of equipment following performance</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 – players to bring their own chairs and stands and take them away
<b>AFTER PERFORMANCE</b>					

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?
<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 performances.	M		Players Doc
<b>Transmission if members are in close proximity</b>	All in attendance – transmission of virus	All members will leave the performance venue separately, all wearing face coverings, observing social distancing and disperse promptly from the venue. <b>No socialising/mingling in groups of more than 6 before or after performance or during any breaks</b>	M		Players Doc
<b>Transmission between members on surfaces</b>	All in attendance – transmission of virus	Water cloths MUST 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