



Eagley Band

COVID-19 Secure Brass Band Rehearsals
Large group rehearsing indoors

BBE's Covid
guidance is
supported by:



Brass Bands
England

This risk assessment template is designed to cover many different scenarios and risk mitigations in running a brass band rehearsal in a way that ensures that the activity meets the standards of being COVID-19 secure as set out in guidance from the Government and, in particular, the Department for Digital, Culture, Media and Sport.

Band name	Person(s) undertaking assessment	Date of assessment	Date of next review
Eagley Brass Band	Dominic P Patel & Suzanne Gliddon	Tuesday 18 th May 2021	Monday 21 st June 2021 (or sooner if Government advice changes) <i>[Assessment based off guidance from Stage 3 of the Government Roadmap & BBE Guidance – 17th May 2021]</i>

Scope of activity, location and time

The key principles underpinning this risk assessment are:	Date/time of rehearsal(s)	Location
<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 ensuring that the rehearsal takes place under COVID-19 secure regulations.</p>	<p>Mondays: 20:00 – 21:30</p> <p>Thursdays: 20:00 – 21:30</p>	<p>Bolton Masonic Hall</p> <p>Institute Street</p> <p>Bolton</p> <p>Greater Manchester</p> <p>BL1 1PZ</p>

The key principles underpinning this risk assessment are:	Date/time of rehearsal(s)	Location
<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>	How many in attendance?	Who is completing this risk assessment?
	31 Approx.	<p>Organisation Eagley Brass Band – Charity no. 1181741</p>

Associated guidance – May 2021

Government guidance:

DCMS Performing Arts guidance

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#arts-4-1>

Meeting people from outside your household

<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

Brass Bands England guidance:

<https://www.bbe.org.uk/what-we-do/covid-19-advice-guidance-and-resources>

What are the hazards?	Who is at risk and how would they be harmed?	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 asked to not attend if they have any likelihood of having the disease.</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> <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 a member of the band displays an elevated temperature or other COVID-19 symptoms following a rehearsal, they should contact the Chair (Debs Lyons) or Musical Director (Chris Wormald) as well as seek medical advice as described above. Details of those in attendance of rehearsal should be communicated when required to track and trace and their advice on isolation requirements followed.</p> <p>Members can access NHS 111 online which is an online interactive and personal checklist: https://111.nhs.uk/covid-19</p>	H	Having the information about the symptoms of Coronavirus within a quick guide to be sent to players prior to return.	
Attendees bring COVID-19 into the venue	All in attendance – transmission of virus	Attendees asked to confirm on arrival whether or not they have COVID-19 symptoms or have been in contact with someone with COVID-19 symptoms in the past seven days.	H	Band Members and Guests should remain familiar with Symptoms of COVID-19 via a Quick guide before attending.	Committee

What are the hazards?	Who is at risk and how would they be harmed?	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?
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	Providing support for members whom have anxieties about returning to a rehearsal setting Where possible starting to rehearse in smaller groups (sectional) where members may feel more comfortable attending as opposed to full rehearsals from the start.	Musical Director Committee Band Members
Close proximity	All in attendance – transmission of virus	Rehearsal space is checked to ensure that 2m social distancing can be maintained.	M	Carry out an inspection of spaces to be used in advance to confirm these are possible. Measure rehearsal spaces to establish maximum capacity which can accommodate 2m social distancing and pre set chairs to fit these measurements.	Committee Musical Director
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		Committee Musical Director
Transmission of COVID-19 as aerosols in enclosed spaces	All in attendance – transmission of virus	Where possible, face coverings should be worn when not playing. (At all times for Percussion/M. D)	M		
Close proximity for longer than necessary	Individual operating sign-in – transmission of virus	An expected attendance list is created in advance of rehearsal.	L	Having a Single point of Contact to report absences (Chris Wormald)	Musical Director

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Close proximity for longer than necessary	Individual operating sign-in – transmission of virus	Group membership and contact details are already being collected in advance for contact tracing via emails through Chris Wormald and should remain secure following GDPR Guidelines. Where Possible any additional Forms/agendas should also be done via emails to reduce transmission	L	Ensuring that these Details remain up to date.	Musical Director Secretary
Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	Music Stands and Pads are being assigned 1 per person/chair. With no sharing of music/Equipment. Committee also recommending the wearing of Face coverings & regular hand washing/sanitising.	L	In addition to their instrument, all band members should bring their own 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.	Band Members Committee
Transmission of COVID-19 as aerosols in enclosed spaces	All in attendance – transmission of virus	Ask all attendees to wear face coverings (unless medically exempt) whenever possible.	M	Committee Should emphasise that the only reason a player should not be wearing a face covering inside is when playing.	Committee Band 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, ensuring 2m social distancing. Players are assigned a seat/position in the band, and should remain in that position to avoid contamination of other seats.	L	These should not be adjusted unless Government Guidance Changes Adjusting band layout so that face to face playing (mainly between Trombones and Cornets) is kept to a minimum.	Musical Director
Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	Playing members are responsible for their own music in their own pads. Whether they remain on players seats or taken to players homes.	L	Home printing of music should be recommended (In accordance with Copyright laws) but when this is not possible, Printed music should be placed on Player's seats a minimum of 72hrs (3 days) before arrival to allow for "Quarantine".	M.D Librarian Committee

What are the hazards?	Who is at risk and how would they be harmed?	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?
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 and, whenever possible, through the use of mechanical systems and opening windows and doors.	M	Where possible Doors should remain open during rehearsal.	Committee
Transmission of COVID-19 as aerosols in enclosed spaces	All in attendance – transmission of virus	<p>The Band resumption is currently being done in a sectional capacity on the following dates:</p> <p>Monday 24th May - Cornets</p> <p>Thursday 27th May - Euphs/Baritones & Basses</p> <p>Monday 31st May - Percussion</p> <p>Thursday 3rd June - Flugel, Tenor Horns & Trombones</p> <p>Monday 7th June - Cornets</p> <p>Thursday 10th June - Euphs/Baritones & Basses</p> <p>Monday 14th June - Percussion</p> <p>Thursday 17th June - Flugel, Tenor Horns & Trombones</p> <p>With Full band rehearsals to resume provisionally on Monday 21st June</p>	L	Preparations should be made so that performers attend rehearsals only when required for their part.	Musical Director Committee

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ARRIVAL OF MEMBERS AT VENUE					
Transmission between members through close proximity and congregating before arrival	All in attendance – transmission of virus	Members should arrive separately and, after signing in, move directly to their designated seats to maintain spacing throughout the time in the venue, avoiding congregating at the entrance. RECORD OF ATTENDANCE TO BE RETAINED FOR 28 DAYS AS REQUIRED BY LAW FOR TRACK AND TRACE.	L/M	Where possible players are advised against 'Car Sharing' in line with Government Guidance If car Sharing is necessary, then members should be advised to wear facemasks and open windows when traveling. Communication if unable to attend rehearsals (For any reasons) should be reported to Either M.D or a Member of Committee to keep Track and Trace Records up to date. When Players arrive, they should 'Check in' using the NHS Track and Trace app and the QR code in band room (With a Hard copy for those who are unable)	Committee M.D Band Members
Transmission between members through close proximity and congregating before arrival	All in attendance – transmission of virus	Cars to parked in such way to maintain social distancing when arriving and leaving, and to minimise inconvenience to neighbouring properties.	L/M	Players attending rehearsals should use own discretion when parking in our assigned car Park to avoid unnecessary exposure	Band Members
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 sanitiser should be made available at the venue. Members reminded to carry hand sanitiser in their instrument cases.	L	Percussion Players should use own equipment where possible (I.e. Sticks/beaters/Whistles)	Band Members Committee

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Transmission in aerosols between members	All in attendance – transmission of virus	Face coverings must be worn upon arrival at the venue and should only be removed when playing.	L	Conductor, Percussion and any other Non-Playing visitors should keep face coverings on at all times (Unless Exempt)	Band Members Visitors Committee - During Rehearsals
Members forget about safety measures over time, allowing transmission	All in attendance – transmission of virus	A short safety briefing, reminding players of protocols and procedures, will be undertaken regularly. Social Distancing Posters/Reminders for Facemasks should be displayed within the band room.	L	Band Members should also be provided with a “Quick Guide” with what the do and don’ts that all players will need to be aware of and responsible for during rehearsals.	Committee
Members forget about safety measures over time, allowing transmission	All in attendance – transmission of virus	Reminders also to be given around hand washing and good respiratory hygiene (‘catch it, bin it, kill it!’). Posters about Hygiene and Social Distancing should remain up around the bandroom.	L		Committee
Transmission from surfaces /other band members	All in attendance – transmission of virus	Limit the duration of social interaction before, during and after rehearsals.	M	Extra wipes / hand sanitiser available	Committee Band Members
Transmission via droplets due to insufficient spacing	All in attendance – transmission of virus	Chair marks for 2m social distancing used within main bandroom and encouragement to leave face coverings on whilst indoors and not sat in their socially distant seat.	L	Playing members should also bring in their own cloth to catch droplets from instrument, which they should take from band room and wash after each rehearsal	Band Members

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USING TOILETS AT THE VENUE					
Transmission via surfaces and aerosols through using and flushing toilets	All in attendance – transmission of virus	Band members should ensure 2m social distancing is maintained and that face coverings are worn when moving to use toilet facilities. Toilets should be operated on a one in, one out policy to avoid risks from transmission in small enclosed spaces. Limit access to maintain 2m distancing and/or flow.	M	Reminders of Social Distancing should be Placed in Toilet areas. Ensure that Soap is kept full within bathrooms to encourage regular hand washing	Committee Band Members Venue Staff
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...). Soap and disposable towels should be made available. Hand sanitiser should be made available. Clean toilets during event / frequent wipe down of surface.	M	Ensure that Soap is kept full within bathrooms to encourage regular hand washing Encourage regular use of Hand Sanitiser	Band Members Venue Staff
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. Reduced number of players attending rehearsals (Sectionals)	M	Making allowances for Staggered arrivals and departures from rehearsals.	Band Members Committee Musical Director
Aerosol transmission increasing with time through accumulation	All in attendance – transmission of virus	Keeping the activity time involved as short as possible. Starting rehearsals with smaller groups with view of increasing as more players are immunised.	L/M	Rehearsal timings with 'ventilation' breaks at least once an hour.	Committee Musical Director

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Transmission on surfaces between members	All in attendance – transmission of virus	Avoiding sharing equipment whenever possible and place name labels on equipment to help identify the designated user, for example, percussionists maintaining their own sticks and mallets.	L	Where this is not possible antibacterial wipes should be in place to ensure that any equipment is properly cleaned. Music Notations should not be shared with other players. This should be a 1 player to 1 pad of music, which the player themselves shall be responsible for its upkeep (Either Taken home after every rehearsal or remaining on player's assigned seat.)	Percussion Players Band Members Librarian
Transmission through aerosols while playing	All in attendance – transmission of virus	Seating will be laid out so that all players will maintain a lateral distance of 2m. Those with forward-facing instruments (cornets, flugel, trombones) should, where possible, angle away from other players, but they should be no less than 2m from the player into whose back they are pointed. Layout controlled by designated person(s) setting out chairs before players arrive.	M	Where possible these seat placements should not be moved or adjusted (unless Government Guidance changes) Use side-to-side positioning (rather than face-to-face) whenever possible.	Musical Director
Transmission through aerosols while playing	All in attendance with particular risk to conductor – transmission of virus	Conductor should wear a face covering (material mask or transparent face guard) while directing the band and maintain 2m distance from players.	L/M		
Transmission through aerosols while playing	All in attendance – transmission of virus	Maximising ventilation in the band room by allowing doors and windows to be opened. Reducing the number of players in the room at any one time through sectionals. Where Possible - Face masks should be used while not playing. i.e in bars rests	L	Bell coverings could be used in rehearsal to reduce aerosol transmission risk Non-Brass Players should have facemasks on at all times, even when playing.	Committee Musical Director

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Transmission through aerosols and droplets while playing	All in attendance – transmission of virus	Players are spaced at 2m socially distance (as per guidelines). Ventilation throughout the rooms will remain though the opening of doors to allow through breeze.	L/M	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 use to carry the cloth.	Band Members Committee
Transmission between members on surfaces	All in attendance – transmission of virus	Ensuring that any used Mugs are washed thoroughly	L	Don't provide refreshments. Ask participants to bring their own if necessary. Where possible use disposable cups.	Committee Band Members
Transmission between members on surfaces	All in attendance – transmission of virus	Ensure Cutlery and Plates are washed thoroughly with hot water and Washing up liquid	L	Avoid sharing plates and utensils with people outside of your household. where possible use disposable plates and cutlery	Committee Band Members
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, respecting social distancing policies.	L	Reminders given to players to pack away quickly; socialising can take place outside after everyone has left the venue. Spaces in-between chairs could be used to place instrumental cases, to avoid crowding at edges of room/ in cloakroom.	Band Members
Contamination of equipment following rehearsal	All in attendance – transmission of virus	Designated person(s) should pack away and return chairs once the area is clear of members. Members assigned Mutes which should be kept by players chairs. Only Designated person(s) should pack away and return mutes once area is clear of members	L/M	Where possible Chairs and Mutes should remain set in positions and not moved.	Musical Director

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Transmission between members and other room users on surfaces	All in attendance – transmission of virus	Encouragement of regular hand Sanitising /washing Commonly used walkways (Eg. To and from the entrance) should remain clear and open to minimise transmission to and from band room.	L/M	If rehearsing indoors, the floor and other surfaces must be cleaned. Upon leaving, the final member of the band to leave the room will spray and disinfect door handles and high contact points.	Committee
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.	M	Any Social Interaction should take Place outside the building to avoid congesting the main corridors.	Band Members
Transmission if members are in close proximity	All in attendance – transmission of virus	All members will leave the rehearsal venue separately, all wearing face coverings, observing social distancing and disperse promptly from the venue.	M		
Transmission between members on surfaces	All in attendance – transmission of virus	Water cloths MUST be taken home and disposed or laundered appropriately.	M	Players should place water cloth in a Waterproof Bag (Example a food bag or Shopping Bag) to avoid unnecessary droplets. Players should immediately sanitise hands after doing this.	Band Members (Brass Players)
Subsequent transmission by members if caught at the venue	General Public – transmission of virus	If someone at the event/rehearsal develops symptoms after the event/rehearsal - all people who provided contact details contacted and informed within 24 hours.	H	There should be multiple forms of communication (For example both email and Mobile contact)	Committee