

James Farrell Concert Band
COVID-19 risk assessment for:
Tuesdays, at 8pm (starting 6th July 2021)
Dewsbury Road Social Club
393 Dewsbury Road, Leeds LS11 5LR

Risk area	Possible mitigations and actions	Responsible	Releva	Other relevant notes
1. Infection rates high/rising quickly				
Local restrictions are applied with little notice				
	<p>Check government guidance prior to each rehearsal (see notes section)</p> <p>Check Coronavirus cases data regularly, including for your local area (see notes section) if there are local restrictions or a local surge in cases, cancel rehearsals for that week</p> <p>remember to communicate with: members, MD, volunteers, venue</p> <p>whole committee decision</p>	<p>Pauline Lancaster</p> <p>Pauline Lancaster</p> <p>Pauline Lancaster</p> <p>Pauline Lancaster</p> <p>ALL</p>	<p>Keep</p> <p>Keep</p> <p>Keep</p> <p>Keep</p>	<p>Government guidance on local lockdowns</p> <p>Check corona virus cases data regularly</p>
2. Risk to/from individuals to/from group				
High/moderate risk/vulnerable individuals attend				
	<p>check definition of high/moderate risk/vulnerable persons at least once a term (see notes)</p> <p>identify high/moderate risk/vulnerable individuals via self-assessment, questionnaire, direct conversation</p> <p>re-evaluate at regular intervals/as guidance changes, e.g. at least once a term</p> <p>consider - if they don't self-exclude, do you want to exclude individuals at high/moderate risk from in-person meetings</p> <p>if exclusion - for how long? Re-evaluate regularly (at least once a term) - determine criteria, e.g. change of guidance</p> <p>if allowing attendance, clarify it is attendee's decision, that group's measures cannot reduce risk to zero - ask them to sign that they have understood</p> <p>encourage uptake of vaccination PLEASE NOTE YOU CANNOT MAKE THIS MANDATORY to avoid discrimination and because it is not legally possible to enforce medical treatment on someone in the UK</p> <p>encourage especially those in these categories to notify you if they have had vaccinations and the dates</p> <p>encourage members, volunteers, staff (e.g. MD) to use regular lateral flow tests - free home tests available in England</p> <p>encourage those who are doing regular lateral flow tests to notify you</p>		<p>Keep</p> <p>Keep</p> <p>Review</p> <p>Review</p> <p>Keep</p> <p>Keep</p> <p>Keep</p>	<p>NHS guidance: risk categories</p> <p>assume individuals will assess own risk- obtain vaccination status</p> <p>Information on free lateral test kits (England)</p>
Infectious individual attends rehearsals				
	<p>exclude potentially infectious individuals from attending and entering rehearsal venue</p> <p>use on the door questionnaire to stop potentially infectious individuals entering rehearsal venue</p> <p>4 questions to ask:</p> <p>1) do they have any of the symptoms: elevated temperature, continuous cough, loss of smell and taste headache, sore throat and runny nose</p> <p>2) have they been in close contact with someone with symptoms</p> <p>see detail on meaning of 'close contact' in risk assessment guidance</p> <p>3) have NHS Track & Trace asked them to self-isolate</p> <p>4) have they returned from abroad and been asked to self-isolate</p> <p>consider testing</p> <p>encourage members, volunteers, staff (e.g. MD) to use regular lateral flow tests - free home tests available in England</p> <p>encourage those who are doing regular lateral flow tests to notify you</p> <p>encourage uptake of vaccination PLEASE NOTE YOU CANNOT MAKE THIS MANDATORY to avoid discrimination and because it is not legally possible to enforce medical treatment on someone in the UK</p> <p>encourage those who have had vaccinations to notify you, including dates PLEASE NOTE YOU CANNOT ENFORCE THIS, JUST ENCOURAGE!</p>	Venue	<p>Keep</p> <p>Keep</p> <p>Keep</p> <p>Keep</p> <p>Keep</p> <p>Keep</p> <p>Keep</p>	<p>Ask questions at door</p> <p>Download a sample questionnaire from our COVID secure rehearsals guidance</p> <p>Information on free lateral test kits (England)</p>
Inability to track & trace when someone falls ill outside meeting				
	<p>keep register, with seating plan, of everyone who attends rehearsals every week, for 21 days (for NHS Track & Trace)</p> <p>ensure if anyone falls ill between one rehearsal and the next that they know to contact group and who to contact</p> <p>if that happens, contact NHS Track & Trace</p> <p>AND contact all attendees of last 2 rehearsals; ask to self-isolate for 10 days from date of attending rehearsal with patient</p> <p>from 18 September, it is mandatory to keep details of attendees for 21 days for NHS Test & Trace (England)</p> <p>from 24 September (England), it is mandatory for your venue to display an NHS Test & Trace poster with a QR code at the entrance Venue</p> <p>(you should still take an attendance register and also take details manually for those who don't have smartphones/QR code won't scan)</p>	<p>Pat Skinner</p> <p>Mike Riley</p> <p>Venue</p>	<p>Keep</p> <p>Keep</p> <p>Keep</p> <p>Keep</p>	<p>e-mail mrriley@ntlworld.com</p> <p>contact club if this happens</p> <p>contact all attendees at that rehearsal?</p> <p>Test & Trace guidance</p> <p>? Do we have to scan in at the Venue</p>
Inability to deal with person becoming unwell in rehearsals				
	<p>create a plan for this eventuality:</p> <p>send person home immediately</p> <p>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</p> <p>ask person with symptoms to take a test asap and communicate the result to you</p> <p>terminate rehearsal immediately and send everyone home, asking them to self-isolate until test result received</p> <p>clean rehearsal space carefully</p> <p>tell venue</p>		<p>Keep</p> <p>Keep</p> <p>Keep</p> <p>Keep</p>	

reduce length of rehearsal overall to maximum one hour

Keep 90minutes

Build-up of virus on shared surfaces

check with venue

ask venue to remove any equipment or items that you do not use to prevent people leaning against/using them (cleaning!)

if using venue chairs:

1) make sure they are hard chairs (can be cleaned)

2) clean before and after use

who will do this cleaning - you or venue? Who provides cleaning materials?

3) limit number of volunteers handling such shared equipment

keep a register of who does it on what date; provide gloves and hand-sanitiser

cleaning of shared surfaces - tables, light switches, door handles - before and after rehearsals

who will do this cleaning - you or venue? Who provides cleaning materials?

cleaning of facilities: bathrooms, sinks, kitchens

who will do this cleaning - you or venue? Who provides cleaning materials?

Upolstered chairs!

Covid transmission in bathroom facilities

Aerosols in air

ensure social distancing maintained when queueing for facilities and also inside toilet block

remind everyone of requirement of 'no mingling' (England) at all times

remind everyone (all nations) of social distancing of 2m to be maintained at all times

consider blocking off some of the sinks to maintain that

consider queue traffic management with tape/barriers/stewards

Venue

Venue

Keep

Keep

Keep

Contaminated surfaces

ensure cleaning before and after rehearsals, more frequently if few facilities for many people

who will do this cleaning - you or venue? Who provides cleaning materials?

encourage hand washing - soap, paper towels, poster reminding, poster with handwashing technique

provide hand sanitiser on way into toilet facilities

Venue

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

well-marked paths with directional arrows/flow control measures (cones, barriers)

Arrival will take time (register/pre-assessment/temperature): manage queueing

consider using: posters/signs, tape on floor, barriers/cones, volunteers/stewards

consider also: queue management if queueing in public area (street), staggered arrival?

Leaving after rehearsal - consider staggering it; reminder not to linger and socialise inside

Queueing for the bathrooms/routes to and from bathrooms/inside the bathroom block

Break area and routes to and from break area

Refreshments area (if there is) and routes to and from it

'Bagging area', e.g. where instrument cases or bikes or other large items can be 'parked', and routes to/from it

one way routes are very helpful for people, as they do the job of social distancing for them, ditto floor tape – make it easy!

???

Keep

Keep

Rubbish

Contaminated material not properly disposed of

to be discussed with venue - whose responsibility? Whose binbags/bins? Where to dispose binbags to?

more bins than usual

ensure no rubbish there before rehearsals/bins empty

dispose of rubbish safely after rehearsals

provide volunteers with gloves, hand sanitiser, soap/towels

Venue

Venue

Venue

Venue

Mike Riley

bin bags available

will have box of gloves/hand sanitisers in rehearsal room

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

ensure enough time so that participants do not cross over, creating pinch points you would not be able to control

consider scheduling your activity a bit later to ensure 'clear blue water' between previous use and yours

Venue

Venue

Venue

Review

5. Your musical activity

Venue cannot accommodate whole group at 2m distancing

find out how many members willing/able to attend now and reassess venue capacity on findings

it may be that in a few months guidance on social distancing has changed; or you have found another venue

reduce numbers rehearsing to ensure radius of 2m-3m around each singer/player and 3-5m distance to conductor

this can buy you time to find a larger venue/see whether guidance on 2m distancing changes

Keep

Keep

Keep

doodle poll

Covid-safe placing of individuals during activity	not face to face consider re-doing entire set-up – can trombones or flutes be the front row for a while? 3m-5m between front row of singers/players and conductor (against: cost, storage, potentially useless (aerosols float above), potentially more dangerous (virus traps), who cleans?)		Keep Keep Keep
Participants cannot hear each other/conductor/vice versa	do not just shout or speak/sing more loudly! (increased emission of aerosols) weigh up (temporary) unsatisfactory musical experience against social isolation and (long-term) danger of group drifting apart		Keep Review
Substantial numbers cannot attend in person	this is likely initially, so make a plan to provide activity, to minimise risk of alienating non-attendees long-term weigh up (temporary) investment in additional resources (e.g. additional MD time) against losing these members forever		Review Review
Virus spread through use of band 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 band equipment are registered/provided with gloves etc. ensure that all users of band equipment wash hands before and after use and/or use hand sanitiser ensure that the same instrument is always issued to the same user to further minimise cross contamination	Mike Riley Mike Riley	Review Making Music guidance Covid-19 secure cleaning for various instruments Keep Keep Keep own instruments
Virus spread through sheet music	email it to people and ask them to print their own for practise (acceptable if you have bought/hired) hire/buy as usual, pack into sealed plastic folders, issue to members with instruction to leave sealed for 72 hrs in all cases, remind constantly not to share and only to use own set of music		Discard Keep Keep Music is in prepared pads for all players
Aerosol transmission through prolonged exposure	reduce overall length of rehearsal – some recommend no more than 1 hour in total reduce rehearsal 'stints' to between 15-30mins and then ventilate for 15 mins so max. would be 30 mins rehearsal, 15 mins ventilation, 30 mins rehearsal = 1hr 15mins overall incorporate ventilation into your time planning constantly remind attendees of the requirement of 'no mingling' (England) constantly remind attendees of the requirement to be socially distance at all times (all nations)		Keep 90mins max Ventilation of teaching spaces: Questions you need to ask
Increased aerosols through high volume sound	reduced volume of singing or playing wind/brass also means less need for participants to breathe deeply i.e. also reduces risk of 'hoovering up' a large amount of aerosols through in-breaths adapt what you do in rehearsals (e.g. focus on harmonies, rather than articulation; listening rather than fortissimo) adapt repertoire temporarily to work on quieter pieces with less 'air-intensive' techniques		Keep MD will advise Keep
Virus spread through shared equipment	make clear from the start and build in regular reminders NOT to share equipment depending on your group this could be sheet music, music stands, mutes, rosin, valve oil, reeds, strings, mics, etc. keep reminding members to bring all of their own stuff for emergencies (e.g. instrument breaks!), have a disinfecting plan in place and/or gloves etc. to minimise transmission risk		Keep Keep Keep
Aerosol transmission to/from conductor facing the group	3m-5m between front row of singers/players and conductor Beware – aerosol can travel above; it can act as 'virus trap' not cleared by ventilation; who will clean, properly? face coverings for conductor and singers/players	Lee Muncaster	Keep Keep Keep
Instruments which accumulate spit	ensure players bring towels for emptying spit on to and plastic bags to contain them or: old take away plastic boxes which can be sealed and taken away have paper towels and sealable plastic bags on stand-by for those who forget; remember safe disposal afterwards remind players regularly not to empty on to floor, try and help them re-learn what may be automatic behaviour!	Mike Riley Pauline Lancaster	Keep Keep Keep Keep
Wind/brass instrument potentially higher aerosol production	in the shortest (tubing) highest/loudest instruments there may be higher aerosol production to inspire confidence in fellow players, consider greater distance (e.g. 3m) especially for trombones and flutes/piccolos consider layout with those instruments at the front (but don't forget risk to your conductor!) increase ventilation/shorten rehearsal bouts where available or people can create their own, suggest bell-covers (shower caps for trumpets...) commercial product now available (Moisture guard) or US study suggests double layer of 80 denier tights!		Keep Keep Keep

consider use of bell covers AND musicians face masks with slits (available from US)

Keep

Percussion needs help setting up/is band equipment

see above for volunteers – note and limit their activity, provide relevant PPE
see above for band equipment – limit use, clean before and after, ask player to hand sanitise before and after use

Review no percussion initially

6. Ancillary activity

Provision of refreshments is source of transmission

ideally ask participants to bring their own

Keep Interval drink

Breaks risk compromising 2m social distancing

even if you didn't use to have a break, it is likely you will need one now, to accommodate the need to ventilate
consider:
Ideally people leave the room entirely, but where should they go?
how they get there whilst not bunching up
whether there's enough room there for them to maintain 2m distancing
England: absolute requirement of 'no mingling', at all times (even during breaks)
all nations: absolute requirement to be socially distanced at all times (2m minimum)
how you get them all to leave quickly but in an orderly fashion so you get maximum ventilation time

Keep Remain seated for short break

Arrival/departure compromises 2m social distancing

stagger arrival/departure times? (e.g. leave in seating rows, as they do in planes)
remind of expected behaviours: no lingering on arrival or departure to chat to friends
England: absolute requirement of 'no mingling'
all nations: absolute requirement to be socially distanced at all times (2m minimum)
to go straight to allocated space on arrival and to leave hall straight away on departure – chatting can be done outside!
use signage, one way systems, volunteers, tape on floor...

Review

Venue

7. Transport to/from rehearsals

Attendees pick up Covid on the way to/from rehearsals

discuss with members, so that they are aware of desirable hierarchy of transports:
walk, cycle, own car – ideal
shared car – use face coverings, open windows, sit far from each other
public transport least good, but trains better than buses better than underground
look at your venue:
space for umbrellas/wellies/wet raincoats?
places to lock bikes?
parking?
if public transport unavoidable (e.g. London) – can you adjust rehearsal time to avoid busiest transport times?

Discard Responsibility of individuals to arrange appropriate transport

8. Your organisation

Desirable/necessary risk management measures unaffordable

do you want to put off meeting again in person for a few months?
carefully cost up one-off investments (e.g. pocket amp/mic for conductor) with new ongoing commitments (venue?)
consider cleaning materials, disposable stuff (e.g. gloves, coffee cups etc.), extra binbags...
are you saving costs elsewhere?
are you able to increase your income (e.g. voluntary increased subscriptions)
insurance: your activity will be covered, provided it follows official guidance and has been risk-assessed, so that you are not acting negligently - NO ADDITIONAL COST

Discard Band funds healthy

(too many) volunteers needed to run rehearsals

do you want to go ahead now with in person rehearsals?
carefully work out the number of people you will need – can those attending to play/sing help with a task in rotation?
if not, where will you find the volunteers you need?
consider burnout risk if it's always the same suspects or if you expect too much of a single person

yes

yes

Loss of income from membership subscriptions

if you are providing different activities to parts of your membership – should that carry the same subscription?
will you/are you providing a 'reduced service' and are members therefore going to expect a reduced charge?
you have additional costs – can careful communication with members enable you to cover those from subscriptions?
consider those who are able to pay more
consider those who are able to pay less – and who may have lost their job over this or struggle with finance as a family

subscription same for all members

Loss of reputation due to rehearsing/not rehearsing

you are obliged to consult your stakeholders, i.e. your members, volunteers, music professionals (MD, accompanist), venue
ensure you communicate whatever you decide (rehearsing/not rehearsing) thoroughly to all the stakeholders
communicate with the public, i.e. potential members or volunteers, past or potential audiences etc.
if you do rehearse in person, be sure to communicate with the passing public that this is permitted activity
share with public your risk assessment (e.g. link to website)

band members kept informed by e-mail