

# Bristol Concert Orchestra: COVID-19 risk assessment

26th May 2021

## Introduction

This risk assessment sets out the steps Bristol Concert Orchestra will take to keep our members safe during the COVID-19 pandemic. In drawing-up this risk assessment, we have taken into account the Government's [Working safely during coronavirus \(COVID-19\): Performing arts](#) guidance and guidance issued by [Making Music](#), the UK's membership organisation for leisure-time music.

## Risk assessment

*Rehearsal day and time:* Mondays, 7:30pm

*Rehearsal venue:* Ashton Park School, Blackmoors Lane, Bower Ashton, Bristol, BS3 2JL

Risk area	Mitigations and actions	Responsible person
<b>1. Infection rate in Bristol is high</b>		
Local restrictions apply with little notice	<ul style="list-style-type: none"><li>• Check <a href="#">government guidance on local lockdowns</a></li><li>• Check <a href="#">Coronavirus cases data regularly</a></li><li>• If there are local restrictions or a local surge in cases, cancel rehearsals for that week</li></ul>	Chair (Brenda Stacey); Committee members
<b>2. Risk to / from individuals</b>		
Including high / moderate risk / vulnerable members	<ul style="list-style-type: none"><li>• Ask members to self assess their personal risk of attending rehearsals (informing them that this may be aided through <a href="#">a tool such as that of the BMA</a>) and to confirm that they have done so, understand that the mitigating measures in place cannot reduce risk to zero and are willing to attend rehearsals at their own risk, as a condition of attending.</li><li>• Check <a href="#">definition of high / moderate risk / vulnerable persons</a> at least once a term</li></ul>	Acting Secretary (Samantha Roome); Committee members

Infectious person attends rehearsals	<ul style="list-style-type: none"> <li>• Remind members not to come to rehearsals if: <ul style="list-style-type: none"> <li>○ They have symptoms of COVID-19. These are: a new continuous cough; a high temperature; a loss of, or change in their normal sense of smell or taste;</li> <li>○ They live in a household or are in a support bubble with someone who has symptoms of COVID-19;</li> <li>○ They have been asked to self-isolate by NHS Test and Trace;</li> <li>○ They have returned from any area requiring a quarantine period</li> </ul> </li> <li>• Remind members that, if they attend rehearsals, they are confirming that they do not fall into any of the above categories</li> <li>• Exclude potentially infectious individuals from attending and entering the rehearsal venue.</li> </ul>	Acting Secretary (Samantha Roome); Committee members
Inability to track and trace when someone falls ill outside rehearsals	<ul style="list-style-type: none"> <li>• Strongly encourage members who are able to do so that they install the NHS Test &amp; Trace app and scan the QR code at the main door on entry</li> <li>• Keep registers, with seating plans, of everyone who attends rehearsals each week. This data will only be used for the purposes of NHS Test and Trace and will be deleted 21 days after the relevant rehearsal</li> <li>• Ensure that, if a member tests positive for COVID-19 between rehearsals, they contact the Acting Secretary (Samantha Roome) immediately. If this happens, the Acting Secretary will: <ul style="list-style-type: none"> <li>○ Contact NHS Test and Trace</li> <li>○ Contact all attendees of the last 2 rehearsals, asking members to self-isolate for 14 days from the date of the rehearsal</li> </ul> </li> </ul>	Acting Secretary (Samantha Roome); Door marshal; members
Inability to deal with member becoming unwell with COVID-19 symptoms in rehearsals	<ul style="list-style-type: none"> <li>• Send member home immediately if they develop COVID-19 symptoms. If they need transport, seat them on a non-upholstered chair, wearing a face covering and disposable gloves, by an open window or door until transport arrives</li> <li>• Ask the member to take a Coronavirus test as soon as possible and communicate the result to the Acting Secretary (Samantha Roome)</li> </ul>	Chair (Brenda Stacey)

	<ul style="list-style-type: none"> <li>• Terminate the rehearsal immediately and send everyone home, asking them to self-isolate if the member's test result is positive</li> <li>• Tell the rehearsal venue</li> </ul>	
Complacency means mitigating measures not complied with	<ul style="list-style-type: none"> <li>• Remind members verbally at the start of rehearsals to comply with the mitigating measures set out in this risk assessment. This is potentially the biggest risk going forward, as members get used to rehearsing again: be very aware and keep this high on agenda.</li> <li>• Send members a copy of the risk assessment before the first rehearsal and publish it on the members' page of the BCO website</li> <li>• Create posters and signs to display at the entrance, by toilets, etc.</li> </ul>	Chair (Brenda Stacey); Acting Secretary (Samantha Roome); Musical Director (Stefan Hofkes); Committee members
Non-compliance with mitigating measures means risk to other attendees	<ul style="list-style-type: none"> <li>• Remind members that, if they do not comply with the mitigating measures set out in this risk assessment, they will be excluded from rehearsals</li> </ul>	Chair (Brenda Stacey);
<b>3. Behaviour of attendees</b>		
Individuals spread or breathe-in virus-laden particles	<ul style="list-style-type: none"> <li>• Members are expected to: <ul style="list-style-type: none"> <li>○ <b>Always maintain social distancing by keeping 2 metres apart</b> when entering the Ashton Park School site, entering and leaving the rehearsal venue, before, and after musical activity, and when using bathrooms</li> <li>○ <b>Keep 2 metres apart during musical activity</b> if they play a woodwind, brass or percussion instrument.</li> <li>○ <b>Keep in 'bubbles' of a maximum of 6 individuals during musical activities</b> if they are a string player. Within these bubbles social distancing of 1 metre must be maintained between individuals, and a distance of 2 metres must be maintained between bubbles.</li> <li>○ <b>Avoid mingling.</b> Members of the orchestra should not mingle in the rehearsal venue at any point before, during, or after the rehearsal. This is an absolute pre-requisite of being allowed to rehearse and perform;</li> <li>○ <b>Wear a face covering</b> when entering the rehearsal venue, before</li> </ul> </li> </ul>	Members; Chair (Brenda Stacey); Musical Director (Stefan Hofkes); door marshal

	<p>and after musical activity, and when using bathrooms, unless the member is exempt from this requirement (for instance, due to an underlying health condition)</p> <ul style="list-style-type: none"> <li>▪ Woodwind and brass players may remove face coverings to play but should wear them at other times</li> <li>▪ String players should wear a face covering when playing</li> </ul> <ul style="list-style-type: none"> <li>• Members will be reminded of these requirements before and during rehearsals</li> </ul>	
Individuals spread / pick-up virus by touching shared surfaces	<ul style="list-style-type: none"> <li>• Members are expected to: <ul style="list-style-type: none"> <li>○ <b>Avoid touching shared surfaces</b> as much as possible</li> <li>○ <b>Sanitise or wash hands</b> on arrival, departure, before / after breaks and after visiting the bathroom. <b>The Orchestra will provide hand sanitiser</b> for this purpose</li> <li>○ <b>Bring their own music stand.</b> Members will not be allowed to use the orchestra's music stands. Members, including string players, will be sat one player per stand</li> <li>○ <b>Avoid sharing equipment</b> (e.g. rosin, valve oil, mutes etc) with others</li> <li>○ <b>Keep their equipment and belongings by their seat</b> unless too large to do so. Large items (such as cello and double bass cases) should be stored to one side, as directed</li> </ul> </li> <li>• Players of instruments collecting liquid inside which needs to be disposed of (e.g. brass instruments) should bring a towel / plastic bag or sealable plastic container for this purpose. <b>Liquid from instruments should not be emptied onto the floor</b></li> </ul>	Members

4. Rehearsal space		
Space not large enough to be safe	<ul style="list-style-type: none"> <li>Assess how many members are willing / able to return to rehearsals</li> <li>Assess the size of the rehearsal venue and how many players can be accommodated safely</li> <li>Reduce numbers rehearsing to ensure social distancing of 2 metres is always possible</li> </ul>	Chair (Brenda Stacey)
Build-up of aerosols	<ul style="list-style-type: none"> <li>Build ventilation into the rehearsal schedule, by opening windows and doors beforehand; keep well-ventilated during rehearsals</li> <li>Reduce length of rehearsals</li> </ul>	Chair (Brenda Stacey); door marshal
Build-up of virus on shared surfaces	<ul style="list-style-type: none"> <li>Prop open doors wherever possible to avoid contact points</li> <li>Our venue uses only hard chairs (rather than upholstered chairs). These will be cleaned before and after use with disinfectant wipes</li> <li>The orchestra will be responsible for cleaning chairs and the venue responsible for other surfaces (e.g. light switches, door handles)</li> <li>Limit the number of members handling shared equipment</li> </ul>	Chair (Brenda Stacey)
COVID-19 transmission in bathroom facilities	<ul style="list-style-type: none"> <li>Discourage the use of toilets at the venue wherever possible</li> <li>Ensure social distancing is maintained when queuing to use facilities and inside the toilets</li> <li>Remind members of the “no mingling” at all times rule</li> </ul>	Chair (Brenda Stacey)
Queuing points and traffic flow	<ul style="list-style-type: none"> <li>Members are expected to: <ul style="list-style-type: none"> <li>Maintain social distancing (2 metres) when queuing to enter the rehearsal venue and when moving around the venue</li> <li>Enter and leave the venue in single file. <b>Entry and exit will be by the main hall fire exit.</b></li> <li>Observe any signage and comply with instructions of marshals.</li> <li>Avoid lingering or mingling before, during, or after rehearsals in the rehearsal venue.</li> </ul> </li> </ul>	Members

Rubbish: Contaminated material not properly disposed of	<ul style="list-style-type: none"> <li>We will be responsible for removing and disposing of rubbish after rehearsals</li> </ul>	Chair (Brenda Stacey)
Other users of venue: Activity before yours leaves legacy of droplets / aerosols	<ul style="list-style-type: none"> <li>Discuss with the venue what activities take place in the hall before rehearsals start and what cleaning takes place (<i>answers received 14 Oct</i>)</li> <li>Ensure enough time to ventilate the venue before rehearsals start.</li> </ul>	Chair (Brenda Stacey)
<b>5. Your musical activity</b>		
COVID-safe placing of individuals during activity	<ul style="list-style-type: none"> <li>Members to sit side-by-side in rows, not face-to-face</li> <li>Distance of 2 metres radius to be maintained between woodwind, brass and percussion players</li> <li>Distance of 2 metres radius to be maintained between bubbles of string players. The maximum size of a bubble is 6. Within a bubble, a distance of 1 metre between individuals to be maintained.</li> <li>3 metres between the front row of players and the conductor</li> </ul>	Members
Players cannot hear each other / conductor	<ul style="list-style-type: none"> <li>Members should not shout or speak more loudly due to increased emission of aerosols</li> <li>Members should not talk or play when the conductor is speaking, so that everyone can hear his instructions</li> </ul>	Members
Virus spread through sheet music	<ul style="list-style-type: none"> <li>Remind members not to share parts and only to use their own set of music</li> </ul>	Chair (Brenda Stacey)
Aerosol transmission through prolonged exposure	<ul style="list-style-type: none"> <li>Reduce overall length of rehearsals</li> <li>Incorporate ventilation into rehearsal schedule</li> <li>Remind members not to linger / mingle after rehearsals</li> </ul>	Chair (Brenda Stacey); Musical Director (Stefan Hofkes)
Increased aerosols through high volume sound	<ul style="list-style-type: none"> <li>Reduce volume of playing for wind / brass players</li> <li>Adapt repertoire to work on quieter pieces with less 'air-intensive' techniques</li> </ul>	Chair (Brenda Stacey); Musical Director (Stefan Hofkes)

Virus spread through shared equipment	<ul style="list-style-type: none"> <li>Remind members not to share equipment, including music stands, sheet music, rosin, valve oil etc</li> <li>Keep reminding members to bring their own equipment</li> </ul>	Chair (Brenda Stacey)
Aerosol transmission to / from conductor facing the group	<ul style="list-style-type: none"> <li>Maintain a distance of 3 metres between the conductor and the front row</li> <li>Members to avoid talking when conductor is giving instructions so that conductor doesn't have to raise his voice</li> </ul>	Musical Director (Stefan Hofkes); members
Instruments which accumulate liquid within	<ul style="list-style-type: none"> <li>Remind relevant players to bring a towel / plastic bag or sealable plastic container so that no liquid from instruments is emptied onto the floor.</li> </ul>	Chair (Brenda Stacey); brass players
Wind / brass instruments with potentially higher aerosol production	<ul style="list-style-type: none"> <li>Consider greater distance for instruments with shorter tubing or loudest instruments (e.g. flutes / piccolos and trombones), to inspire confidence in fellow players</li> <li>Ensure appropriate ventilation during rehearsals</li> </ul>	Chair (Brenda Stacey); Musical Director (Stefan Hofkes); wind and brass players
<b>6. Ancillary activity</b>		
Provision of refreshments is source of transmission	<ul style="list-style-type: none"> <li>The orchestra will not be providing any refreshments</li> </ul>	Members
Breaks risk compromising 2-metre social distancing	<ul style="list-style-type: none"> <li>There will be no socialising breaks during rehearsals</li> </ul>	Musical Director (Stefan Hofkes)
Arrival / departure compromises 2-metre social distancing	<ul style="list-style-type: none"> <li>Remind members of expected behaviour: no lingering or mingling on arrival or departure</li> <li>Members to go straight to their seat on arrival and leave the hall straight away on departure</li> </ul>	Members
<b>7. Transport to / from rehearsals</b>		
Members pick-up Covid-19 on the way to / from rehearsals	<ul style="list-style-type: none"> <li>Remind members of the preferred hierarchy of transport: <ul style="list-style-type: none"> <li>Walk, cycle or use own car</li> <li>Shared car – use face coverings, open windows, sit far from each other</li> <li>Public transport only if other types of transport are not available</li> </ul> </li> </ul>	Chair (Brenda Stacey)

