



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
Amersham Band	Fred Harrison, Ash Horton, Marion Mayhew, Phil Speechley	20 October 2020	1 January 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 enable the resumption of playing activities, delivering face-to-face rehearsals and teaching sessions ensuring that the rehearsals and teaching takes place under COVID-19 secure regulations.</p>	Weekday evenings and occasional weekends	<input checked="" type="checkbox"/> Small Group <input checked="" type="checkbox"/> Sectional <input checked="" type="checkbox"/> Full Band <input checked="" type="checkbox"/> Teaching sessions	up to 15 up to 15 up to 29 up to 29
	Location	Who is completing this risk assessment? (please refer to the BBE decision tree guide to ensure understanding of allowed activity for differing bodies)	
	Amersham Band The Bandroom Rectory Hill Amersham Bucks HP7 0BU	<input type="checkbox"/> No formal organisation <input checked="" type="checkbox"/> Organisation with own venue Amersham Band <input type="checkbox"/> Organisation without own venue <input type="checkbox"/> Venue that a band is hiring for use	

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?
PLANNING AND PREPARATION OF THE REHEARSAL SPACE					
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> <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 their 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 the relevant band manager 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: https://111.nhs.uk/covid-19</p>	H	<p>All band members emailed before rehearsals re-commence.</p> <p>Reminder notice in foyer of bandroom</p>	Band managers

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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		Band Managers
Close proximity	All in attendance – transmission of virus	Rehearsal space is checked to ensure that 2m social distancing can be maintained. Layout of chairs to be at 2 metres separation and chairs not to be moved from the assigned positions	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	Band Managers
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. Screens to be used between players and MD where appropriate (subject to trial)	L		Band Managers
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	Note: this is unlikely to be possible during winter months	Band Managers
Close proximity for longer than necessary	Individual operating sign-in – transmission of virus	Group membership and contact details are already available. Attendees to use NHS QR code and App and Band Managers to record a list of attendees at each rehearsal. REGISTER TO BE RETAINED FOR 28 DAYS	L		

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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. Large instrument cases (basses, euphoniums, baritones) to be left in vehicles and not brought into bandroom.	L	Checklist sent to all members in advance: <ul style="list-style-type: none"> • Instrument • Stand • Cloth (and waterproof bag) • Hand sanitiser • Face covering • Music 	
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) when in the building and moving to and from their designated seat. Members to remove masks only when instructed by MD.	M		
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	Seating plan to be decided by MDs and communicated to members in advance of rehearsals	
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		
Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	Unused rooms, kitchen, library, teaching and ensemble to be out of bounds and locked.	L		
Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	Sheet music to be distributed by a designated person wearing gloves and mask before attendees arrive. Either (i) Each attendee to take music home in a folder and bring to each rehearsal or (ii) music collected at end of rehearsal and put into a quarantine box until the following week.	L		

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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		
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 scanning QR code move directly to their designated seats to maintain spacing throughout the time in the venue, avoiding congregating at the entrance. Members would be strongly encouraged not to turn up late, in the event of unavoidable late arrival, the late member would need to wait in the foyer until instructed by the MD to take their seat. Admission of late arrivals would be at the discretion of the MD.	L/M		
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. Attendees to stay in their cars if they arrive before the designated arrival time.	L/M		
Transmission on surfaces between members	All in attendance – transmission of virus	In the foyer, or porch area, hand sanitiser to be available, attendees reminded to use this on entering the building.	L		
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 seated and playing.	L		
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		

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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	
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		
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		
Touching surfaces after using the toilet leading to transmission	All in attendance – transmission of virus	Soap and disposable towels should be made available.	L		
Transmission via surfaces and aerosols through using and flushing toilets	All in attendance – transmission of virus	Attendees using toilets are to use the provided wipes and sanitiser to clean touch points after each use.	M		
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		
Aerosol transmission increasing with time through accumulation	All in attendance – transmission of virus	Keeping the activity time involved as short as possible. Rehearsal time limited to 90 minutes. All windows to be kept open to provide ventilation. A 'ventilation' break will be trialled at the first rehearsals.	L/M		

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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		
Transmission through aerosols while playing	All in attendance – transmission of virus	Use side-to-side positioning (rather than face-to-face) whenever possible.	L		
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 use a pop-up screen while directing the band and maintain 2m distance from players. Where possible the conductor should keep 3m distance, in which case a mask/screen may not be needed.	L/M		
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		
Transmission between members on surfaces	All in attendance – transmission of virus	No refreshments to be available, attendees asked not to bring food into the bandroom, only water in bottles.	L		
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 and leave the site promptly.	
Contamination of equipment following rehearsal	All in attendance – transmission of virus	Members advised to bring their own stands to avoid passing around equipment.	L/M		

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Transmission between members and other room users on surfaces	All in attendance – transmission of virus	If rehearsing indoors, door handles, surfaces, toilets, etc. must be cleaned.	L		
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		
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		
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.	M		
Transmission between members on surfaces	All in attendance – transmission of virus	Water cloths MUST be taken home and disposed or laundered appropriately.	M		
Subsequent transmission by members if caught at the venue	General Public – transmission of virus	If someone at the event develops symptoms after the event, the NHS contact tracing service should be informed and the contact information for the attendees shall be provided to the tracing service. Band managers should also contact attendees to inform them directly. within 24 hours to contact the NHS for guidance..	H		