

**Group name** Buxted Symphony Orchestra  
**COVID-19 risk assessment for:**  
**Rehearsal day and time** Saturday 9.15-11.45  
**Rehearsal venue** Weald Hall, Uckfield Civic Centre

Risk area	Possible mitigations and actions	Responsible	Relevance
<b>1. Infection rate in your area high</b>			
Local restrictions apply with little notice			
	Check government guidance on local lockdowns - before each rehearsal	Linda Davis	Keep
	Check Coronavirus cases data regularly - before each rehearsal	Linda Davis	Keep
	if there are local restrictions or a local surge in cases, cancel rehearsals for that week - notify attendees and venue	Thomas Ballantine Dy	Keep
<b>2. Risk to/from individuals to/from group</b>			
High/moderate risk/vulnerable individuals attend			
	check definition of high/moderate risk/vulnerable persons at least once a term	Member	Keep
	identify high/moderate risk/vulnerable individuals via questionnaire and re-evaluate on a termly basis	Linda Davis	Keep
	if allowing attendance, clarify it is attendee's decision, that group's measures cannot reduce risk to zero - ask them to sign that they have un	Linda Davis	Keep
Infectious individual attends rehearsals			
	use start of term questionnaire and on the door declaration confirmation to stop potentially infectious individuals entering rehearsal venue	Jane Springate	Review
Inability to track & trace when someone falls ill outside meeting			
	keep register, with seating plan, of everyone who attends rehearsals every week (for NHS Track & Trace)	Thomas Ballantine Dy	Keep
	ensure if anyone falls ill between one rehearsal and the next they contact committee members	Member	Keep
	if that happens, contact NHS Track & Trace	Frances Jones	Keep
	AND contact all attendees of last 2 rehearsals; ask to self-isolate for 14 days from date of attending rehearsal with patient	Thomas Ballantine Dy	Keep
Inability to deal with person becoming unwell in rehearsals			
	create a plan for this eventuality:		Keep
	send person home immediately		Keep
	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	Frances Jones	
	inform venue and co-operate with venue re cleaning	Frances Jones	
Complacency means mitigating measures not complied with			
	create posters and signs to display each week at the entrance, by bathrooms, other prominent locations as reminders	Venue	Keep
	remind attendees verbally - at entrance, at break, during rehearsal, as it fits with your schedule	All attendees	Keep
	make it someone's responsibility to do reminders, and rotate that, that increases everyone's buy-in	Committe	Keep
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	Committe	Keep

### 3. Behaviour of attendees/individual safety measures

#### Individuals spread or breathe in virus-laden particles

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 a box of disposable face coverings on hand for those who don't bring one

Linda Davis

Keep  
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#### Individuals spread/pick up virus by touching shared surfaces

as per protocol for compliance

- 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
  - 6) bring your own chair
  - 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

Linda Davis

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#### Volunteers pick up virus in course of their duties

for committee members helping with register/set up of percussion/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

Linda Davis

Keep  
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## 4. Rehearsal space

### Your usual venue is not Covid-19 secure

find out if they are – have they published their risk assessment, is it Covid-19 compliant  
 Check against COVID-19: Guidance for the safe use of multi-purpose community facilities (link in notes)  
 if they are not – find a different venue

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

find out first how many of your members currently willing/able to return in person  
 rehearse outdoors  
 consider: private gardens, parks, large gazebos, open-sided barns, car parks,  
 multi-storey car parks, football grounds, sports grounds, sports halls, stadia  
 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

Frances Jones  
  
 Committe  
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### Build-up of aerosols

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  
 test (to some extent) effectiveness with CO2 monitor before and after ventilation  
 do not use fans - they can blow particles over people  
 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

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### Build-up of virus on shared surfaces

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)  
 consider buying your own if venue does not have hard chairs  
 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?

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### Covid transmission in bathroom facilities

#### Aerosols in air

ensure social distancing maintained when queueing for facilities and also inside toilet block  
 consider blocking off some of the sinks to maintain that  
 consider queue traffic management with tape/barriers/stewards

Venue  
 Venue  
 Venue

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#### Contaminated surfaces

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

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

#### Difficulty of maintaining 2m social distancing

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

Venue  
 Venue

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 Keep

well-marked paths with directional arrows/flow control measures (cones, barriers)	Venue	Keep
Arrival will take time (register): manage queueing	Jane Springate	Keep
consider using: posters/signs, tape on floor for social distances.	Venue	Keep
consider also: queue management if queueing in public area (street), staggered arrival?		Discard
Leaving after rehearsal - consider staggering it; reminder not to linger and socialise inside	Committe	Keep
Queueing for the bathrooms/routes to and from bathrooms/inside the bathroom block	Committe	Keep
Break area and routes to and from break area	Committe	Keep
Refreshments area (if there is) and routes to and from it		Discard
Bagging area', e.g. where instrument cases or bikes or other large items can be 'parked', and routes to/from it	Committe	Keep
one way routes are very helpful for people, as they do the job of social distancing for them, ditto floor tape – make it easy!	Venue	Keep

**Rubbish**

<b>Contaminated material not properly disposed of</b>		
to be discussed with venue - whose responsibility? Whose binbags/bins? Where to dispose binbags to?	Committe	Keep
more bins than usual	Committe	Keep
ensure no rubbish there before rehearsals/bins empty	Committe	Keep
dispose of rubbish safely after rehearsals	Committe	Keep
provide volunteers with gloves, hand sanitiser, soap/towels	Committe	Keep

**Cost**

<b>Measures that are possible/deemed necessary are not affordable</b>		
discuss with venue – can they reduce rent/take on some of the costs, e.g. cleaning?		Not Relevant
consider member subscriptions and how many might be able/willing to increase their subscription		Not Relevant
look at your budget – are there other costs which can be reduced in compensation? e.g. sheet music costs, concert costs		Not Relevant

**Other users of venue**

<b>Activity before yours leaves legacy of droplets/aerosols</b>		
discuss with venue what activities take place before you that day	Venue	Keep
Ensure enough time to clean and ventilate between previous activity and yours	Venue	Keep
ensure enough time so that participants do not cross over, creating pinch points you would not be able to control	Venue	Keep
consider scheduling your activity a bit later to ensure 'clear blue water' between previous use and yours	Venue	Keep

## 5. Your musical activity

<b>Venue cannot accommodate whole group at 2m distancing</b>	<p>find out how many members willing/able to attend now and reassess venue capacity on findings</p> <p>it may be that in a few months guidance on social distancing has changed; or you have found another venue</p> <p>reduce numbers rehearsing to ensure radius of 2m-3m around each singer/player and 3-5m distance to conductor</p> <p>this can buy you time to find a larger venue/see whether guidance on 2m distancing changes</p> <p>investigate new venue</p>	Frances Jones	<p>Keep</p> <p>Keep</p> <p>Review</p> <p>Review</p>
<b>Covid-safe placing of individuals during activity</b>	<p>not face to face</p> <p>consider back to back; side by side; staggered rows; everyone has 2m radius; 3m for flutes/trombones</p> <p>consider re-doing entire set-up – can trombones or flutes be the front row for a while?</p> <p>3m-5m between front row of singers/players and conductor</p> <p>consider plastic screens</p> <p>against: cost, storage, potentially useless (aerosols float above), potentially more dangerous (virus traps), who cleans?</p>	<p>Committe</p> <p>Committe</p> <p>Committe</p>	<p>Keep</p> <p>Keep</p> <p>Discard</p> <p>Keep</p> <p>Discard</p> <p>Discard</p>
<b>Participants cannot hear each other/conductor/vice versa</b>	<p>do not just shout or speak/sing more loudly! (increased emission of aerosols)</p> <p>consider instead a pocket amp/head mic for conductor</p> <p>if you have some budget/someone with tech, consider mics over the group and feedback speakers to the conductor</p> <p>weigh up (temporary) unsatisfactory musical experience against social isolation and (long-term) danger of group drifting apart</p>	Committe	<p>Keep</p> <p>Review</p> <p>Discard</p> <p>Discard</p>
<b>Substantial numbers cannot attend in person</b>	<p>this is likely initially, so make a plan to provide activity, to minimise risk of alienating non-attendees long-term</p> <p>weigh up (temporary) investment in additional resources (e.g. additional MD time) against losing these members forever</p>		<p>Discard</p> <p>Discard</p>
<b>Virus spread through use of band instruments/equipment</b>	<p>if unavoidable (e.g. large instruments, percussion), create a cleaning regime (see guidance in notes)</p> <p>ensure that volunteers involved in handing out/setting up of band equipment are registered/provided with gloves etc.</p> <p>ensure that all users of band equipment wash hands before and after use and/or use hand sanitiser</p> <p>ensure that the same instrument is always issued to the same user to further minimise cross contamination</p>		<p>Not Relevant</p> <p>Not Relevant</p> <p>Not Relevant</p> <p>Not Relevant</p>
<b>Virus spread through sheet music</b>	<p>email it to people and ask them to print their own for practise (acceptable if you have bought/hired)</p> <p>buy electronic print-your-own licenses</p> <p>use out of copyright print-your-own music (e.g. ISMLP)</p> <p>buy and have sent straight to participants' homes</p> <p>experiment with electronic music (bring own iPad etc.) - consider accessibility/affordability, not possible for all</p> <p>hire/buy as usual, pack into sealed plastic folders, issue to members with instruction to leave sealed for 72 hrs</p> <p>in all cases, remind constantly not to share and only to use own set of music</p>	<p>Linda Davis</p> <p>Linda Davis</p> <p>Linda Davis</p> <p>Linda Davis</p>	<p>Keep</p> <p>Discard</p> <p>Keep</p> <p>Discard</p> <p>Discard</p> <p>Keep</p> <p>Keep</p>
<b>Aerosol transmission through prolonged exposure</b>	<p>reduce overall length of rehearsal – some recommend no more than 1 hour in total</p> <p>reduce rehearsal 'stints' to between 15-30mins and then ventilate for 15 mins</p> <p>so max. would be 30 mins rehearsal, 15 mins ventilation, 30 mins rehearsal = 1hr 15mins overall</p> <p>incorporate ventilation into your time planning</p> <p>Check Venue - Doors, windows, and A/C.</p>	<p>Committe</p> <p>Venue</p> <p>Venue</p>	<p>Discard</p> <p>Keep</p> <p>Discard</p> <p>Keep</p> <p>Keep</p>
<b>Increased aerosols through high volume sound</b>	<p>reduce volume of singing – fewer aerosols produced</p> <p>reduced volume of singing or playing wind/brass also means less need for participants to breathe deeply. Mutes?</p> <p>i.e. also reduces risk of 'hoovering up' a large amount of aerosols through in-breaths</p> <p>singing some consonants can also increase aerosol production (– this is perhaps not the moment to insist on clear and strong articulation)</p> <p>adapt what you do in rehearsals (e.g. focus on harmonies, rather than articulation; listening rather than fortissimo)</p> <p>adapt repertoire temporarily to work on quieter pieces with less 'air-intensive' techniques</p>	<p>All attendees</p> <p>All attendees</p>	<p>Not Relevant</p> <p>Keep</p> <p>Keep</p> <p>Not Relevant</p> <p>Not Relevant</p> <p>Not Relevant</p>
<b>Virus spread through shared equipment</b>	<p>make clear from the start and build in regular reminders NOT to share equipment</p> <p>depending on your group this could be sheet music, music stands, mutes, rosin, valve oil, reeds, strings, mics, etc.</p> <p>keep reminding members to bring all of their own stuff</p>	<p>Committe</p> <p>Committe</p> <p>Committe</p>	<p>Keep</p> <p>Keep</p> <p>Keep</p>

	for emergencies (e.g. instrument breaks!), have a disinfecting plan in place and/or gloves etc. to minimise transmission risk		Discard
<b>Aerosol transmission to/from conductor facing the group</b>	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, Masks . Visors. pocket amp and head mic so does not have to shout to make themselves heard		Keep Discard Discard Keep Discard
<b>Instruments which accumulate spit</b>	ensure players bring towels for emptying spit on to and plastic bags to contain them or: old take away plastic boxes which can be sealed and taken away 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!	Committe Committe Committe Committe	Keep Keep Keep Keep
<b>Wind/brass instrument potentially higher aerosol production</b>	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...) Mutes commercial product now available or US study suggests double layer of 80 denier tights!	Committe Committe Committe Member Member	Keep Keep Review Keep Keep
<b>Percussion needs help setting up/is band equipment</b>	see above for volunteers – note and limit their activity, provide relevant PPE see above for band equipment – limit use, clean before and after, ask player to hand sanitise before and after use		Not Relevant Not Relevant
<b>Accompanist exposed to Covid-19 via singers and/or piano</b>	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?		Not Relevant Not Relevant Not Relevant Not Relevant Not Relevant Not Relevant

## 6. Ancillary activity

### Provision of refreshments is source of transmission

ideally ask participants to bring their own  
 if you have to provide – does venue have protocol for this? If so, follow that  
 if you have to provide and no venue protocol exists, then provide with disposable cups and teaspoons  
 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 risking:  
 transmission to participants  
 transmission to volunteers handling refreshments

Member

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### Breaks risk compromising 2m social distancing

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

Committe

Review

Committe

Discard  
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 Not Relevant

### Arrival/departure compromises 2m social distancing

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  
 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, , tape on floor...

Committe

Committe

Committe

Venue

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## 7. Transport to/from rehearsals

### Attendees pick up Covid on the way to/from rehearsals

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 (e.g. London) – can you adjust rehearsal time to avoid busiest transport times?

Member

Member

Venue

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 Not Relevant  
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## 8. Your organisation

### Desirable/necessary risk management measures unaffordable

do you want 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)

Committe

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Committe

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### (too many) volunteers needed to run rehearsals

do you want 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

Committe

Not Relevant  
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 Not Relevant

### Loss of income from membership subscriptions

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

Committe

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Review  
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