

Trowbridge Symphony Orchestra – Covid-19 Rehearsals Risk Assessment

Risk assessment written: December 2020

Version: v3 May 2021

Agreed by the committee: 29 June 2021

Shared with the venue, St Augustine’s Catholic College: April 2021

Shared with members: 22 April 2021

	Risk	Control measures to consider	Local application of measures	Responsible Person	Action completed
1	High infection rate	<ul style="list-style-type: none"> Check government guidance on local lockdowns/restrictions 	<ul style="list-style-type: none"> Rehearse remotely 	<ul style="list-style-type: none"> Peter Wratten 	<ul style="list-style-type: none"> 30/03/21
2	Our insurance won’t be valid if we rehearse face to face	<ul style="list-style-type: none"> Check with insurance provider 	<ul style="list-style-type: none"> TSO is insured with Making Music. The policy covers standard risks, but specifically excludes loss or expenses attributable to COVID-19 You are obliged to consult your stakeholders, i.e. your members, volunteers, music professionals (MD, accompanist), venue 	<ul style="list-style-type: none"> Peter Wratten Peter Wratten 	<ul style="list-style-type: none"> 30/03/21 30/04/21
3	Rehearsal space isn’t large enough	<ul style="list-style-type: none"> Find out how many players would like to attend weekly rehearsals Can all members be accommodated in the venue with 2-3m social distancing Consider: entrance/exit, route to toilets, route to break area, socially distanced queues at any of these points Consider reducing the numbers rehearsing to ensure social distancing of 2-3m is possible at all times and 3-5m distance for the conductor 	<ul style="list-style-type: none"> Work out how many players can be safely accommodated in the hall One in, one out for the toilets 	<ul style="list-style-type: none"> Peter Wratten Stuart Nickless 	<ul style="list-style-type: none"> 30/04/21 30/03/21

Trowbridge Symphony Orchestra – Covid-19 Rehearsals Risk Assessment

4	Substantial numbers cannot attend in person	<ul style="list-style-type: none"> • Make a plan to provide activity that the vast majority of members are included in to minimise the risk of alienating non-attendees long-term 	<ul style="list-style-type: none"> • Continue with virtual rehearsals until the majority of members are happy to meet face to face • Streaming considered, but has too many technical challenges 	<ul style="list-style-type: none"> • Phil Draisey 	<ul style="list-style-type: none"> • 04/05/21
5	Heating and ventilation cause aerosol particles to be blown towards players	<ul style="list-style-type: none"> • Find out what heating and ventilation is available for rehearsals: can fan heaters etc. be turned off so that no air is blown across players? • Consider an alternative seating arrangement with the wind sitting away from the heaters beneath the stage. In the shortest (tubing) highest/loudest instruments there may be higher aerosol production • Consider greater distancing (e.g. 3m) especially for trombones and flutes/piccolos 	<ul style="list-style-type: none"> • Draw up a seating plan • Reduce length of rehearsal overall to maximum of 1½ hours • Keep high level windows open to ensure continuous flow of fresh air 	<ul style="list-style-type: none"> • Stuart Nickless 	<ul style="list-style-type: none"> • 19/05/21
6	Build-up of virus on hard surfaces	<ul style="list-style-type: none"> • Ensure that all equipment used at the venue is sanitised before use e.g. chairs • Agree any additional cleaning with St Augustine's – will there be an additional cost? 	<ul style="list-style-type: none"> • Confirm who is sanitising equipment and providing cleaning products 	<ul style="list-style-type: none"> • Stuart Nickless 	<ul style="list-style-type: none"> • 04/05/21
7	Risk to/from individuals to/from group	<ul style="list-style-type: none"> • Ensure that potentially infectious members don't attend rehearsals • Use Attendance Form e.g. <ol style="list-style-type: none"> 1) Do you have Covid-19 symptoms e.g. temperature, continuous cough, loss of smell and/or taste? 2) Have you been in close contact with someone with symptoms? 3) Have NHS Test & Trace asked you to self-isolate? 4) Have you returned from abroad and been asked to self-isolate? 	<ul style="list-style-type: none"> • All members to complete a paper copy of the Attendance Form weekly, including a contact phone number that could be passed on to NHS Test and Trace if necessary • Only people who are symptom free or have completed the ten day isolation period should attend. • Similarly, if anyone within their household has symptoms, then the person should not attend 	<ul style="list-style-type: none"> • Martin Holliss 	<ul style="list-style-type: none"> • 19/05/21

Trowbridge Symphony Orchestra – Covid-19 Rehearsals Risk Assessment

		<ul style="list-style-type: none"> • Players also asked to confirm that they have read the risk assessment and will follow the procedures in place. 			
8	Individuals spread or breathe in or touch virus-laden particles	<ol style="list-style-type: none"> 1) Sanitise hands on arrival at the venue 2) Maintain 2m social distancing AT ALL TIMES: this means before, during and after musical activity, during breaks, in bathrooms. 'No mingling' (England) is an absolute pre-requisite of being allowed to meet. 3) Wear a face-covering in the rehearsal venue unless exempt or for the actual playing of wind/brass instrument 4) No hugging, hand-shaking, lingering to chat in rehearsal venue before/after 5) Use allocated seat and keep all equipment and personal belongings in that space, unless too large 6) Bring your own equipment (music stands, sheet music, rosin, valve oil, wax, mutes, etc.) 7) Wind/brass instruments can use bell-coverings. Collect spit/condensation on a towel; after use put it in a plastic bag or sealable plastic container 8) Sneeze/cough into tissue/crook of arm (if not wearing a face-covering) 9) Wear warm clothing - the hall will be well ventilated 	<ul style="list-style-type: none"> • Provide a box of disposable masks for those who forget, and disposable gloves and aprons for emergency use • Ensure bins are available in the hall to dispose of masks, gloves etc. safely • <i>NB Using a product such as LifeArt Dry Anti-Fog Cloth will prevent glasses from misting up while wearing a face mask</i> www.lifeartvision.com • E.g. moisture guards www.moistureguard.co.uk or shower caps for bells or a homemade moisture guard e.g. a double layer of 80 denier tights • Have paper towels and sealable plastic bags on stand-by for wind players who forget to bring them 	<ul style="list-style-type: none"> • Jo French • Stuart Nickless 	<ul style="list-style-type: none"> • 19/05/21 • 19/05/21
9	Participants cannot hear each other/conductor/ vice versa	<ul style="list-style-type: none"> • Consider instead a pocket amp/head mic for conductor 	<ul style="list-style-type: none"> • Do not just shout or speak more loudly! (increased emission of aerosols) 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> •

Trowbridge Symphony Orchestra – Covid-19 Rehearsals Risk Assessment

10	Inability to test & trace when someone falls ill outside meeting	<ul style="list-style-type: none"> • Register and display NHS Test and Trace poster with a QR code • Keep register, with seating plan, of everyone who attends rehearsals every week for 21 days (for NHS Test and Trace) • Ensure anyone who tests positive for Covid-19 between rehearsals knows who to contact in the orchestra for Test and Trace purposes 	<ul style="list-style-type: none"> • Orchestra to have our own QR code • Weekly seating plan to be kept by the secretary. A photo of the orchestra will be taken each week as confirmation of who was at each rehearsal • Seating plan and contact details will be passed to NHS Test and Trace for analysis • Any orchestra member testing positive for COVID-19 needs to contact Peter Wratten or Stuart Nickless 	<ul style="list-style-type: none"> • Martin Holliss • Phil Draisey • Peter Wratten • Orchestra member 	<ul style="list-style-type: none"> • 16/12/20 • 19/05/21
11	Someone becomes unwell during the rehearsal	<ul style="list-style-type: none"> • Send the person home • Call transport for them if needed, seat them in a separate, well ventilated room on non-upholstered chair while you wait • Ensure that the venue providers know so that the isolation room can be sanitised. 	<p>They should also book a test for themselves as soon as possible, informing the secretary if their test result is positive</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested.</p>	<ul style="list-style-type: none"> • Orchestra member 	
12	Complacency	<ul style="list-style-type: none"> • Regularly remind members that they need to remember to social distance e.g. at the break and the end of the rehearsal • Make it clear that all members must follow the rules in place to maintain the safety of others 		<ul style="list-style-type: none"> • Phil Draisey 	<ul style="list-style-type: none"> • 19/05/21