*This is a* ***generic Risk Assessment*** *relating to Covid-19. It is not likely to cover all scenarios and each participant should consider their own unique circumstance – please add specific detail relating to your hired facility and activity.*

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| **NAME/CLUB/GROUP: Nidderdale Community Orchestra (NCO)** |
| **FACILITY: Community Centre Pateley Bridge** |
| **ACTIVITY: Orchestra rehearsals** |
| **DATE: January 4th 2022** |

**Specific notes relating to Royal Hall**

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| Name of Group | Person undertaking assessment | Date of assessment | Next review |
| Harrogate Symphony Orchestra | Bryan Western | January 4th 2022 | As required, in view of the continually changing govt. guide lines. |

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| Key Principles | | 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 orchestra in rehearsals.  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.  If an orchestra member has had a positive COVID-19 test within the last 10 days, or if the member has experienced any of the following symptoms within the last week:   * A temperature above 37.8˚C * Flu like symptoms or a dry persistent cough that has developed during the week * A loss of taste or smell (anosmia)   Or if any member of their household has presented any of the above symptoms within the last 10 days  They must not attend rehearsal, take a LFT and/or a PCR test and should seek medical advice either by contacting their GP or calling 111 to seek advice | | | | |
| **GENERAL PROVISIONS FOR THOSE PLANNING TO ATTEND REHEARSALS** | | | | | | |
| **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 the risk?** | **Action by whom and by when?** |
| Attendees bring COVID-19  into the venue | All in attendance, venue staff, volunteers and  other venue users –  transmission of virus | | Attendees asked to not attend if they have any likelihood of having COVID-19.  Attendees asked to not attend if they have had a positive COVID-19 test within the last 10 days.  Attendees asked to not attend if they have had experienced any Covid-19 symptoms within the  last week  Attendees are asked to not attend if they have been required to self-isolate for any reason. | M | Put systems in place so that attendees know who to notify when they fall into one of these categories. |  |
| Attendee becomes unwell or exhibits symptoms of  COVID-19 during or after a rehearsal. | All in attendance – transmission of virus | | If a member of the orchestra becomes unwell during rehearsal, they should leave the rehearsal area immediately, make their own way home and seek a test for COVID-19.  If a member of the orchestra displays COVID-19 symptoms following a rehearsal, they should contact the appropriate member of the NCO Committee and seek medical advice. | H | Details of those in attendance of rehearsal should be communicated, when required, to Track and Trace, and their advice on isolation requirements followed. |  |
| Risks to more vulnerable members | Those with weakened  immune systems or  health risks or caring for those with increased risk  – transmission of virus | | Make all attendees aware that attendance is not compulsory, so that there is no unintentional pressure on individuals who, for their own reasons, do not want to attend at this time. |  | **We recommend that everyone take a LFT on the day of the rehearsal and if it is positive, do not come.** |  |

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| **PLANNING AND PREPARATION BEFORE REHEARSAL (HSO 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 the risk?** | **Action by whom and by when?** |
| Venue | All in attendance, venue staff, volunteers and  other venue users –  transmission of virus | Read and understand the risk assessment for rehearsals and concert  Understand NCO obligations as a venue user under the risk assessment of those rehearsal and concert venues  Ensure that NCO has the most up to date version of the risk assessment for rehearsal and concert venues  Ensure that rehearsal and concert venues have the risk assessment for NCO and is supplied with all updates.  Attendees to be asked to not attend if they have had experienced any Covid-19 symptoms within the last week  Attendees to be asked to not attend if they have been required to self-isolate for any reason. | M | Make the up-to-date risk  assessments available to  all rehearsal attendees. |  |
| Close proximity | All in attendance – transmission of virus | Performance space is checked to ensure that appropriate social distancing can be maintained, in line with current Government guidance. | M | Carry out an inspection of spaces to be used in advance to confirm these are possible |  |
| Close proximity for longer than necessary | Individual managing sign in process – transmission of virus | An expected attendance list, to be created in advance of rehearsals and members signed in by leaders of sections.  The secretary will have access to the full membership which includes contact details meets contract tracing requirement for NCO and the venue.  Reduces the need for interaction and physical sign-in at rehearsals. | L | Attendance is not compulsory, but if an attendee decides  not to attend a rehearsal  they must contact the  appropriate HSO member  so that the attendance list  can be updated for Track  and Trace purposes |  |
| Transmission of COVID-19 via contact with surfaces | All in attendance – transmission of virus | In addition to their instrument, all wind players to bring an absorbent cloth/towel (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 and taken home for washing.  Attendees to bring their own stands and other accessories. | L | Checklist sent to all  attendees in advance:   * Instrument (which should be cleaned regularly) * Cloth/towel (and waterproof bag) for wind players * Hand sanitiser * Face covering * Bell coverings   (optional, for brass)   * Music stand * Pen or pencil |  |
| Transmission of COVID-19 via contact with surfaces | All in attendance – transmission of virus | All chairs to be set out in advance of attendees arriving, ensuring appropriate social distancing, outlined by govt. guidelines and avoiding players facing each other. | L | All chairs to be put back by individuals and wiped with the sanitising cloths provided. |  |
| Transmission of COVID-19 via contact with surfaces | All in attendance – transmission of virus | All music not retained by attendees to be stored, untouched, between rehearsals. Since this will be greater than 72 hours in all cases, there should be minimal risk of Covid-19 transmission. | L |  |  |
| Transmission of  COVID-19 as aerosols in enclosed spaces | All in attendance –  transmission of virus | Attendees to wear face coverings as appropriate to current govt. guidance (unless medically exempt) including on entry/exit of the hall. **Currently, we are told that members should wear a mask, by law, unless they have a reasonable excuse.** | M |  |  |
| 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 | Short breaks to be made to allow for ventilation of the rehearsal space. Doors and windows to the outside to be left open during the rehearsal. |  |

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| **ARRIVAL AT REHEARSAL** | | | | | |
| **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 the risk?** | **Action by whom and by when?** |
| Transmission between attendees through close  proximity and congregating  before arrival | All in attendance –  transmission of virus | Attendees should arrive separately and move directly to their designated seats to maintain spacing throughout the time in the venue, avoiding congregating in one area.  Each member will be signed in by a designated person to ease congestion.  SIGNING IN REGISTER TO BE RETAINED FOR 28 DAYS  Meet test and trace obligations for NCO and the venue. | L/M |  |  |
| Transmission between  members through close proximity and congregating  before arrival | All in attendance – transmission of virus | Cars to be parked in such way to maintain social distancing when arriving and leaving, and to minimise inconvenience to neighbouring properties. | L/M |  |  |
| Transmission of COVID-19  via contact with surfaces | All in attendance – transmission of virus | Each attendee to have their own designated area around their seat to store any cases and other personal items which they will need in the rehearsal. | L | Attendees advised to stay within their designated areas  when playing in order to  maintain social distancing. |  |
| Transmission in aerosols  between members | All in attendance – transmission of virus | Face coverings must now be worn by law upon arrival and exit at the venue and should only be removed when playing for medical and practical purposes (any “reasonable excuse”). | L | “Reasonable excuse” includes wind players and players who find it impractical to perform if they wear a mask. |  |
| 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.  Reminders also to be given around hand washing and good respiratory hygiene. | L |  |  |
| Transmission from surfaces / other attendees | All in attendance – transmission of virus | Limit the duration of social interaction before, during and after rehearsals. | M | Extra wipes / hand  sanitiser available |  |
| Transmission via droplets  due to insufficient spacing | All in attendance – transmission of virus | Car park and outside classroom facility to be used for breaks to allow for social distancing | L |  |  |

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| **DURING REHEARSAL** | | | | | |
| **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 the risk?** | **Action by whom and by when?** |
| 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 |  |  |
| 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 when convenient. | L/M |  |  |
| Transmission on surfaces between attendees | 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 |  |  |
| Transmission through aerosols while playing | All in attendance – transmission of virus | Seating will be laid out in accordance with social distancing guidance and taking into account designated groups / sub-groups.  Those with forward-facing wind instruments should, where possible, angle away from other players, and in any case maintain an appropriate distance from the player into whose back they are pointed.  Use side-to-side positioning (rather than face-to-face) where possible. | M | Layout controlled by designated person(s) setting out chairs before players arrive.  Face masks should be worn at rehearsals when not actually playing. |  |
| Transmission through aerosols while playing | All in attendance, with particular risk to conductor – transmission of virus | Conductor should be socially distanced from players. Use of face mask will be in line with govt. guidelines. | L/M |  |  |
| Transmission through aerosols and droplets  while playing | All in attendance – transmission of virus | Any discharge of condensate (water) from wind instruments 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. | L/M | Water cloths MUST be taken home and disposed or laundered appropriately |  |
| Transmission between attendees on surfaces | All in attendance – transmission of virus | No refreshments provided. Ask participants to bring their own if necessary. All attendees to take any rubbish home and dispose of it appropriately. | L |  |  |

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| **USING TOILETS AT VENUE** | | | | | |
| **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 the risk?** | **Action by whom and by when?** |
| Transmission via surfaces and aerosols through using and flushing toilets | All in attendance –  transmission of virus | Orchestra members should ensure appropriate social distancing is maintained in line with govt guidelines and that face coverings are worn when moving to use toilet facilities. | M | Venue risk assessment applies |  |
| 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. | L | Venue risk assessment applies |  |
| Touching surfaces after using the toilet leading to  transmission | All in attendance – transmission of virus | Orchestra members should ensure thorough hand washing/use of hand sanitiser when touching surfaces (e.g. toilets, sinks, door handles…).  Hand sanitiser, soap and disposable towels should be made available. | L | Venue risk assessment applies |  |

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| **AFTER REHEARSAL** | | | | | |
| **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 the risk?** | **Action by whom and by when?** |
| Transmission if attendees are in close proximity | All in attendance –  transmission of virus | Attendees should pack their own bags and cases as promptly as possible, respecting social distancing policies. | L | Reminders given to players to pack away quickly and not socialise at the venue. |  |
| Contamination of equipment  following rehearsal | All in attendance – transmission of virus | Each person should pack away and return chairs to the stands, having sanitised the chair with the cloths provided. | L/M | Members advised to bring their own stands and other accessories to avoid passing  around equipment. |  |
| Transmission if attendees are in close proximity | All in attendance – transmission of virus | All attendees to leave the rehearsal/concert venue separately, adopting govt guidelines for wearing face coverings, observing social distancing, and disperse  promptly from the venue. | M |  |  |
| Subsequent transmission  by members if caught at  the venue | General public – transmission of virus | If someone at the event develops symptoms after the rehearsal or up to 4 days after, they should take a LFT immediately and depending on the outcome, contact the secretary. | H | The secretary will contact those relatively in close proximity to look out for symptoms and also take a LFT. |  |