

**GROUP NAME**

**COVID-19 RISK ASSESSMENT FOR:**

**REHEARSAL DAY AND TIME**

**REHEARSAL VENUE**

**RISK AREA**

**1. Infection Rates Highly/Quickly Rising**

Local restrictions are applied with little notice

**2. Risk to/from individuals to/from group**

High/moderate risk/vulnerable individuals attend

Infectious individual attends rehearsals

Inability to track & trace when someone falls ill outside meeting

Inability to deal with person becoming unwell in rehearsals

Complacency means mitigating measures not complied with

Non-compliance with measures means risk to other attendees

Risks to some members from meeting or NOT meeting in person

### **3. BEHAVIOUR OF ATTENDEES/INDIVIDUAL SAFETY**

Individuals spread or breathe in virus-laden particles

Individuals spread/pick up virus by touching shared surfaces

Volunteers pick up virus in course of their duties

### **4. Rehearsal space**

Space not large enough (floor and volume) to be safe

**Build-up of aerosols**

**Build-up of virus on shared surfaces**

**Covid transmission in bathroom facilities**

**Aerosols in air**

**Contaminated surfaces**

**Queueing points and traffic flow (applies to all rooms / areas)**

**Difficulty of maintaining 2m social distancing**

#### **Rubbish**

**Contaminated material not properly disposed of**

#### **Cost**

**Measures that are possible/deemed necessary are not affordable**

#### **Other users of venue**

**Activity before yours leaves legacy of droplets/aerosols**

### **5. Your musical activity**

**Venue cannot accommodate whole group at 2m distancing**

**Covid-safe placing of individuals during activity**

**Participants cannot hear each other/conductor/vice versa**

**Substantial numbers cannot attend in person**

**Virus spread through use of equipment**

Virus spread through sheet music

Aerosol transmission through prolonged exposure

Increased aerosols through high volume sound

Aerosol transmission to/from MD facing the group

Accompanist exposed to Covid-19 via singers and/or piano

## **6. ANCILLARY ACTIVITY**

Provision of refreshments is source of transmission

Breaks risk compromising 2m social distancing

Arrival/departure compromises 2m social distancing

## **7. TRANSPORT TO/FROM REHEARSALS**

Attendees pick up Covid on the way to/from rehearsals

## **8. YOUR ORGANISATION**

Desirable/necessary risk management measures unaffordable

Too many volunteers needed to run rehearsals

Loss of income from membership subscriptions

Loss of reputation due to rehearsing/not rehearsing

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## ATTLEBOROUGH PLAYERS

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### SUMMER REHEARSALS

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THURSDAYS, 1930-2130.

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ECCLES VILLAGE HALL

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#### POSSIBLE MITIGATIONS AND ACTIONS

Check government guidance prior to each rehearsal (see notes section)  
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  
Remember to communicate with: members, MD, volunteers, venue  
Whole committee decision

Check definition of high/moderate risk/vulnerable persons at least once a term (see notes)  
Identify high/moderate risk/vulnerable individuals via self-assessment, questionnaire, direct conversation  
Re-evaluate at regular intervals/as guidance changes, e.g. at least once a term  
if allowing attendance, clarify it is attendee's decision, that group's measures cannot reduce risk to zero - ask them to sig  
Encourage uptake of vaccination  
Encourage especially those in these categories to notify you if they have had vaccinations and the dates  
Encourage members, volunteers, staff (e.g. MD) to use regular lateral flow tests - free home tests available in England  
Encourage those who are doing regular lateral flow tests to notify you

Exclude potentially infectious individuals from attending and entering rehearsal venue  
Use pre-attendance questionnaire via online form or email to stop potentially infectious individuals attending  
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?  
Consider temperature checking at entrance BUT not reliable indicator: can be infectious before/without high temperature  
If you decide to use temperature checks, choose best quality thermometer you can afford  
Use free government testing (England) for essential volunteers or staff (e.g. MD) (not available everywhere...)

Keep register, with seating plan, of everyone who attends rehearsals every week, for 21 days (for NHS Track & Trace)  
Ensure if anyone falls ill between one rehearsal and the next that they know to contact group and who to contact  
If that happens, contact NHS Track & Trace  
AND contact all attendees of last 2 rehearsals; ask to self-isolate for 14 days from date of attending rehearsal with patient  
From 18 September, it is mandatory to keep details of attendees for 21 days for NHS Test & Trace (England)  
From 24 September (England), it is mandatory for your venue to display an NHS Test & Trace poster with a QR code at the entrance  
You should still take an attendance register and also take details manually for those who don't have smartphones/QR code

Create a plan for this eventuality and follow it through.  
Send person home immediately  
If you need to call transport for them, seat them on non-upholstered chair, wearing face covering and disposable gloves

Ask person with symptoms to take a test asap and communicate the result to you  
Terminate rehearsal immediately and send everyone home, asking them to self-isolate until test result received  
Clean rehearsal space carefully  
Tell venue

As participants get 'used to' rehearsing again: be very aware and keep this high on agenda  
Particularly as more and more members of your group are vaccinated / use lateral flow tests - remind them regularly that  
Create posters and signs to display each week at the entrance, by bathrooms, other prominent locations as reminders  
Remind attendees verbally - at entrance, at break, during rehearsal, as it fits with your schedule  
Make sure you communicate in ways appropriate to everyone (e.g. consider dyslexia, deafness, vision-impairment etc.)  
Make it someone's responsibility to do reminders, and rotate that, that increases everyone's buy-in

Make it clear to members that if they do not comply with the measures group has in place, they will be excluded  
Have a system (like school?) - 2 warnings and you're out, so it doesn't come as a surprise when you do exclude them  
Enforce exclusion rigorously - it may make some people cross, but the majority will be relieved and behind you  
Make it clear that being vaccinated / using regular lateral flow tests does not mean participants can stop using other measures

Decide on balance of risks between potential for physical harm (picking up Covid-19) versus mental harm (loneliness, social isolation)

## 7 MEASURES

Set out expected behaviour:

- 1) 2 metre social distancing AT ALL TIMES, this means before, during and after musical activity, during breaks, in bathroom
- 2) Sneeze/cough into tissue/crook of arm (if not wearing a face-covering)
- 3) No hugging, hand-shaking, lingering to chat in rehearsal venue before/after; chat, if you wish, outside, at 2m distance
- 5) And repeat again: in break, by all means chat, but remain at 2m distance
- 6) Wearing of face-coverings in the rehearsal venue mandatory, exemptions apply.

Clarify for singers that they should bring several face-coverings, as they are ineffective when wet through  
Have a box of disposable face coverings on hand for those who don't bring one

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 (music stands, sheet music, water etc.)
- 4) Use allocated seat and keep all their own equipment and personal belongings by and in that space, unless too large
- 5) Bring your own refreshments

For volunteers helping with register/set up/traffic management/cleaning etc.:

- 1) Contain and designate their area of operating (e.g. cleaning only, entrance only)
- 2) Register who does what job on what date
- 3) Limit and note who they work with (where applicable, e.g. arrivals area)
- 4) Provide relevant personal protection equipment - e.g. disposable gloves, cleaning materials, face coverings

Encourage uptake of vaccinations PLEASE NOTE YOU CANNOT ENFORCE THIS

Find out first how many of your members currently willing/able to return in person

Rehearse outdoors

Reduce numbers rehearsing to ensure radius of 2m-3m around each singer/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  
Find a different venue to rehearse in to accommodate capacity



Rehearse outdoors (see above)

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

If windows available high up, that is ideal - warm air travels upwards and gets drawn out that way

Heating on is not a bad thing, especially if upward ventilation/high level windows available; also heat dries out virus particles

Test (to some extent) effectiveness with CO2 monitor before and after ventilation

Fans could be used (ideally in corners of room to prevent stagnant air and build up of aerosols) - in combination with ventilation

Consider plug-in HEPA filters/air-purifiers, but make sure appropriate for size of space and highest grade HEPA filter

Build ventilation into your schedule: before rehearsals, in break, afterwards

Reduce length of rehearsal overall to maximum one hour

Reduce length of chunks of rehearsal to between 15-30mins per chunk (followed by ventilation)

Ideally ask participants to go outside/elsewhere whilst you ventilate

Find a different venue to rehearse in if good ventilation not achievable

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?

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

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

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 eas

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

Discuss with venue – can they reduce rent/take on some of the costs, e.g. cleaning?

Consider member subscriptions and how many might be able/willing to increase their subscription

Look at your budget – are there other costs which can be reduced in compensation? e.g. sheet music costs, concert cost

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

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

Investigate new venue

Not face to face

Consider back to back; side by side; staggered rows; everyone has 2m radius; 3m for flutes/trombones

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

Consider plastic screens

(against: cost, storage, potentially useless (aerosols float above), potentially more dangerous (virus traps), who cleans?)

Do not just shout or speak/sing more loudly! (increased emission of aerosols)

Consider instead a pocket amp/head mic for conductor

If you have some budget/someone with tech, consider mics over the group and feedback speakers to the con

Weigh up (temporary) unsatisfactory musical experience against social isolation and (long-term) danger of g

This is likely initially, so make a plan to provide activity, to minimise risk of alienating non-attendees long-te

Weigh up (temporary) investment in additional resources (e.g. additional MD time) against losing these mer

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 equipment wash hands before and after use and/or use hand sanitiser

Ensure that the same equipment is always issued to the same user to further minimise cross contamination

Email it to people and ask them to print their own for practise (acceptable if you have bought/hired)  
Buy electronic print-your-own licenses  
Use out of copyright print-your-own music (e.g. ISMLP)  
Buy and have sent straight to participants' homes  
Experiment with electronic music (bring own iPad etc.) - consider accessibility/affordability, not possible for all  
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

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)

Reduce volume of singing – fewer aerosols produced  
Reduced volume of singing 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  
Singing some consonants can also increase aerosol production (– this is perhaps not the moment to insist on clear and s  
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

3m-5m between front row of singers/players and conductor  
Consider use of plastic screen  
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  
Pocket amp and head mic so does not have to shout to make themselves heard

Ideally only usual/official accompanist to use piano – no-one to casually bash through their notes  
Clean piano thoroughly before and after rehearsals  
Ensure accompanist hand sanitises before/after  
Accompanist to turn own pages to avoid compromising social distancing  
No-one to face accompanist to sing/play; if proximity to piano needed, then side by side with pianist and 3-5m distance  
Consider positioning of piano in relation to singers – 3-5m; screen necessary?

Ideally ask participants not to bring food, or if essential they should bring their own  
Consider pre-packed small biscuit packets  
If you use venue mugs or even your own – really consider if this is so essential to your activity that it is worth  
Transmission to participants  
Transmission to volunteers handling refreshments

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)  
How you get them all to leave quickly but in an orderly fashion so you get maximum ventilation time

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  
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...

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 – can you adjust rehearsal time to avoid busiest transport times?

Is it safer 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

Is it safe 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  
Are other precautions covered by the volunteers in place i.e. Safeguarding, First Aid?

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

You are obliged to consult your stakeholders, i.e. your members, volunteers, music professionals (MD, accompanist), etc.  
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)

**RESPONSIBLE RELEVANCE**



not zero



they don't comply



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## **OTHER RELEVANT NOTES**

[Government guidance on local lockdowns](#)  
[Check corona virus cases data regularly](#)

[NHS guidance: risk categories](#)

[Information on free lateral test kits \(England\)](#)

[Download a sample questionnaire from our COVID secure rehearsals guidance](#)

[Information on testing for volunteers](#)

[Test & Trace guidance](#)



Guidance for face coverings:

[England](#)





[Ventilation of teaching spaces: Questions you need to ask](#)

[CIBSE \(Chartered Institute of Building Surveyors\) Covid-19 Ventilation Guidance](#)

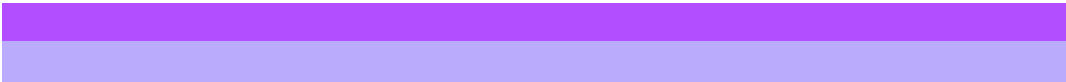




[Making Music guidance Covid-19 secure cleaning for various instruments](#)



[Ventilation of teaching spaces: Questions you need to ask](#)



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