

Rehearsal Orchestra
 COVID-19 risk assessment for:
 October 25th 2020
 Studio 1, The Warehouse, 13 Theed Street, London SE1 8ST

| Risk area | Possible mitigations and actions | Responsible | Relevance | Other relevant notes |
|---|---|---|--------------------------------------|---|
| 1. Infection rate in your area high | | | | |
| Local restrictions apply with little notice | | | | |
| | Check government guidance on local lockdowns (see notes section) Check Coronavirus cases data regularly (see notes section) If there are local restrictions or a local surge in cases, course may need to be cancelled Communicate the cancellation to players who have signed up, venue, MD, website and mailing list for info | Anne-Marie Anne-Marie Whole board Anne-Marie | Keep Keep Keep Keep | Government guidance on local lockdowns Check corona virus cases data regularly |
| 2. Risk to/from individuals to/from group | | | | |
| High/moderate risk/vulnerable individuals attend | | | | |
| | Remind players to check if they are vulnerable and to decide if they wish to attend By requiring players to sign Individual Responsibility letter, people take responsibility for determining their own level o | Anne-Marie Anne-Marie | Keep Keep | NHS guidance: risk categories link to Individual Responsibility Form |
| Infectious individual attends the course | | | | |
| | Exclude potentially infectious individuals from attending and entering rehearsal venue Use on the door questionnaire to stop potentially infectious individuals entering rehearsal venue 4 questions to ask: 1) do they have any of the symptoms: elevated temperature, continuous cough, loss of smell and taste 2) have they been in close contact with someone with symptoms 3) have NHS Track & Trace asked them to self-isolate 4) have they returned from abroad and been asked to self-isolate | Anne-Marie Anne-Marie Anne-Marie | Keep Keep Keep | link to Individual Responsibility Form link to relevant letter link to Individual Responsibility Form |
| Inability to track & trace when someone falls ill outside meeting | | | | |
| | Keep register, with seating plan, of everyone who attends the course for 21 days (for NHS Track & Trace) Ensure if anyone falls ill within 7 days of the course they know who to contact at RO and how If that happens, contact NHS Track & Trace Contact all attendees of the course to let them know Register for and display an NHS Test & Trace poster with a QR code at the entrance to the venue | Anne-Marie Anne-Marie Anne-Marie Anne-Marie Venue | Keep Keep Keep Keep Keep | Test & Trace guidance |
| Inability to deal with person becoming unwell on the course | | | | |
| | Create a plan for this eventuality: Send person home immediately If you need to call transport for them, seat them on non-upholstered chair, wearing face covering and disposable gloves, by open window or door until transport arrives Ask person with symptoms to take a test asap and communicate the result to you Terminate rehearsal immediately and send everyone home Clean rehearsal space carefully Tell venue | Anne-Marie | Keep | |
| Complacency means mitigating measures not complied with | | | | |
| | Remind attendees verbally - at entrance, at break, during rehearsal Reinforce the message during the day (breaks) | Anne-Marie Lev | Keep Keep | |
| Non-compliance with measures means risk to other attendees | | | | |
| | Reserve the right to exclude from future course players who do not comply with the guidance | Anne-Marie | Keep | link to Individual Responsibility Form |
| 3. Behaviour of attendees/individual safety measures | | | | |
| Individuals spread or breathe in virus-laden particles | | | | |
| | Set out expected behaviour: 1) 2 metre social distancing AT ALL TIMES, this means before, during and after musical activity, during breaks, in bathrooms 2) sneeze/cough into tissue/crook of arm (if not wearing a face-covering) 3) if possible and available, use bell-coverings for wind/brass instruments (where relevant) 4) no hugging, hand-shaking, lingering to chat in rehearsal venue before/after; chat outside, at 2m distance 5) wearing of face-coverings in the rehearsal venue mandatory except for actual playing of wind/brass instrument 6) clarify and remind frequently for wind/brass that they can remove for playing, but should comply at all other times (where relevant) 7) have a box of disposable face coverings on hand for those who don't bring one | Anne-Marie Anne-Marie | Keep Keep | link to Individual Responsibility Form |
| Individuals spread/pick up virus by touching shared surfaces | | | | |
| | set out expected behaviours: 1) avoid touching shared surfaces as much as possible 2) sanitise/wash hands on arrival, departure, before/after break, after bathroom visit 3) bring your own and do not share equipment (roisin, valve oil, wax, mutes, etc.) 4) use allocated seat and keep own equipment and personal belongings by and in that space, except large instruments 5) bring your own refreshments (coffee/lunch) 6) players of instruments collecting spit inside to be disposed of need to bring towel/plastic bag or sealable plastic container (where relevant) | Anne-Marie | Keep | link to Individual Responsibility Form |
| Volunteers pick up virus in course of their duties | | | | |
| | for volunteers helping with register/set up of percussion/traffic management/cleaning etc.: 1) contain and designate their area of operating (e.g. cleaning only, entrance only) 2) provide relevant personal protection equipment - e.g. disposable gloves, cleaning materials | Whole board | Keep | |

4. Rehearsal space

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| Your usual venue is not Covid-19 secure | check against COVID-19: guidance for the safe use of multi-purpose community facilities (link in notes) | Whole board | Keep | Covid-19 Guidance for the safe use of multi-purpose-community-facilities link to The Warehouse risk assessment |
| Space not large enough (floor and volume) to be safe | reduce numbers rehearsing to ensure radius of 2m-3m around each player and 3-5m distance to conductor reduce numbers rehearsing to ensure social distancing of 2m is possible at all times, not just during singing/playing consider: entrance/exit, route to bathrooms, route to break area, socially distanced queues at any of these points | Whole board | Keep | plan for 25 Oct allows for accommodating reduced numbers |
| Build-up of aerosols | find out if there is mechanical ventilation (air-conditioning) and what kind, to what standard consider: no recycling of air, no blowing air across participants (ideally draw used air away upwards), frequency of air-change, (HEPA) filters fitted, maintenance, age of system if no mechanical ventilation in place, look at doors and windows build ventilation into your schedule: before rehearsals, in break, afterwards | Anne-Marie | Keep | Air con at The Warehouse fed by fresh air from courtyard |
| Build-up of virus on shared surfaces | ask venue to remove any equipment or items that you do not use to prevent people leaning against/using them (clean) if using venue chairs: 1) try to make sure they are hard chairs (can be cleaned) 2) clean before and after use 3) limit number of volunteers handling such shared equipment cleaning of shared surfaces - tables, light switches, door handles - before and after rehearsals | Anne-Marie Venue Venue | Review | the chairs have lightly upholstered seats and metal handles music stands and chairs |
| Covid transmission in bathroom facilities | | | | |
| Aerosols in air | ensure social distancing maintained/at all times consider blocking off some of the sinks to maintain that | Anne-Marie Venue | Keep | to be mentioned in advance and reinforced verbally on the day ideally one person at a time |
| Contaminated surfaces | ensure cleaning before and after rehearsals, more frequently if few facilities for many people encourage hand washing - soap, paper towels, poster reminding, poster with handwashing technique provide hand sanitiser on way into toilet facilities | Venue Venue Venue | | |
| Queueing points and traffic flow (applies to all rooms / areas) | | | | |
| Difficulty of maintaining 2m social distancing | Think about pathways and routes throughout the rehearsal venue needing to allow for 2m social distancing 2m markers on floor; one way systems; clear signage Arrival will take time (register/pre-assessment): manage queueing consider using volunteers/stewards Leaving after rehearsal - reminder not to linger and socialise with distancing | Venue Venue Anne-Marie Whole board | Review Review Keep Keep | we can use separate in/out doors verbal instructions to be given we will ask players not to arrive more than half an hour before the start link to Individual Responsibility Form |
| Rubbish | | | | |
| Contaminated material not properly disposed of | to be discussed with venue - whose responsibility? Whose binbags/bins? Where to dispose binbags to? ensure no rubbish there before rehearsals/bins empty dispose of rubbish safely after rehearsals | Venue Venue Venue | Keep | venue will provide additional bins |
| Cost | | | | |
| Measures that are possible/deemed necessary/ are not affordable | negotiate hire fee with venue consider course fees under new circumstances consider other costs eg music hire | Whole board Whole board Whole board | Review Review Review | venue has already reduced the hire fee not applicable Oct 2020 not applicable Oct 2020 |
| Other users of venue | | | | |
| Activity before yours leaves legacy of droplets/aerosols | discuss with venue what activities take place before you that day Ensure enough time to clean and ventilate between previous activity and yours | Venue | Review | not applicable Oct 2020 not applicable Oct 2020 |
| 5. Your musical activity | | | | |
| Venue cannot accommodate whole group at 2m distancing | reduce numbers rehearsing to ensure radius of 2m-3m around each singer/player and 3-5m distance to conductor | | | see section 4 (ii) |
| Covid-safe placing of individuals during activity | consider staggered rows; everyone has 2m radius; 3m for flutes/trombones consider plastic screens | Whole board Whole board | Review Review | single desks for strings |
| Participants cannot hear each other/conductor/vice versa | need not to over-project (increased emission of aerosols) consider using a pocket amp/head mic for conductor | Whole board Whole board | Review Review | the space and number of players should mean all can hear Lev clearly |
| Virus spread through use of shared instruments/equipment | if unavoidable (e.g. large instruments, percussion), create a cleaning regime (see guidance in notes) ensure that volunteers involved in handing out/setting up of equipment are registered/provided with gloves etc. ensure that all users of equipment wash hands before and after use and/or use hand sanitiser | Whole board | Review | Making Music guidance Covid-19 secure cleaning for various instruments |
| Virus spread through sheet music | email parts to players for them to print their own for practise (acceptable if you have bought/hired) remind players not to share and only to use own set of music | Anne-Marie | Review | we aim to circulate pdfs in advance for practise purposes parts can be 'quarantined' before the day - each person will use an individual part |
| Aerosol transmission through prolonged exposure | reduce overall length of rehearsal/day incorporate ventilation into your time planning | Whole board | Review | see above |

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| Increased aerosols through high volume sound | reduced volume of playing wind/brass means less need for participants to breathe deeply | Whole board | not applicable Oct 2020 |
| Aerosol transmission to/from conductor facing the group | 2m-plus between front row of players and conductor face coverings for conductor and players | Whole board | Keep link to Individual Responsibility Form |
| Instruments which accumulate spit | ensure players bring towels for emptying spit on to and plastic bags to contain them remind players regularly not to empty on to floor | Whole board | Review not applicable Oct 2020 not applicable Oct 2020 |
| Wind/brass instrument potentially higher aerosol production | in the shortest (tubing) highest/loudest instruments there may be higher aerosol production consider layout with those instruments at the front (but don't forget risk to your conductor!) where available or people can create their own, suggest bell-coverings (shower caps for trumpets...) [commercial product now available (Moisture guard) or US study suggests double layer of 80 denier tights!] | Whole board | Review not applicable Oct 2020 |
| Percussion needs help setting up | see above for volunteers – note and limit their activity, provide relevant PPE | Whole board | Review not applicable Oct 2020 (see above re shared equipment) |
| 6. Ancillary activity | | | |
| Provision of refreshments is source of transmission | ideally ask participants to bring their own if you have to provide – does venue have protocol for this? If so, follow that if you have to provide and no venue protocol exists, then provide with disposable cups and teaspoons transmission to participants transmission to volunteers handling refreshments | Whole board | Review players to be asked to bring own refreshments Oct 2020 not applicable Oct 2020 not applicable Oct 2020 not applicable Oct 2020 |
| Breaks risk compromising 2m social distancing | check latest Government guidance/requirements | Whole board | Review |
| Arrival/departure compromises 2m social distancing | players to go straight to allocated space on arrival and to leave hall straight away on departure | | a steward to ask people to queue safely to come in - seating plan available in advance player name on music stand |
| 7. Transport to/from rehearsals | | | |
| Attendees pick up Covid on the way to/from rehearsals | encourage players to use most COVID-secure method of transport space for umbrellas/wellies/wet raincoats? Place to lock bikes? Car parking | Whole board | Review link to Individual Responsibility Form |
| 8. Your organisation | | | |
| Desirable/necessary risk management measures unaffordable | keep under review revenue/costs and benefits of continuing to provide smaller-scale courses insurance: activity will be covered, provided it follows official guidance and has been risk-assessed, ie not acting negligently consider those who are able to pay less as a result of the pandemic | Whole board | Review (Making Music public liability insurance) |
| Loss of reputation due to rehearsing/not rehearsing | consider how to communicate with, for example, the players, volunteers, music professionals, supporters and the wider public share your risk assessment (e.g. link to website) | Whole board | Review |