

Group name KEMS
COVID-19 risk assessment for: regular meetings/rehearsals
Rehearsal day and time Tuesday (Orchestra) and Wednesday (Concert Band)
Rehearsal venue St Peter's Church

Risk area	Possible mitigations and actions	Responsible	Other relevant notes
1. Infection rate in your area high			
local restrictions apply with little notice	Monitor local tv and newspapers. Consult with Committee/MD. Cancel rehearsals as appropriate and communicate.	Tim Ward	
2. Risk to/from individuals to/from group			
High/moderate risk/vulnerable individuals attend	Create a Protocol for all players to follow. Include a link to NHS Guidance on Risk Categories. Stress that each player must take personal responsibility for their safety.	Tim Ward	
Infectious individual attends rehearsals	Protocol to make it clear that individuals must not attend a rehearsal if: 1) they have any of the symptoms: elevated temperature, continuous cough, loss of smell and taste 2) they have been in close contact with someone with symptoms 3) NHS Track & Trace have asked them to self-isolate 4) they have returned from abroad and been asked to self-isolate	Tim Ward	
Inability to track & trace when someone falls ill outside meeting	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, the individual should get tested and contact NHS Track & Trace All attendees of last 2 rehearsals will be informed as a precaution but self-isolation shouldn't be required if social distancing rules are followed strictly.	Tim Ward	
Inability to deal with person becoming unwell in rehearsals	send person home immediately if you need to call transport for them, seat them on non-upholstered chair, wearing face covering and disposable gloves, by open window or door until transport arrives 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	Member of Cttee	
Complacency means mitigating measures not complied with	Issue Protocol at start of Term. Remind attendees verbally - at entrance, at break, during rehearsal, as it fits with your schedule Make it someone's responsibility to do reminders, and rotate that, that increases everyone's buy-in	Tim Ward	
Non-compliance with measures means risk to other attendees	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	Tim Ward	
3. Behaviour of attendees/individual safety measures			
Individuals spread or breathe in virus-laden particles	Protocol to set out expected behaviour: 1) 2 metre social distancing AT ALL TIMES, this means before, during and after musical activity, during breaks, in bathrooms 2) sneeze/cough into tissue/crook of arm (if not wearing a face-covering) 3) if possible and available, use bell-coverings for wind/brass instruments 4) 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 Make wearing of face-coverings in the rehearsal venue mandatory clarify for wind/brass that they can remove for playing, but should comply at all other times Have some disposable face coverings available in case people forget to bring them.	Tim Ward	
Individuals spread/pick up virus by touching shared surfaces	Protocol to 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, rosin, valve oil, wax, mutes, etc.) 4) use allocated seat and keep all their own equipment and personal belongings by and in that space, unless too large if that is the case, follow instructions on where and how to deposit e.g. instrument cases 5) bring your own refreshments if required. 6) bring a cover for your chair (eg. a clean bath towel) 7) players of instruments collecting spit inside to be disposed of need to bring towel/plastic bag or sealable plastic container have paper towels and sealable plastic bags on stand-by for those who forget; remember safe disposal afterwards		
Volunteers pick up virus in course of their duties	Agree who should fetch down (and return) percussion and screens. Keep a record of these names. Ensure that hands are sanitised or disposable gloves are worn.	Member of Cttee	
4. Rehearsal space			
your usual venue is not Covid-19 secure	Confirm adequacy of St Peter's Risk Assessment	Tim Ward	
Space not large enough (floor and volume) to be safe	Separate rehearsals for strings and wind (Orchestra) and for smaller groups (Concert Band). Seating charts to maintain 2-metre spacing (and 3-metre spacing to MD). Seek alternative venues for occasional larger rehearsals or breakout sessions.	Music Director	
Build-up of aerosols	Ventilation is not practical in St Peter's Church but it is a large space and we will restrict number of players to around 20 each time Rehearsals to be shortened to 1.5 hours with a "pit stop" break rather than full refreshment break.	Music Director	

Build-up of virus on shared surfaces	<p>Players to bring towels to place over seats.</p> <p>Each player to wipe down the wooden vertical surfaces of their seat after the rehearsal</p> <p>KEMS to provide cleaning materials if needed but ask players to bring their own.</p> <p>Chairs to be set out in advance of the Tuesday rehearsal using sanitised hands or disposable gloves.</p> <p>Players to proceed direct to their seats and make only minor adjustments of position.</p> <p>Chairs to be left in position after the Tuesday rehearsal for use on Wednesday.</p> <p>Chairs to be left in position after the Wednesday rehearsal for St Peter's Church to rearrange before Sunday.</p>	Tim Ward
Covid transmission in bathroom facilities		
Aerosols in air	Encourage members to observe social distancing when in line.	
Contaminated surfaces	<p>St Peter's will be responsible for cleaning of bathroom areas.</p> <p>We will wipe down door handles and light switches before exit.</p> <p>Remind members to observe personal hygiene when using toilet facilities.</p>	
Queueing points and traffic flow (applies to all rooms / areas) difficulty of maintaining 2m social distancing	<p>Church has an elementary 1-way system at the entrance.</p> <p>Players will proceed direct to their seats, taking their case with them where possible.</p> <p>Players will be required by the Protocol to maintain strict social-distancing.</p> <p>The kitchen will be out-of-bounds.</p>	Tim Ward
Rubbish contaminated material not properly disposed of	People to take home their own rubbish.	
Cost measures that are possible/deemed necessary are not affordable	Discussions ongoing with the Treasurer.	Orch Cttee
Other users of venue activity before yours leaves legacy of droplets/aerosols	<p>Apart from the KEMS rehearsals on Tuesday and Wednesday nights, the only other activity in the church is:</p> <p>Sunday services</p> <p>food charity cooking in the kitchen in the mornings</p> <p>This situation may change.</p> <p>The link with the St Peter's Risk Assessment is critical here</p>	Tim Ward
5. Your musical activity venue cannot accommodate whole group at 2m distancing	<p>The decision has already been taken to rehearse smaller groups.</p> <p>Separate rehearsals for strings and wind (Orchestra) and for smaller groups (Concert Band).</p> <p>Seating charts to maintain 2-metre spacing (and 3-metre spacing to MD).</p> <p>Seek alternative venues for occasional larger rehearsals or breakout sessions.</p>	Music Director
Covid-safe placing of individuals during activity	<p>Floor plans have been created for string and wind/brass rehearsals with seats spaced at 2-metre intervals.</p> <p>Similar plans need for Band rehearsals</p>	Music Director
participants cannot hear each other/conductor/vice versa	A microphone will be available to be used at discretion of MD.	Music Director
substantial numbers cannot attend in person	<p>MD's have already been in contact with players to find out who is unable or unwilling to return.</p> <p>Zoom sessions may help to link with absent members</p>	Music Director
virus spread through use of band instruments/equipment	This only applies to percussion and acoustic screens. All people handling these must sanitise before and after handling.	
virus spread through sheet music	This needs discussion	Orch Cttee
aerosol transmission through prolonged exposure	Rehearsals to be shortened to 1.5 hours with a "pit stop" break rather than full refreshment break.	Music Director
increased aerosols through high volume sound	<p>Music Directors to encourage wind and brass players to play at reduced volume.</p> <p>Choice of repertoire may also help here.</p>	Music Director
virus spread through shared equipment		

make clear from the start and build in regular reminders NOT to share equipment
depending on your group this could be sheet music, music stands, mutes, rosin, valve oil, reeds, strings, mics, etc.
keep reminding members to bring all of their own stuff
for emergencies (e.g. instrument breaks!), have a disinfecting plan in place and/or gloves etc. to minimise transmission risk

aerosol transmission to/from conductor facing the group

3m-5m between front row of singers/players and conductor
face coverings for conductor and singers/players
microphone available as required so MD does not have to shout to make themselves heard

instruments which accumulate spit

ensure players bring towels for emptying spit on to and plastic bags to contain them
have paper towels and sealable plastic bags on stand-by for those who forget; remember safe disposal afterwards
remind players regularly not to empty on to floor, try and help them re-learn what may be automatic behaviour!

wind/brass instrument potentially higher aerosol production

in the shortest (tubing) highest/loudest instruments there may be higher aerosol production
to inspire confidence in fellow players, consider greater distance (e.g. 3m) especially for trombones and flutes/piccolos
consider layout with those instruments at the front (but don't forget risk to your conductor!)
increase ventilation/shorten rehearsal bouts
where available or people can create their own, suggest bell-coverings (shower caps for trumpets...)
commercial product now available or US study suggests double layer of 80 denier tights!

percussion needs help setting up/is band equipment

see above

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

n/a

6. Ancillary activity

provision of refreshments is source of transmission

Players to bring their own refreshments. Kitchen to be out-of-bounds.

breaks risk compromising 2m social distancing

Rehearsals to be shortened to 1.5 hours with a "pit stop" break rather than full refreshment break. Music Director

arrival/departure compromises 2m social distancing

Staggered arrival/departure times not required for group of 20 players; this will happen naturally anyway.
remind of expected behaviours: no lingering on arrival or departure to chat to friends
to go straight to allocated space on arrival and to leave hall straight away on departure – chatting can be done outside!

7. Transport to/from rehearsals

attendees pick up Covid on the way to/from rehearsals

Most players come by car. Perhaps discourage car-sharing?

8. Your organisation

desirable/necessary risk management measures unaffordable

n/a

(too many) volunteers needed to run rehearsals

n/a

loss of income from membership subscriptions

Being considered by Treasurer.