



RISK ASSESSMENT #4

Large group (more than six players) rehearsing indoors

COVID-19 Secure Brass Band Rehearsals

The template used to create this risk assessment was designed to cover many different scenarios and risk mitigations in running a brass band rehearsal in a way that would ensure that our 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. Not every type of risk identified by the BBE was found to be applicable in every situation and, as such, the BBE produced a [decision tree](#) to help us decide what type of event we were hosting and then choose a risk assessment template from the four available (numbered 1-4).

Having examined the BBE decision tree, we have based our risk assessment on Risk Assessment template #4

The BBE templates were designed to act as starting points to support bands in creating their own risk assessments that dealt with the specifics of their activity. The BBE risk assessment template was not exhaustive and we have added to it in order to create an assessment dealing with the specific rehearsal activities of our band.

Please also note that this risk assessment deals specifically with the risks associated with COVID-19 and not items that are already covered under our existing risk assessments, such as slips trips and falls.

Band name	Person undertaking assessment	Date of assessment	Date of next review
Martlesham Brass	Paul Benyon and Chris Howard	5 May 2021 (Issue 6) approved by main band committee on 5 May 2021	7 Sept 2021



Scope of activity, location and time

The key principles underpinning this risk assessment are:	Organisation	Type of activity	Rehearsal date/time
<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>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 self-isolate and arrange a test via www.nhs.uk/coronavirus or by calling 119.</p>	Martlesham Brass (registered charity number 1100922)	Full Band rehearsal	Friday evenings
	Location(s)	Number of people allowed at each location	
	<p>St Michaels and All Angels Church, Martlesham Heath</p> <p>1st Martlesham Scout HQ, Martlesham Heath</p>	<p>A maximum of 36 attendees which can include up to 30 Playing Members</p> <ul style="list-style-type: none"> 1 Bandleader/Conductor 2 Rehearsal Stewards 3 Assistant Bandleaders 	<p>A maximum of 26 attendees which can include up to 20 Playing Members</p> <ul style="list-style-type: none"> 1 Bandleader/Conductor 2 Rehearsal Stewards 3 Assistant Bandleaders



Associated guidance

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? (e.g. members, public, contractors - transmission of virus etc.)	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					
<p>Attendees bring COVID-19 into the venue</p>	<p>All in attendance – transmission of virus</p>	<p>Band members must not attend a band rehearsal if they have any likelihood of having Coronavirus disease 2019 (COVID-19).</p> <p>Band members must not attend a band rehearsal if they have had a positive COVID-19 test within the last 2 weeks, or if they have 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>Band members must not attend a band rehearsal if any member of their household has presented with any of the above symptoms within the last 2 weeks.</p> <p>If a band member becomes unwell during rehearsal, they should leave the rehearsal area immediately and seek help from a rehearsal steward who will help them arrange transport if required and return home.</p> <p>Any band member displaying COVID-19 symptoms should self-isolate and arrange a test via www.nhs.uk/coronavirus or by calling 119.</p> <p>Band members can also access NHS 111 online, and an online interactive and personal checklist is available at https://111.nhs.uk/covid-19</p> <p>If required, contact details for those attending a rehearsal will be passed to NHS Test and Trace and their advice followed. Allowing contact details to be passed on in this way is a requirement of anyone attending a band rehearsal, and our members will be made aware of this. Contact details are held by the band Membership Secretary (membership@martleshambrass.co.uk).</p>	<p>H</p>	<p>Before attending their first post-lockdown rehearsal, each playing member (or their parents) will be sent this information.</p>	<p>Bandleaders, Rehearsal Stewards</p>

COVID-19 Risk Assessment for Martlesham Brass – 5 May 2021 (Issue 6)

What are the hazards?	Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.)	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?
Attendees bring COVID-19 into the venue	All in attendance – transmission of virus	Attendees will be 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	<p>Up to two DBS-checked Rehearsal Stewards will be on duty at each rehearsal venue. They will wear face coverings at all times and display badges so that they can be readily identified.</p> <p>Assistant bandleaders will assist both the players and the bandleader leading the rehearsal as required.</p> <p>Members attendance will be recorded on an Attendance Sheet. The Rehearsal Stewards will ask attendees to confirm that they do not have COVID-19 symptoms or have not been in contact with someone with COVID-19 symptoms in the past seven days.</p> <p>Attendance Sheets will be kept for 28 days by the Membership Secretary</p>	<p>Bandleader leading rehearsal, Rehearsal Stewards</p> <p>Assistant bandleaders</p> <p>Bandleader leading rehearsal, Rehearsal Steward</p> <p>Membership Secretary</p>
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	Invitations sent to members inviting them to return will be written sensitively with this in mind	Bandleaders and band committee

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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	Bandleaders
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	This Risk Assessment contains a typical seating plan template to show how chairs and conductor are likely to be positioned	Bandleaders
Close proximity for longer than necessary	Individual operating sign-in – transmission of virus	An expected attendance list will be created in advance of rehearsal.	L	Bandleaders must know who they expect to attend each rehearsal so that a suitable seating plan can be devised and they can guarantee that the number of players attending are kept within attendance limits (see page 2). Any players attending unexpectedly may be prevented from entering the venue	Bandleader leading rehearsal, Rehearsal Stewards, Playing Members
Close proximity for longer than necessary	Individual operating sign-in – transmission of virus	Group membership and contact details collected in advance for contact tracing so not collected in person to limit contact from interactions.	L	Contact details are held and maintained by the Membership Secretary	Membership Secretary

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Transmission of COVID-19 via contact with surfaces	Persons tidying up – transmission of virus	In addition to their instrument, all band members bring their own stand, a towel (or similar) into which they can absorb the water (condensate) from their own instrument and a suitable waterproof bag into which the towel may be kept.	L	Checklist sent to all members in advance: <ul style="list-style-type: none"> • Instrument (we recommend regular cleaning, once every 2 weeks minimum) • Stand • Towel (and waterproof bag) • Hand sanitiser • Face covering • Bell coverings (if inside) • Music 	Bandleaders, Playing Members
Transmission of COVID-19 as aerosols in enclosed spaces	All in attendance – transmission of virus	All playing members to wear face coverings (unless medically exempt) whenever possible.	M	Brass players will be asked to wear face coverings at all times other than when they are playing Percussionists will be asked to wear face coverings at all times	Bandleader leading rehearsal, Rehearsal Stewards, Playing 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, avoiding players facing each other.	L	Seating plan will be produced for each rehearsal with special attention being paid to forward facing instruments which ideally requiring more space in front of them i.e. cornets, flugelhorns, trombones	Bandleader leading rehearsal, Rehearsal Stewards

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Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	Chairs to be wiped with anti-bacterial wipes prior to members arriving	L		Bandleader leading rehearsal, Rehearsal Stewards
Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	Use easily cleanable chairs (i.e. not fabric) to reduce risk.	L		Bandleader leading rehearsal, Rehearsal Stewards
Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	No sheet music to be handed out to players once rehearsals have started; the bandleader and assistants can place music on chairs before players arrive, but ideally they should send digital copies in advance so that players can be print the music at home	L	NB. This approach will allow music to be given out at rehearsals whilst discouraging bandleaders and assistants from moving amongst the players during the rehearsal	Bandleader leading rehearsal. Assistant bandleaders
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	All patio doors to be kept open if possible with Rehearsal Stewards patrolling as required. If rehearsal takes place in the church, the wooden partition between church and sanctuary areas will be kept open at all times. Other internal doors to be kept open if appropriate. Central ceiling fans to be kept off during rehearsals	Bandleader leading rehearsal, Rehearsal Stewards

What are the hazards?	Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.)	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	All in attendance – transmission of virus	Preparations should be made so that performers attend rehearsals only when required for their part.	L	Players will be asked to arrive at a particular time and will have to remain socially distanced outside the building until that time	Playing Members, Bandleader leading rehearsal, Rehearsal Stewards
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. SIGNING IN REGISTER TO BE RETAINED FOR 28 DAYS	L/M	A Rehearsal Steward or an Assistant bandleader will show players to their seats. Parents will not be permitted accompany children into the rehearsal venue Laminated labels may be placed on each seat beforehand to help players work out who should sit where Labels will be collected and cleaned after rehearsal	Bandleader leading rehearsal, Rehearsal Stewards, Assistant bandleaders Rehearsal Stewards Bandleader leading rehearsal Bandleader leading rehearsal
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		Playing Members, Bandleader leading rehearsal, Rehearsal Stewards

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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	Rehearsal Stewards will check members on entry. The bandleader and assistants will check members at other times	Rehearsal Stewards, Bandleader leading rehearsal, Assistant bandleaders, Playing Members
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.	L	At first rehearsal and at least monthly afterwards	Bandleader leading rehearsal
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!').	L	At start of each rehearsal	Bandleader leading rehearsal
Transmission from surfaces /other band members	All in attendance – transmission of virus	Limit the duration of social interaction before rehearsals.	M	Extra wipes / hand sanitiser available	Bandleader leading rehearsal, Assistant Bandleaders, Rehearsal Stewards, Playing Members
Transmission via droplets due to insufficient spacing	All in attendance – transmission of virus	Floor markings for 2m social distancing should be used throughout the venue in all spaces in which members might congregate, such as entrances waiting to sign in and the location of chairs.	L	Floors may already have been marked as a result of building owners carrying out their own COVID-19 risk assessments	Bandleader leading rehearsal, Rehearsal Stewards

What are the hazards?	Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.)	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?
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.	M	Floors may already have been marked as a result of building owners carrying out their own COVID-19 risk assessments Church has advised that only the accessible toilet should be used since this is easy to clean. At the start of each rehearsal, playing members will be told which toilet they should use.	Band Bookings Secretary to liaise with venue Booking Secretaries Bandleader leading rehearsal Bandleader leading rehearsal
Transmission via surfaces and aerosols through using and flushing toilets	All in attendance – transmission of virus	Limit access to maintain 2m distancing and/or flow.	M	See above	See above
Transmission via surfaces and aerosols through using and flushing toilets	All in attendance – transmission of virus	Toilets should be operated on a one in, one out policy to avoid risks from transmission in small enclosed spaces.	M	See above	See above
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...).	M	See above	See above
Touching surfaces after using the toilet leading to transmission	All in attendance – transmission of virus	Soap and disposable towels should be made available.	L	See above	See above

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Touching surfaces after using the toilet leading to transmission	All in attendance – transmission of virus	Hand sanitiser should be made available.	L	See above	See above
Transmission via surfaces and aerosols through using and flushing toilets	All in attendance – transmission of virus	Clean toilets during event / frequent wipe down of surface.	M	See above	See above
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 during rehearsals.	M	Players will be asked to stay in their seats whilst rehearsals are underway unless they need to go to the toilet.	Bandleader leading rehearsal
Aerosol transmission increasing with time through accumulation	All in attendance – transmission of virus	Keeping the activity time involved as short as possible Rehearsal timings with 'ventilation breaks' at least once an hour Building ventilation breaks of at least 45 minutes duration will be included in rehearsal timings if multiple rehearsal sessions are held in a venue on a single evening	L/M	Rehearsals will last no more than one hour All doors will be opened and chairs and other surfaces will be cleaned during building ventilation breaks	Bandleaders, Band Committee, Rehearsal Stewards
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	No equipment will be shared during the rehearsal Percussionists will be reminded that this also applies to sticks/mallets	Bandleader leading rehearsal, Assistant bandleaders, Playing Members

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What are the hazards?	Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.)	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 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, flugelhorn, 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. See Appendices for typical seating plans being proposed	M	Layout controlled by Bandleader leading rehearsal, Assistant bandleaders and Rehearsal Stewards arranging chairs and possibly placing name labels on seats wrt seating plan before playing members arrive	Bandleader leading rehearsal, Assistant bandleaders, Rehearsal Stewards
Transmission through aerosols while playing	All in attendance – transmission of virus	Use side-to-side positioning (rather than face-to-face) whenever possible.	L		Bandleader leading rehearsal
Transmission through aerosols while playing	All in attendance with particular risk to conductor – transmission of virus	The Bandleader leading the rehearsal will wear a face covering or a transparent face guard whilst conducting, maintaining 3m distance from others. At all other times, they will wear a face covering to safely cover the nose and mouth and maintain 2m distance from others. Assistant bandleaders will wear face coverings to safely cover both nose and mouth at all times. They will keep contact with players to an absolute minimum and stay at least 2m from others when not providing assistance. Face-to-face contact with players will be avoided.	L/M		Bandleader leading rehearsal Assistant bandleaders
Transmission through aerosols while playing	All in attendance – transmission of virus	Bell coverings will be used in rehearsal to reduce aerosol transmission risk.	L	Players will be advised to wash the bell covers between rehearsals	Bandleader leading rehearsal, Playing Members

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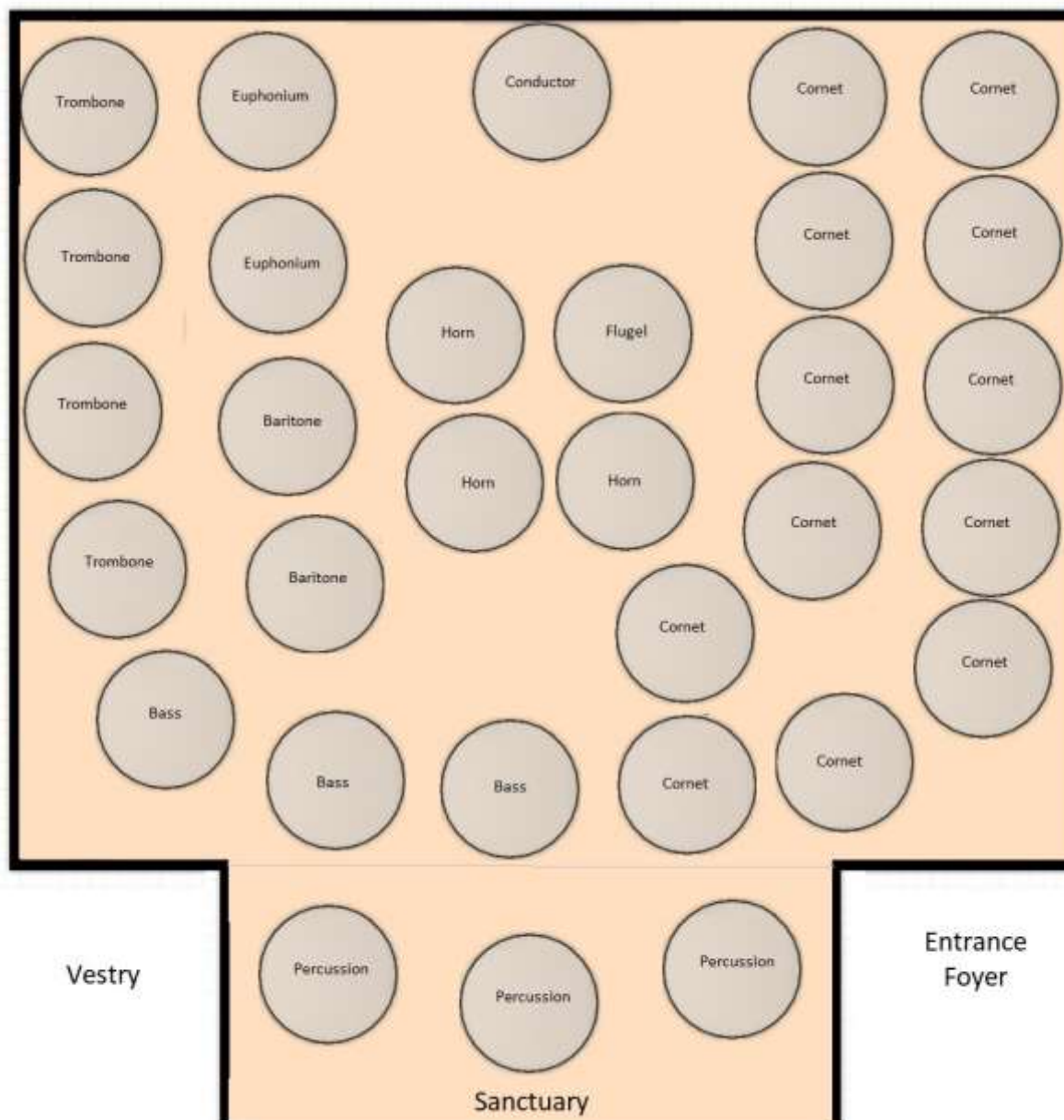
What are the hazards?	Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.)	What is currently done to reduce/control the risk?	Risk level (High, Medium, Low)	What more can be done to reduce any risk?	Action by whom and by when?
Transmission through aerosols and droplets while playing	All in attendance – transmission of virus	Any discharge of condensate (water) from the instrument must be made entirely into the towel that the individual player has brought, then stored in the bag which they use to carry the towel.	L/M	Players should not place towels directly on the floor	Bandleader leading rehearsal, Playing Members
Transmission between members on surfaces	All in attendance – transmission of virus	Refreshments will not be provided. Participants will be allowed to bring a drink if they wish.	L		Bandleader leading rehearsal, Playing Members
Transmission between members on surfaces	All in attendance – transmission of virus	Assistant bandleaders may provide assistance to repair an instrument during a rehearsal. They will wash their hands both beforehand and afterwards to prevent potential transmission of the virus via instrument surfaces	L		Assistant bandleaders
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	Bandleader leading rehearsal will ask players to pack away quickly and will ask them not to mingle or socialise either inside or outside the rehearsal venue so that all may leave safely	Bandleader leading rehearsal, Playing Members
Transmission between members and other room users on surfaces	All in attendance – transmission of virus	Chairs to be wiped with anti-bacterial wipes once the area is clear of members	L	Scouts have recently purchased a fogging machine which we might be able to use	Bandleader leading rehearsal, Rehearsal Stewards
Contamination of equipment following rehearsal	All in attendance – transmission of virus	Designated Members should pack away and return chairs once the area is clear of members	L/M	Bandleader leading rehearsal will select Designated Members during rehearsal	Bandleader leading rehearsal, Designated Members

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Transmission between members and other room users on surfaces	All in attendance – transmission of virus	Floor and other surfaces must be cleaned and door handles and high contact points must be disinfected after every rehearsal	L/M	Building owners should have already decided how cleaning has to be done as a result of carrying out their own COVID-19 risk assessments	Band Bookings Secretary to liaise with venue Booking Secretaries
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 after rehearsals.	M	Players departure will be staggered. The Bandleader leading rehearsal, Assistant bandleaders and Rehearsal stewards will discourage players from mingling or socialising either inside or outside the rehearsal venue	Bandleader leading rehearsal, Assistant bandleaders, Rehearsal Stewards

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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	<p>Designated Members will help to put chairs away. Everyone else will be asked to leave the venue promptly</p> <p>Parents must wait outside the rehearsal venue. Rehearsal stewards will ensure that children are returned safely to their parents</p>	<p>Bandleader leading rehearsal, Rehearsal Stewards, Playing Members, Designated Members</p> <p>Rehearsal Stewards</p>
Transmission between members on surfaces	All in attendance – transmission of virus	Water towels MUST be taken home and disposed or laundered appropriately.	M	Playing Members will be asked to make sure they take everything with them since they will not be able to re-enter the rehearsal venue once they leave	Bandleader leading rehearsal, Rehearsal Stewards

Appendix 1 – Floor plan devised for rehearsals at St Michaels assuming 2m social distancing (3m to conductor) and use of Sanctuary area



Appendix 2 – Floor plan devised for rehearsals at Scout HQ assuming 2m social distancing (3m to conductor)

