

ALLEGRA CONCERT BAND – INDOOR RISK ASSESSMENT – NORK HALL

Large group rehearsing indoors

Band Name	Person undertaking assessment	Date of assessment	Date of next review
Allegra Concert Band	Helena Goldberg	22-07-2021 Revision D	01/09//2021 (or sooner if Government advice changes)

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 ensures 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"> • A temperature above 37.8°C • A dry persistent cough that has developed during the week • A loss of taste or smell (anosmia) <p>Or if any member of your household has presented any of the above symptoms within the last 2 weeks:</p> <p>They must not attend band and should seek medical advice either by contacting their GP or calling 111 to seek advice.</p>	25-07-21 11am–1pm Then all Sundays 11am-1pm	Concert Band with limited Numbers	35 approximately
	Location	Who is completing this risk assessment?	
	Nork Community Centre - Hall 38, Nork Rise, Nork, Banstead SM71JN	ALLEGRA CONCERT BAND	

ALLEGRA CONCERT BAND

COVID ACTION TEAM

A team of six members from the band has been formed to manage and control the spread of Covid-19 virus within the Allegra Concert Band indoor and outdoor rehearsals and events.

Members

Helena Goldberg **HG** – Chairman

Paula Goodwin **PG** – Director of Music

Michael Avis **MA** – Secretary

Peter Gadd **GP** – Treasurer

Karen Gonet **KG** – Librarian

James Gonet **JG** – Librarian

Government and associated guidance:

The Department for Business, Energy & Industrial Strategy and Department for Digital, Culture, Media & Sport published updated guidance July 2021.

The guidance applies to Events and attractions

Guidance for people who work in settings related to events and visitor attractions.

This document gives guidance on how to open workplaces safely and organise events while reducing the risk of spreading COVID-19. It provides practical considerations on how to apply this in a workplace which provides visitor attractions (such as a theatre, historic building, theme park or conference centre) or when organising events (such as exhibitions, trade shows, live performances, festivals and sporting events).

Indoor and outdoor events of any size, organised by businesses, charitable organisations, or public bodies. This includes business events (such as conferences, exhibitions, conventions, consumer/trade shows and other events and meetings), grassroots sport events, performing arts events (including theatre, music and other live performance events and festivals), and other events (including shows, fashion events and fairs).

Performing arts venues, such as theatres, concert halls, and dedicated music venues (which host music and other programming artists that perform in front of audiences).

The guidance gives six priority actions

1. Complete a health and safety risk assessment that includes risks from COVID-19
2. Turn people with COVID-19 symptoms away.
3. Provide adequate ventilation.
4. Clean more often.
5. Enable people to check in to the NHS Test & Trace QR poster at your venue.
6. Communicate and train members.

Rehearsal Venue

Nork Community Hall is a Community Facility that is complying with all covid secure requirements.

Band Rehearsals

Allegra Concert Band performs, and updates, a risk assessment and implements all necessary conditions arising from the governments events and attractions guidance.

HEALTH AND RISK ASSESSMENT

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?																		
PLANNING AND PREPARATION OF THE REHEARSAL SPACE																							
Attendees bring COVID-19 into the venue	All in attendance – transmission of virus	<p>Attendees must not attend if they have any likelihood of having the Covid 19 infection.</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:</p> <p style="text-align: center;">Top symptoms</p> <table border="1" data-bbox="846 1011 1397 1273"> <thead> <tr> <th data-bbox="846 1011 1010 1038">Two doses</th> <th data-bbox="1016 1011 1180 1038">One dose</th> <th data-bbox="1187 1011 1397 1038">Unvaccinated</th> </tr> </thead> <tbody> <tr> <td data-bbox="846 1066 1010 1093">Headache</td> <td data-bbox="1016 1066 1180 1093">Headache</td> <td data-bbox="1187 1066 1397 1093">Headache</td> </tr> <tr> <td data-bbox="846 1114 1010 1141">Runny nose</td> <td data-bbox="1016 1114 1180 1141">Runny nose</td> <td data-bbox="1187 1114 1397 1141">Sore throat</td> </tr> <tr> <td data-bbox="846 1161 1010 1189">Sore throat</td> <td data-bbox="1016 1161 1180 1189">Sore throat</td> <td data-bbox="1187 1161 1397 1189">Runny nose</td> </tr> <tr> <td data-bbox="846 1209 1010 1236">Sneezing</td> <td data-bbox="1016 1209 1180 1236">Sneezing</td> <td data-bbox="1187 1209 1397 1236">Fever</td> </tr> <tr> <td data-bbox="846 1257 1010 1284">Persistent cough</td> <td data-bbox="1016 1257 1180 1284">Persistent cough</td> <td data-bbox="1187 1257 1397 1284">Persistent cough</td> </tr> </tbody> </table> <p>Or if any member of your household has presented any of the above symptoms.</p>	Two doses	One dose	Unvaccinated	Headache	Headache	Headache	Runny nose	Runny nose	Sore throat	Sore throat	Sore throat	Runny nose	Sneezing	Sneezing	Fever	Persistent cough	Persistent cough	Persistent cough	H	<p>Politely ask attendees to wear masks.</p> <p>Scan QR code then go straight to their allotted location within the band.</p>	<p>Covid Action Team members.</p> <p>See Player Location Plan.</p>
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		<p>They must not 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, after a rehearsal a member of the band displays any of the COVID-19 symptoms above, they should contact one of the band committee members and seek medical advice.</p> <p>Details of those in attendance at the rehearsal should be communicated by NHS track and trace and and follow their advice.</p> <p>Members can access NHS 111 online which is an interactive and personal checklist: NHS 111 online</p>			
Risks to all attendees	All in attendance – transmission of virus	Regular testing using Covid-19 Rapid Lateral Flow Kits helps stop the spread of Coronavirus.		Request that members use lateral flow test kits. See Player Instructions	MA
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.	M/H	See Player Instructions.	MA
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	Players to sit as shown on the Player Location Plan.	MA
Transmission of COVID-19 as aerosols in enclosed spaces	All in attendance – transmission of virus	Keep main door open on arrival departure	M	Open all doors during breaks Leave the rear door open throughout.	Members seated nearest to the doors.

Close proximity for longer than necessary	All in attendance – transmission of virus	Group membership and contact details collected in advance for contact tracing, not collected in person to limit contact from interactions.	L	On a positive response to the email invitation a list will be compiled for each rehearsal. Members asked to scan the QR Poster.	MA HG
Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	All band members are advised to use sanitizer when needed. 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	See Player Instructions. <ul style="list-style-type: none"> ● Instrument (we recommend regular cleaning, once every 2 weeks minimum) ● Stand ● Cloth (and waterproof bag) ● Hand sanitiser ● Face covering ● Bell coverings ● Voluntary ● Music 	MA
Transmission of COVID-19 as aerosols in enclosed spaces	All in attendance – Transmission of virus	Politely ask all attendees to wear face coverings, whenever not playing.	M	See Player Instructions.	Covid Action Team members
Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	All chairs to be set out in advance of members arriving. The chairs will be spaced 2 metres apart to help protect any vulnerable members. If members want to decrease the spacing they will need the agreement of the members around them.	L	Players to sit as shown in the Player Location Plan.	Covid Action Team members
Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	Use easily cleanable chairs (i.e. not fabric) to reduce risk.	L	Provided by hall.	Cleaned by hall

Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	Members can use the music pads but the committee would prefer it if all members download and keep their own personal music files. If you use the music pads or receive music from others please use sanitizer afterwards.	L	Members can download all music from the website.	
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 whenever possible, keep doors opened as much as possible.	M	Where possible all of the hall's entrances/exits are to be opened for ventilation.	Nearest member to door.
ARRIVAL OF MEMBERS AT VENUE					
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 sanitizers are available at the venue.	L	See Player Instructions. Hand sanitiser station in lobby	MA GP
Transmission from surfaces /other band members	All in attendance – transmission of virus	Politely ask members to minimise social interaction before, during and after rehearsals.	M	Extra wipes / hand sanitiser available. Hand sanitizer in the lobby.	GP
USING TOILETS AT THE VENUE					
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	Hand sanitiser provided by the band at sanitiser station	Sanitiser station in the lobby. GP
DURING REHEARSAL					
Transmission through aerosols and touching shared surfaces increases with length of time spent together	All in attendance – transmission of virus	Limit the duration of social interaction before, during and after rehearsals.	M	Band members arrive and go straight to their position Pack up and go straight outside.	

Aerosol transmission increasing with time through accumulation	All in attendance – transmission of virus	Keeping the activity time involved as short as possible. Keep doors opened as much as possible.	L/M		
Transmission on surfaces between members	All in attendance – transmission of virus	Avoid sharing equipment whenever possible.	L		
Transmission through aerosols while playing	All in attendance – transmission of virus	The chairs will be spaced 2 metres apart to help protect any vulnerable members. If members want to decrease the spacing they will need the agreement of the members around them.	M	Layout controlled by designated person(s) setting out chairs before players arrive.	Covid Action Team members.
Transmission through aerosols while playing	All in attendance – transmission of virus	Use side-to-side positioning (rather than face-to-face) whenever possible.	L	Players to sit as shown on the Player Location Plan.	MA
Transmission through aerosols while playing	All in attendance with particular risk to conductor – transmission of virus	The Conductor shall wear a face covering (material mask or transparent face guard) while directing the band and maintain 2m distance from players.	L/M	Conductor to wear visor throughout.	PG
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 have provided.	L/M		
Transmission between members on surfaces	All in attendance – transmission of virus	Don't provide refreshments. Ask participants to bring their own if required.	L		
PACKING AWAY AFTER REHEARSAL					
Transmission if members are in close proximity	All in attendance – transmission of virus	Members should pack their own bags and cases as promptly as possible.	L		

Contamination of equipment following rehearsal	All in attendance – transmission of virus	Members replace/stack their own chairs and sanitize their hands afterwards. Members provide their own music stands.	L/M	See Player Instructions.	MA
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	Cleaner provided before and after rehearsal by the venue.	
AFTER REHEARSAL					
Transmission through aerosols and touching shared surfaces increases with length of time spent together	All in attendance – transmission of virus	Limit the duration of social interaction before, during and after rehearsals. keep doors opened as much as possible.	M	See Player Instructions.	MA
Transmission between members on surfaces	All in attendance – transmission of virus	Water cloths MUST be taken home and disposed of or laundered appropriately.	M	See Player Instructions.	MA
Subsequent transmission by members if caught at the venue	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	Those who scanned QR code will be informed automatically.	Covid Action Team members