



## RISK ASSESSMENT #3

### Large group (more than six players) rehearsing outdoors

#### 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
Lydney Town Band	Kerry Ford	21 <sup>st</sup> September 2020	1 Oct 2020 (or sooner if Government advice changes)

## 2 hour rehearsal at Lydney Bandroom GL15 5RU (held outdoors)

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>	<p>Various August – October 2020</p>	<p><b>Full Band</b></p>	<p>10-25 people</p>
	<p><b>Location</b></p> <p>Lydney Bandroom Swan Lane Glos GL15 5RU</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><b>Organisation with own venue</b> &lt;Lydney Town Band&gt;</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/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 REHEARSAL 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> <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 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 Chair 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:</p>	H	Attendance instruction sheet issued to participants 2 days before rehearsal, instructing not to attend if ill and to check temperature on day of rehearsal.	All attendees

		<a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a>			
<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	Verifying no change from 2 day previous confirmation	Attendees response to email 2 days prior to rehearsal.
<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	Rehearsal optional	
<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.	Secretary and Chairman check space for each rehearsal by 22 <sup>nd</sup> Sept 2020.  Repeated before each rehearsal
<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	Formation in an arc	Chairs set up 2m distance beforehand
<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	Outdoor rehearsal with 2m spacing	
<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	Limited time for rehearsal. List of attendees compiled 2 days before rehearsal	List held by Secretary
<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	L	Secretary to hold contact sheet for contact tracing	

		so not collected in person to limit contact from interactions.		28 days. No sign-in required	
<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	<p>Checklist sent to all members in advance:</p> <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>● Music</li> </ul>	Pre attendance instruction sheet Issued to participants
<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		Chairs already set up before rehearsal with names allocated
<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	Chairs to be cleaned before and after rehearsal	Wipe down by Secretary
<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	Wipeable chairs in use. Cushions brought by individuals and taken away at end of rehearsal.	
<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	Vulnerable adults required to bring own chairs	
<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	Music to be issued digitally before rehearsal. Printed and held by participant in own folder	Participants

<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	Participant levels agreed according to requirement	Conductor and Secretary
<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	Participants requested to arrive in separate vehicles, or bubble. Sign- in held by Secretary to avoid contact.  Seats already designated.	
<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	Participants requested to park in overflow car park with good spacing.	
<b>Transmission between members through close proximity and congregating before arrival. Rule of 6</b>	All in attendance -transmission of virus	Participants to maintain 6 or less in a group before moving to their chairs.  Allow enough space to move safely at egress and exit points.	L/M	Attendance instructions to remind participants of Rule of 6 mingling.	Secretary to update attendance instruction Updated.
<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	Participants reminded of sanitation regime. Sanitiser made available at venue. Reminded on attendance instruction sheet	
<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	Participants reminded weekly of sanitation requirements.	

<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	Attendance instruction sheet to include precautions .	
<b>Transmission via surfaces in a member's house</b>	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	Access to outdoors only. Access to bandroom in emergency only. Sanitation in place.	
<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. Instrument cases to be left in vehicles where possible.	M	Extra wipes / hand sanitiser available. Surfaces wiped before and after rehearsal	
<b>Transmission via droplets due to mingling and insufficient space <b>Rule of 6</b></b>	All in attendance – transmission of virus	Participants notified of rule of 6 limitation of mingling. Remaining 2m distance.	L	Pre-attendance instructions to limit mingling and maintain space	<b>Secretary to update attendance sheet. Updated</b>
<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	Outdoor space set out for 2m distancing. Wide gate entrance No sign-in. Chairs pre designated	
<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	Toilets not available at venue unless in an emergency.  Wipes and cleaning equipment available.	Toilets cleaned after event for safety
<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	No toilets available	Toilets cleaned after event for safety



<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	No toilets available	Toilets cleaned after event for safety
<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	No toilets available	Toilets cleaned after event for safety
<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	Disposable towels available and bins provided	Toilets cleaned after event for safety
<b>Touching surfaces after using the toilet leading to transmission</b>	All in attendance – transmission of virus	Hand sanitiser should be made available.	L	Hand sanitiser available	Toilets cleaned after event for safety
<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	No toilets available	Toilets cleaned after event for safety
<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	Participants reminded about limiting time with others after rehearsal.	
<b>Transmission through aerosols and touching shared surfaces increases with length of time spent together – Rule of 6</b>	All in attendance – transmission of virus	Limit the duration of social interaction before, during and after rehearsals.  Ensuring groups are limited to 6, maintaining 2m distance	M	Participants reminded about limiting group numbers to 6.	Participants discouraged from mingling
<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	L	Attendance instruction reminds players about not sharing instruments and equipment	

		maintaining their own sticks and mallets.			
<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(s) setting out chairs before players arrive.	Secretary and Chairman to set out chairs 30min before rehearsal
<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	Seats place in wide arc. No face to face aerosols. Conductor position 3m minimum .	
<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 to catch water in cloth for home cleaning or disposal. A bag should be used. Included in Attendance sheet.	
<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	No refreshments provided	
<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	No refreshments provided	
<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; socialising can take place after everyone has left the venue.	

		Cases should be left in vehicles where possible.		Socialising away from 'performance space'	
<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.	Stands borrowed will be sanitised.
<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	Minimum interaction. Short rehearsal. Mingling reduced to follow rule of 6. 2m rule in place at all times	
<b>Transmission through aerosols and touching shared surfaces increases with length of time spent together – Rule of 6</b>	All in attendance – transmission of virus	Limit the number of people you mingle with to 5 others.	M	Remind rule of 6 on attendance instruction	
<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	No lift sharing unless bubbled.	
<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	Any cloths left will be destroyed (wearing gloves)	
<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	H	Secretary to inform all attendees	

		details contacted and informed within 24 hours.			
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