



DOWNTON BAND INDOOR RISK ASSESSMENT

Based on BBE Risk Assessment #4 version 2 for any size group 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 Riketts	11/09/20	1 Nov 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> <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>	Multiple rehearsals	<input checked="" type="checkbox"/> Small Group <input type="checkbox"/> Sectional <input type="checkbox"/> Full Band	Varies by group up to the limit of the venue
	<p>Location</p> <p>Downton Band Hall, SP5 3JQ</p>	<p>Who is completing this risk assessment? (please refer to the BBE decision tree guide to ensure understanding of allowed activity for differing bodies)</p> <p><input type="checkbox"/> No formal organisation</p> <p><input checked="" type="checkbox"/> Organisation with own venue Downton Band</p> <p><input type="checkbox"/> Organisation without own venue</p> <p><input type="checkbox"/> Venue that a band is hiring for use</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 retained 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?
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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>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</p>	<p>H</p>	<p>Sign on entrance door</p> <p>Verbal reminder to players before entering the building.</p> <p>Electronic reminder to be sent to all attendees, and a response required.</p> <p>In 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 room for a minimum of 72 hours.</p>	<p>MR – 12/09/2020</p> <p>Rehearsal organiser, each rehearsal</p> <p>MR (senior) or DW (training/beginners) each rehearsal</p> <p>Rehearsal organiser, if needed.</p>

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?
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	Confirm verbally with any player who has not responded to the electronic reminder	Rehearsal organiser at the start of each rehearsal
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		DW/MR Players doc All committee whenever sending any communication about the rehearsals
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	AD Prior to first rehearsal
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	Seat positions to be marked on floor	MR 12/09/2020
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	Rehearsals to be held outdoors unless weather or other factors make this impractical	Rehearsal organiser before each 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?
Close proximity for longer than necessary	Individual operating sign-in – transmission of virus	An expected attendance list is created in advance of rehearsal.	L		Senior band – MR Training/Beginners – PW/DW List to be finalized by Sunday before each rehearsal
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		Senior band – MR Training/Beginners – DW Prior to each rehearsal
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	DW/MR – Players Doc DW/MR - Electronic reminder before each rehearsal
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		DW/MR – Players Doc

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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	Exclusive use venue. Chairs to be left in place. Positions to be marked on floor.	MR – 12/09/2020
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		Rehearsal organiser, before and after each 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	Hard (browny yellow) chairs used in fixed positions; other chairs to be put away	MR 12/09/2020
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		TO BE CONFIRMED
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 doors and windows to be open throughout rehearsal. Playing time of no more than 40 minutes between breaks	Rehearsal organiser before each rehearsal

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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	Consider this when allocating rota for each rehearsal	Senior band – MR Training/beginners – DW/PW
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 No socialising/mingling in groups of >6 before or after rehearsal or during any breaks.	L/M	Players also encouraged to check in using NHS Track & Trace app on arrival	Players Doc MR to retain
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. No socialising/mingling in groups of >6 before or after rehearsal or during any breaks.	L/M		Players Doc

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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		Players Doc
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		Players Doc
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		Players Doc, electronic reminder sent regularly
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		Players Doc
Transmission from surfaces /other band members	All in attendance – transmission of virus	Limit the duration of social interaction before, during and after rehearsals. No socialising/mingling in groups of >6 before or after rehearsal or during any breaks.	M	Extra wipes / hand sanitiser available	MR 12/09/2020

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 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	Signage and one-way system in Band Hall	MR 12/09/2020
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	Only one toilet open, for emergency use only	Players Doc
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	Only one toilet open, for emergency use only	Players Doc
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	Only one toilet open, for emergency use only	Players Doc
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	Only one toilet open, for emergency use only	Players Doc
Touching surfaces after using the toilet leading to transmission	All in attendance – transmission of virus	Soap and disposable towels should be made available.	L	Already present	

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Touching surfaces after using the toilet leading to transmission	All in attendance – transmission of virus	Hand sanitiser should be made available.	L		MR 12/09/2020
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	Only one toilet open, for emergency use only	Players Doc
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. No socialising/mingling in groups of >6 before or after rehearsal or during any breaks.	M		Players Doc
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. No socialising/mingling in groups of >6 during any breaks.	L/M		Committee when organising timing of rehearsals. Rehearsal organiser each rehearsal

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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		Players Doc
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. Chairs to be left in marked positions	MR 12/09/2020 (layout of chairs) Rehearsal organiser each rehearsal to ensure players sit in the correct seat and chairs are not moved
Transmission through aerosols while playing	All in attendance – transmission of virus	Use side-to-side positioning (rather than face-to-face) whenever possible.	L		MR 12/09/2020
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	No conductor present for senior band	PW at each training/beginners band rehearsal

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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		Players Doc
Transmission through aerosols while playing	All in attendance – transmission of virus	Face masks should be used while not playing. i.e in bars rests where practical	L		Players Doc
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		Players Doc
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

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 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.	Players Doc Rehearsal organiser each rehearsal
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.	N/a. Chairs and stands to be set out and not moved
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		LT weekly if the hall has been used.
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		Rehearsal orginaiser after each rehearsal
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		Players Doc

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 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. No socialising/mingling in groups of >6 before or after rehearsal or during any breaks.	M		Players Doc Rehearsal organiser to remind people at end of each rehearsal
Transmission between members on surfaces	All in attendance – transmission of virus	Water cloths MUST be taken home and disposed or laundered appropriately.	M		Players Doc
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		MR as required