BBE Risk Assessment Template – 15 Sep 2021

**RISK ASSESSMENT**

**COVID-19 Secure Brass Band Rehearsals, Contests and Performances**

This risk assessment template is designed to cover many different scenarios and risk mitigations in running a brass band rehearsal/performance/event in a way that ensures that the activity can be carried out in line with Health and Safety legislation. This guidance is non-statutory and organisations might find alternative mitigations suit their setting better. BBE recommends that each risk shown is addressed in your own risk assessment even if alternative methodology to minimise the risk is used. Not every point will be applicable in every situation and, as such, acknowledging the risk is not applicable is acceptable which might be the case particularly for outdoor events.

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.

N.B. Under Health and Safety legislation volunteers have the same right to carry out their work in a safe environment as employees and this will bring most brass band activity within scope of the health and safety legislation. The Government has issued guidance (Working safely during coronavirus (COVID 19): guidance from Step 4 events and attractions) to help understand what these additional risks are, but you are required to put appropriate mitigations in place to reduce these risks.

It is also important to assess the impact of any mitigations on any participants who might have protected characteristics such as those with limited mobility in alternative facilities or those who might have compromised immune systems that could be put at increased risk if, for example, spacing is reduced.

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| **Band name** | **Person undertaking assessment** | **Date of assessment** | **Date of next review** |
| <insert name> | <insert name> | <insert date> | 15 Sep 2022 (or sooner if Government advice changes) |

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**Scope of activity, location and time**

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| --- | --- | --- |
| **The key principles underpinning  this risk assessment are:** | **Date/time of rehearsal** | **Location** |
| 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.  To fulfil the expectations around the resumption of playing activities, delivering face-to-face rehearsals ensuring that the rehearsal takes place in a safe environment.  If a band member has had a positive COVID-19 or suspected case they **must not** attend band and should seek a covid test and follow medical advice. | <insert date/time> | <insert name/address of rehearsal venue> |
| **How many in attendance?** |  |
| <insert numbers> |  |

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**Associated guidance**

**Government guidance:**

DCMS Performing Arts guidance   
<https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>

**Brass Bands England guidance:**

<https://www.bbe.org.uk/what-we-do/covid-19-advice-guidance-and-resources>

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| **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?** |
| **General risks and considerations that must be accounted for** | | | | | |
| **Attendees bring COVID-19 into the venue** | All in attendance – transmission of virus | Band members or audiences should self-isolate if they or someone in their household has a new, persistent cough; a high temperature; or loses/has changes to their sense of taste or smell, even if these symptoms are mild. These cases should follow a PCR test as soon as possible. They must also self-isolate if they or someone in their household has had a positive COVID-19 result, or if they have been told to self-isolate by NHS Test and Trace. If you know that someone is self-isolating, you must not ask or make them come to work. It is an offence to do this. | H |  |  |
| **Transmission of the COVID virus** | All In Attendance.  The different ways the virus can spread  •Aerosols  •Droplets  •Surfaces  You will need measures to reduce the risk of each type of transmission | * Use a nominated single point of contact to liaise with Local Public Health Teams on behalf of the band and its members * **Aerosols** – Increase ventilation either mechanical or passive. Use ventilation systems where available, open doors and windows and passive vents. Use CO2 monitoring to ensure ventilation is sufficient for the number of users. If ventilation cannot be increased, consider restricting numbers. Use outdoor space wherever possible. * **Droplets** – Reducecontactbetween people. Increase the space between participants, require the use of face coverings in enclosed or crowded spaces, use screen or barriers to separate people, avoid face to face interactions, reduce activity time * **Surfaces** – Use hand sanitiser frequently particularly with shared objects like stands, Music or drumsticks. Maintain increased regular cleaning of surfaces. Provide additional handwashing facilities. | H |  |  |
| **High Risk Activity** | All in attendance | * Avoid higher risk elements such as breathing heavily, singing, raising voices when planning programming | H |  |  |
| **Varying activity in different spaces creating unplanned risks** | All in attendance. Different groups with different numbers, length of activity or differing facilities could increase risks previously considered for the average set ups. | * You might need different measures for different groups at different times in different areas. * Particularly consider larger groups, Smaller or poorly ventilated spaces and activity that might keep participants in enclosed spaces for longer periods of time | H |  |  |
| **Managing Risks in Unusual spaces** | All users – This includes small teaching rooms, libraries, Backstage areas or adjudicator boxes which might pose increased risk compared to the general space used for activities | * Consider limiting numbers in such spaces in ventilation cannot be increased | H |  |  |
| **Security** | Consider any new security risks to either members or the public as a result of altered practices | * Are additional measures taken to ensure windows and doors not previously used are secure at the end of activity * Are there security concerns if audiences are using public spaces | M |  |  |
| **Closure** | Participants, Organisational reputation | * A plan show be made for when to close facilities in the case of an outbreak to minimise the spread within the organisation * Consider the implications of closing if that causes performances to be cancelled. The risk of large numbers being identified as close contacts is considerably higher if spacing is reduced | L |  |  |
| **Managing the workforce** | Transmission to all | * Require members to pass a negative lateral flow test to attend * Encourage participants to get the vaccine | H |  |  |
| **Outbreak in the band** | All in attendance | * Have a system to be able to identify close contacts (increasing spacing will reduce the number of close contacts * Have a single point of contact to report to the local authority health team * Tell close contacts to self-isolate if instructed to by the local public health team * Have a plan of when to suspend activity * Thoroughly clean facilities if there is a confirmed case * Follow the instructions from the local health team if they declare an outbreak | H |  |  |
| **Risks highlighted by the events research programme** | All users – Particular risks include. Local prevalence of the virus, Venue environment i.e. small spaces, Attendee behaviours and travel. Combinations of these risks present significantly increased risk. | Avoid the combination of any listed risks and reduce any that exist in isolation. | H |  |  |
| **Location** | Indoor events pose significantly increased risk compared to outdoor risks.  If outdoors consider incidental indoor spaces such as toilets, bars, adjudicator boxes | * Increase ventilation in all indoor spaces and limit numbers where this is not possible. * Minimise congregating with the use of que systems, signage and staggered entry. * Minimise movement between people in passing audiences. This might include encouraging static audiences to find space away from the flow of a passing audience or the use of zoning to create a space for seated audiences restricted to those who have passed a recent lateral flow test. * Reduce crowd density – spacing between people reduces risk of transmission utilis stewards to support sufficient spacing. * Minimise energetic activity which increases the risk of transmission | H |  |  |
| **Changes due to developing risks** | All users who do not receive updated communications | * Communicate changes i.e. online ticket sales * Use the NHS COVID pass as a condition of entry * Remind of measures that are in place * Follow good hygiene with increased hand washing * Do not allow entry to anyone with symptoms or suspected cases * Consider displaying an NHS QR code * Have a communication plan for messages, especially on the day of events * Consider an attendee code of conduct in pre event communication | M |  |  |
| **Activities Specific Recommendations from BBE** | | | | | |
| **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.  Ensure that reasonable adjustments are made for those with protected characteristics i.e. increased spacing to protect those who are immune compromised | M/H |  |  |
| **Close proximity** | All in attendance – transmission of virus. Close proximity increases the risk of transmission and the likelihood of forming close contacts who might be required to self-isolate. The spray of emptying water keys only becomes a droplet risk when in close proximity. | Rehearsal space is checked to ensure that social distancing can be maintained. BBE recommends that 1m distancing can be used where other mitigations can be provided such as increased ventilation, reduced numbers, CO2 Monitoring, Screens barriers or reduced activity time. If these are not possible, consider increasing spacing as much as possible.  Measure rehearsal spaces to establish maximum capacity which can be accommodated in the setting with the planned spacing. | H |  |  |
| **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. | L |  |  |
| **Transmission of  COVID-19 as aerosols  in enclosed spaces** | All in attendance – transmission of virus | Where possible, rehearsals will be held in outdoor spaces. | L |  |  |
| **Close proximity for longer than necessary** | Individual operating sign-in – transmission of virus | An expected attendance list is created in advance of rehearsal. | L |  |  |
| **Close proximity for longer than necessary** | 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 |  |  |
| **Transmission of COVID-19  via contact with surfaces** | Persons sharing objects | Minimise the sharing of items such as Music Stands, Instruments, Water cloths  Checklist sent to all members in advance:   * Instrument * Stand * Cloth (and  waterproof bag) * Hand sanitiser * Face covering * Music | L |  |  |
| **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) whenever possible in enclosed or crowded settings. Including those who can maintain wearing them whilst activity takes place i.e. conductors and percussion | H |  |  |
| **Transmission of COVID-19 via contact with surfaces** | All in attendance – transmission of virus | Regular and increased cleaning to be followed. Especially in high contact areas such as door handles, chairs, stands and switches | L |  |  |
| **Transmission of COVID-19 via contact with surfaces** | All in attendance – transmission of virus | Reduce the contact of passing out music to a minimum if possible 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.  If not possible music will be distributed by a single person with regular hand sanitisation and with the minimum amount of contact | L |  |  |
| **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. | H |  |  |
| **Transmission between members through close proximity and congregating before arrival** | 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.  **SIGNING IN REGISTER TO BE RETAINED FOR 28 DAYS** | L/M |  |  |
| **Transmission on surfaces between members** | 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 |  |  |
| **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 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 including reminders on good hand washing. | L |  |  |
| **Transmission via surfaces and aerosols through using and flushing toilets** | All in attendance – transmission of virus | Band members should ensure planned social distancing is maintained and that face coverings are worn when moving to use  toilet facilities. | M |  |  |
| **Transmission via surfaces and aerosols through using and flushing toilets** | 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 |  |  |
| **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 |  |  |
| **Touching surfaces after using the toilet leading to transmission** | All in attendance – transmission of virus | Hand sanitiser should be made available. | L |  |  |
| **Transmission via surfaces and aerosols through using and flushing toilets** | All in attendance – transmission of virus | Clean toilets during event / frequent wipe down of surface. | M |  |  |
| **Aerosol transmission increasing with time through accumulation** | All in attendance – transmission of virus | Keeping the activity time involved as short as possible.  Consider ‘ventilation’ breaks at least once an hour if there is not sufficient ventilation for the space/number of users. | L/M |  |  |
| **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 transparent barrier while directing the band and maintain the planned distance from players. | 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 | Don't provide refreshments. Ask participants to bring their own if necessary. | L |  |  |
| **Transmission between members on surfaces** | All in attendance – transmission of virus | Avoid sharing plates and utensils with people outside of your household. | L |  |  |
| **Transmission between members and other room users on surfaces** | All in attendance – transmission of virus | If rehearsing indoors, the floor and other surfaces 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 |  |  |
| **Subsequent transmission by members if caught at  the venue** | General Public – transmission of virus | If someone at the event develops symptoms after the event – identify close contacts and report to the local health team for instruction. | H |  |  |