

## LITTLEPORT BRASS

### RISK ASSESSMENT

When carrying out Risk Assessment, Littleport Brass will give consideration to the following areas:

1. Activities taking place in an area
2. Specifics of each area
3. Environmental conditions
4. Age of participants
5. Specific needs of participants
6. Ability of participants
7. Equipment available and condition

It is advised that when carrying out Risk Assessments, the Assessor should do so in conjunction with the Littleport Brass Health and Safety Plan.

#### **Resolving Issues**

The following steps will be used in order of priority to help us determine what course of action we should take to resolve situations.

**STEP 1 Elimination** – Can the hazard/problem be eliminated either by removing it or closing down the area?

**STEP 2 Substitution** – Can it be substituted for a new area or new piece of equipment etc.?

**STEP 3 Separation/Isolation** – Make the area safe by sectioning it off and make it an “out of bounds” area.

**STEP 4 Safe Working Procedures** – Develop and implement a safe way of working with the hazard/problem or issue.

**STEP 5 Training, Instruction and Supervision** – Ensure that staff, volunteers, band members (children and adults), and, if necessary, members of the public, are aware of the hazard and that they understand the procedures for dealing with it.

## Risk Rating

Risk Assessment involves reviewing each hazard and rating it according to the severity of it occurring combined with the likelihood of it occurring. The decision about what action to take will be influenced by the rating. E.g. A high risk rating of  $5 \times 5 = 25$  would require immediate and careful action.

Assessing the likelihood of a hazard and the severity of outcome is based on the following:

### Severity Scale for Physical injuries:

Severity Scale	1	2	3	4	5
Likely injury	Minor non-immobilizing injury or trauma not requiring hospital treatment	Non-immobilizing injury or trauma but requiring hospital treatment	Immobilizing injury or trauma requiring hospital treatment	Severe injury or trauma requiring urgent hospital treatment	Very severe life-threatening event

### Likelihood Scale for a Hazard Occurrence.

Likelihood Scale	1	2	3	4	5
Hazard Occurrence	Highly Unlikely	Unlikely	Possible	Likely	Very Likely

**RISK ASSESSMENT FOR COVID-19 TRANSMISSION DURING BAND REHEARSALS  
VERSION 7**

**LOCATION:** Band Room

**DATE:** 04/05/2021

**COMPLETED BY:** Sue Peacock and James Stygall

Activities in this Area and who will be using it.	Associated Risks
Entrance and exit of bandroom, and walking to seat.	Risk of transmission of Covid-19 through close contact.
Playing of brass and percussion instruments by members of Littleport Brass	Risk of transmission of Covid-19 through close contact.
Distribution of sheet music	Risk of transmission of Covid-19 through close contact.

Hazard and Potential Effect	Risk Rating Severity / Likelihood prior to control measures	Control Measures to be Implemented	Risk Rating Severity / Likelihood after control measures
Risk of transmission of Covid-19 to people through close contact within the rehearsal space.	5 x 3 = 15	<ul style="list-style-type: none"> <li>• All band members to arrive wearing masks. These should be worn at all times other than when seated and playing or warming up. Percussion players should wear a mask at all times.</li> <li>• All band members to have their temperature taken by infra-red thermography upon arrival at the band room.</li> <li>• Any member with a temperature above 37.8C to be sent home to seek medical advice.</li> <li>• Rooms to be arranged with chairs prior to players arriving. A seating plan will be distributed prior to rehearsal and players to go directly to allocated seat.</li> <li>• Tape to mark out the floor space of 2m around each chair.</li> <li>• Conductor to wear protective visor and mask.</li> <li>• All talking to be limited to normal speaking volume with mask on or off. No raised voices/shouting except in an emergency. No singing.</li> <li>• Windows, door and fire door to be kept open in the room for ventilation.</li> <li>• Fans to provide additional air movement. They are to be positioned in doorways pointing out to draw in fresh air.</li> <li>• Players to be informed of the procedure for routes going in and out of the band room to avoid pinch points.</li> <li>• All music to be distributed prior to band members arriving.</li> </ul>	5 x 1 = 5
Risk of transmission of Covid-19 to people through lack of hygiene.	5 x 3 = 15	<ul style="list-style-type: none"> <li>• Communicate all hygiene measures to all band members prior to the rehearsal.</li> <li>• Remind all members to use provided hand sanitiser when they arrive and before they leave.</li> <li>• H&amp;S adviser to monitor sanitiser use and replace when necessary.</li> </ul>	5 x 1 = 5

Hazard and Potential Effect	Risk Rating Severity / Likelihood prior to control measures	Control Measures to be Implemented	Risk Rating Severity / Likelihood after control measures
Risk of transmission of Covid-19 to people through sharing of instruments	5 x 4 = 20	<ul style="list-style-type: none"> <li>Absolutely no sharing of instruments / mouthpieces / mutes</li> <li>Ensure band members bring their own pencil. No sharing or lending of personal equipment.</li> <li>Band members to use only the provided music stand in front of their seat.</li> <li>Members of staff and participants to be constantly reminded not to share equipment.</li> </ul>	5 x 1 = 5
Risk of transmission of Covid-19 to people through socialising during a break	5 x 3 = 15	<ul style="list-style-type: none"> <li>No breaks will be given</li> <li>Band members will be required to bring their own water/drinks bottle to the rehearsal, and take it home.</li> </ul>	5 x 1 = 5
Risk of transmission of Covid-19 to band members attending who may be experiencing symptoms or live with someone experiencing symptoms	5 x 5 = 25	<ul style="list-style-type: none"> <li>Anyone exhibiting symptoms of COVID-19, or living or working with someone exhibiting symptoms: <i>persistent dry cough, high temperature (37.8C), loss of taste and/or smell</i>, must NOT attend rehearsal.</li> </ul>	5 x 1 = 5
Risk of transmission of Covid-19 to people through playing of brass instruments.	5 x 5 = 25	<ul style="list-style-type: none"> <li>All social distancing measures to be applied by band members prior to the rehearsal.</li> <li>Monitor and update spacing guidelines for musicians from government.</li> <li>No face-to-face sessions for band members.</li> <li>2m spacing to be between each player and no playing front facing towards others. Tape to mark out the floor space of 2m between players.</li> <li>Players to be separated with clear screens.</li> <li>Conductor to wear protective visor and mask.</li> <li>All players to bring, take home, and wash at 60degC, their own towel for collection of "spit valve" water.</li> <li>Each player will also bring and take home and wash provided bell covers.</li> <li>Do not bring or use mutes.</li> <li>Keep your instrument and mouthpiece clean inside and out. We recommended cleaning once per month.</li> </ul>	5 x 1 = 5
Risk of transmission of Covid-19 to others during evacuation of building	5 x 3 = 15	<ul style="list-style-type: none"> <li>In the event of an emergency evacuation, it is important for band members to understand they do not have to stay 2 metres apart e.g. fire, explosion, security threat etc.</li> <li>Social distancing should occur at the muster point (social club beer garden) and remain as such until dispersed by the band chair.</li> <li>Band members involved in emergency situations that may bring them into close contact with others should ensure they pay particular attention to hygiene measures immediately afterwards including washing of hands.</li> <li>All band members to receive an emergency evacuation reminder on the first day of rehearsal</li> </ul>	5 x 1 = 5

Hazard and Potential Effect	Risk Rating Severity / Likelihood prior to control measures	Control Measures to be Implemented	Risk Rating Severity / Likelihood after control measures
Risk of transmission of Covid-19 to others post-rehearsal	5 x 3 = 15	<ul style="list-style-type: none"> <li>• All band members will be required to check in using the NHS COVID-19 App. This will be located on a table inside the band room door.</li> <li>• In the event of a band member developing symptoms they must inform the Chair (Sue Peacock) or Conductor (Ian Knaption) by phone or e-mail.</li> </ul>	5 x 1 = 5

**What to do if a band member shows symptoms of Covid-19 during rehearsal:**

- If a band member shows symptoms of Covid-19 during the activity, then they will leave the site immediately.
- To minimise risk, the rehearsal will be terminated.
- The member will be required to be tested for Covid-19 as soon as possible and will not attend rehearsal until received results are negative.