



## 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
Lydney Town & Training Band	Kerry Ford	7 <sup>th</sup> October 2020	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> <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>Mondays 6.30-7.30pm Fridays 7.30- 9pm</p>	<p><b>Small Group - Training Band</b> <b>Sectional - Senior Band</b></p>	<p><b>12 in small group + conductor</b> <b>12 in Sectional + conductor</b></p>
	<p><b>Location</b></p>	<p><b>Who is acting as the event host?</b> (please refer to the <a href="#">BBE decision tree guide</a> to ensure understanding of allowed activity for differing bodies)</p>	
	<p>Lydney Band Hall GL15 5RU</p>	<p>Lydney Town Band – running venue i.e. the bandroom</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?
<b>PLANNING AND PREPARATION OF THE REHEARSAL SPACE</b>					
<b>Attendees bring COVID-19 into the venue</b>	All in attendance – transmission of virus	Attendees asked to not attend if they have any likelihood of having the disease.  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: <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> </ul>	H	Players to check their temperature on the day of rehearsal.	Attendees

		<ul style="list-style-type: none"> <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>			
<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	Vulnerable members contacted to reassure them.	Communicated before event by Secretary
<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	Inspection/assessment to take place 7.10.2020 by

				<p>advance to confirm these are possible.</p> <p>Measure rehearsal spaces to establish maximum capacity which can accommodate 2m social distancing.</p> <p>Set out chairs prior to rehearsal to ensure in correct place.</p>	Secretary and Chairman and then 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	<p>Position chairs side-to-side.</p> <p>One position with screen</p>	Secretary
<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	Indoor space, 2m distancing allocated per individual. Stickers for positioning under chairs.	
<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	Attendees list circulated before hand and held on site, retained for 28 days	Secretary prepared 2 days before rehearsal
<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	Sign-in sheet held by Secretary only at the venue. No transmission	Sheet produced and held in file for each rehearsal
<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> </ul>	Attendance Instructions prepared and issued by Secretary before rehearsal

				<ul style="list-style-type: none"> <li>● Carrier bag for carpet barrier</li> <li>● Hand sanitiser</li> <li>● Face covering</li> <li>● Music</li> <li>● No touching surfaces</li> <li>● Personal sanitation</li> </ul>	
<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	Face coverings worn entering building and up until rehearsal starts.	Included in Attendance instructions - done
<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	Name plan displayed at entrance for individual chair allocation.	Chairs already in place on designated labelled space - fixed
<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		Hard chairs wiped before and after rehearsal by Secretary – each rehearsal
<b>Transmission of COVID-19 via contact with surfaces</b>	All in attendance – transmission of virus	No requirement to touch any surface in the venue.	L	Attendees reminded not to touch any surfaces.	Attendance instructions to include reminder not to touch – done  All touchable surfaces wiped before and after rehearsal by Secretary – each rehearsal
<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 will be issued digitally to attendees. Members will maintain their own music file.  Initially music chosen for small group to facilitate limited attendance	

<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	Doors opened 20min before rehearsal and during rehearsal to maintain ventilation.	
<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	Limited space will mean maximum 12 in attendance + 1 conductor.  Sectional groups kept small.	
<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	Attendance instruction to include arrival instructions.  Distanced markings in place to enable spacing in transit.  Sign-in held by Secretary only to avoid contact. (28 days)  Seat already designated	Attendance instruction issued before rehearsal – every time.  Markings in place and maintained.  Attendance register held by Secretary for 28 days  Floor plan displayed on entry before each rehearsal
<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 space available away from the venue and properties.	
<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	Attendees asked to sanitise at the gate.	To be included on Attendance Instructions - done.  Sanitiser available at venue

<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	Safety reminder issued with attendance instructions. Poster with reminder on display.	Secretary – 2 days before rehearsal
<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	Safety reminder issued with attendance instructions	Secretary – 2 days before rehearsal
<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	Attendees reminded about sanitation regulations – poster on display	
<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	2m social distancing observed at all times. Extra wipes / hand sanitiser available	To be included in Attendance instructions - done
<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	No congregation at entrances. 4m wide gate. Entrance to venue with 2m markings	
<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 <b>distancing</b> is maintained and that <b>face</b>	M	Attendees reminded to use face coverings when using toilet facilities	One-way system in place to avoid contact with others



		<b>coverings</b> are worn when moving to use toilet facilities.			
<b>Transmission via surfaces and aerosols through using and flushing toilets</b>	All in attendance – transmission of virus	<b>Limit access</b> to maintain 2m distancing and/or flow.	M	One-way system in place	Distance reminder in place.
<b>Transmission via surfaces and aerosols through using and flushing toilets</b>	All in attendance – transmission of virus	Toilets should be operated on a <b>one in, one out</b> policy to avoid risks from transmission in small enclosed spaces.	M	1 member at a time to use 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 <b>washing/use of hand sanitiser</b> when touching surfaces (e.g. toilets, sinks, door handles...).	M	Members requested to sanitise before and after using toilet facilities	Sanitation reminder on sink – in place
<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. Hand sanitiser should be made available	L	Provide soap, towels and sanitiser.	Sanitation provision checked each rehearsal
<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 surfaces	M	Monitor use of facilities and maintain cleaning regime.	
<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	No socialising. 2metres distancing maintained at all times	Walk through vide issued to all members

<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	Rehearsal restriction to 1.5hours.  Doors left open at all times.	
<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	No sharing whatsoever	
<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. Chair plan in place	
<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	All side to side 1 position with screening	Chair positioning checked each rehearsal
<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	Area designated on floor for conductor Conductor safety instruction issued before rehearsal	
<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	No bell covers in use due to distancing.	
<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	Pieces chosen for ‘involvement’ to avoid the need for mask touching. (considered safer)	

<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	Cloth and bag on Attendance instructions. Carrier bag used to screen the carpet from water droplets.	Spare cloth and bags available at venue
<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.  Avoid sharing plates and utensils with people outside of your household.	L	No refreshments available.  Attendees allowed to bring own water bottle if necessary	Ensure water bottles removed by attendees
<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; distanced socialising whilst on premises.	Individuals responsible for applying rule of 6 once off the band premises – reminded each rehearsal.
<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.	Own stands used and taken home for cleaning – reminded each rehearsal.
<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	Cloths in use. Carrier bags for screening carpet.  Gap between each rehearsal is min. 3 days allowing time for virus to disperse	Cloth and carrier bag taken home for cleaning

<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	All touchable surfaces to be cleaned after rehearsal  Gap between each rehearsal is min. 3 days allowing time for virus to disperse	Chairs, table surfaces, door handles, light-switches, toilets to be cleaned after each rehearsal by Secretary
<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	No socialising after rehearsal.  Hand sanitiser used again on exit.	Individuals responsible for applying rule of 6 once off the band premises
<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	Egress will be controlled and face coverings re-instated when leaving the building. One-way system in place.	
<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	Members reminded to remove water cloths and to hand sanitise on exit.	Ensure water cloths removed by attendees
<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	Members instructed to notify Welfare Officer of any symptoms. All people in attendance at the last 2wks rehearsals will be contacted.  Individuals asked to follow NHS track and trace advice.	

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