



## 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
Shepherd Group Brass Bands	David Gregg	23 August 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"> <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>		Optional attendance	12 + Conductor
	Location	Who is acting as the event host? (please refer to the <a href="#">BBE decision tree guide</a> to ensure understanding of allowed activity for differing bodies)	
	<p>Hi-Bay at Portakabin site.</p> <p>The site, inc Hi-Bay has been assured COVID Secure by The Portakabin H&amp;S Team.</p> <p>This is a large hall with COVID Secure air con and good ventilation using large double doors at front and rear that can be opened.</p> <p>Size : H 6m W 12m L 24m with toilets.</p> <p>The whole site is COVID Secure / Assessed.</p>	<p>Shepherd Group Brass Band. Registered Charity No. 1101867</p>	

## 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?
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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?
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"> <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>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. Other members of the band must then self-isolate for 14 days.</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. All band members must then self-isolate for 14 days.</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>Temperatures of all will be taken on arrival. Anyone with a temperature above 38.7 will not be allowed to attend and advised to return home and isolate and follow current Medical Guidance</p> <p>A short questionnaire will be asked on arrival about symptoms.</p> <p>A Register of all in attendance will be taken and kept for 28 days.</p> <p>All other players will keep further away and the rehearsal cancelled immediately. Current Medical Guidance for all attendees to be followed.</p> <p>A letter will be sent to all members prior to any rehearsals starting informing them of the procedures that have been put in place and will be put on our Website along with this RA.</p>	<p>Designee. who will arrive first.</p> <p>Designee</p> <p>Conductor</p> <p>Chairman</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	See above	
<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	All such Members given strong advice and told not to attend.  All to be advised by letter to keep Social Distancing on arrival and leaving. A large car park allows this outside.	Chairman prior to any rehearsal starting.
<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  Masks to be worn up to point of playing and put back on at close.	DONE  DONE
<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	Side by side, min 2m apart with 2 rows min 2m apart	Has been dummy trialed and agreed.
<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	COVID Secure air Con. Ability to open large double doors at front and back. Room size 12W x 24L x 6H	
<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	See above	See Above

<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>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	Register taken on arrival by Conductor and kept for 28 days	Conductor
<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/ MS sent to all members in advance: <ul style="list-style-type: none"> <li>• Instrument (we recommend regular cleaning, once every 2 weeks minimum)</li> <li>• Stand</li> <li>• Cloth (and waterproof bag)</li> <li>• Hand sanitiser</li> <li>• Face covering</li> <li>• Bell coverings (if available)</li> <li>• Music</li> </ul>	Designee for each Band
<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	Letter prior to rehearsals beginning	Designee for each Band
<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	Checked and OK	Designee for each Band
<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		Designee for each Band
<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		

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<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		Conductor
<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	COVIC secure air con in room. Double Doors at front and rear can be opened	Designee for each Band
<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	Letter sent out to all Members stating as such prior to rehearsals starting	Chairman prior to any rehearsals taking place
<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>	L/M	Letter sent out to all members prior to rehearsals beginning	Chairman prior to any rehearsals starting.
<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	Large car park available. All members notified prior.	Chairman prior to any rehearsals starting.
<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	Letter stating as such prior to rehearsals starting	Chairman prior to any rehearsals starting.



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<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	Letter stating as such prior to rehearsals starting	Chairman
<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		Conductor
<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	Extra wipes / hand sanitiser available will be provided and refreshed by Company daily.	Conductor
<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	2 hour max with a break at 1 hour max	Conductor
<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		
<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	Number of whbs and urinals have been restricted to allow distancing.	DONE
<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	Letter sent out to all Members stating as such prior to rehearsals starting	Chairman prior to any rehearsals starting.
<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	Letter to all Members stating as such prior to rehearsals starting	Chairman prior to any rehearsal starting.

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<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	Letter to all Members stating as such prior to rehearsals starting	Chairman prior to any rehearsal starting.
<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	Available	The Company refreshes supplies daily.
<b>Touching surfaces after using the toilet leading to transmission</b>	All in attendance – transmission of virus	Hand sanitiser should be made available.	L	Available	The Company refreshes supplies daily
<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	Letter stating as such prior to rehearsals starting	Chairman prior to any rehearsal starting.  Toilets will also be cleaned thoroughly daily by Company Cleaners
<b>DURING 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.	M	Letter stating as such prior to rehearsals starting.  Reminders during rehearsal.	Chairman and Conductor
<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		Conductor

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<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	Letter sent to all Members stating as such prior to rehearsals starting.	Chairman prior to any rehearsal starting.
<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 setting out chairs before players arrive who will have sanitised their hands prior.	Conductor/ Designee
<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	This will be happening	Conductor/ Designee
<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	Letter sent out to all Members stating as such prior to rehearsals starting	Chairman prior to any rehearsal starting.
<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	Where available and all notified by letter	Chairman prior to any rehearsal starting.
<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		

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	Letter sent out to all Members stating as such prior to rehearsals starting	Chairman prior to any rehearsal starting.
<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	Letter sent out to all Members stating as such prior to rehearsals starting and reminders during rehearsals on use kitchen.  The photocopier should not be used.	Chairman prior to any rehearsal starting.  Conductor
<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	
<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 and depart whilst socially distancing	Conductor
<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.	Letter for reminder by Chairman
<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	Done daily by Company cleaners	

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<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	Accepted	Designee for each Band
<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.	M	Accepted Letter sent out to all Members prior to rehearsals starting.	Chairman and reminders by Conductors
<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	Letter stating as such prior to rehearsals starting	Chairman prior to any rehearsal starting.
<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	Letter stating as such prior to rehearsals starting	Chairman prior to any rehearsals starting.
<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	Use of Register. Immediate suspension of rehearsal.	Chairman prior to any rehearsal starting.