



## COVID-19 Risk Assessment for Martlesham Brass rehearsals

Issue 7 of this risk assessment was created following a meeting of Martlesham Brass bandleaders on 18 August 2021 to discuss returning to regular band rehearsals on 3 September 2021.

The meeting was prompted by ‘Step 4’ relaxation of COVID restrictions by the UK government on 19 July 2021. Step 4 effectively lifted many of the legal restrictions that the Government had imposed throughout the COVID-19 pandemic whilst moving the onus to assess risk and put measures in place to ensure health, safety and wellbeing onto each individual band.

After studying the latest guidance from the DCMS and the BBE, the bandleaders reviewed each and every aspect of our previous COVID risk assessment (Issue 6) to identify changes that could be made. These changes have been encapsulated in Issue 7 of our risk assessment which was endorsed by the band main committee on 24 August 2021.

Band name	Person undertaking assessment	Date of assessment	Proposed date of next review
Martlesham Brass	Paul Benyon and Chris Howard	24 August 2021 (Issue 7) endorsed by main band committee on 24 August 2021	11 January 2022

## Scope of activity, location and time

The key principles underpinning this risk assessment are:	Organisation	Type of activity	Rehearsal date/time
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 at rehearsals.	Martlesham Brass (registered charity number 1100922)	Band rehearsals	Friday evenings
To fulfil the expectations around the resumption of playing activities, delivering face-to-face rehearsals ensuring that each rehearsal takes place in a safe environment.	<b>Location(s)</b>		
To comply with guidance issued by the UK government under 'Step 4' relaxation of COVID restrictions on 19 July 2021.	St Michaels and All Angels Church, Martlesham Heath  1 <sup>st</sup> Martlesham Scout HQ, Martlesham Heath		

## Associated guidance

### Latest government guidance:

Working safely during coronavirus (COVID-19): guidance from Step 4

<https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>

### Latest 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?
<b>PLANNING AND PREPARATION OF THE REHEARSAL SPACE</b>					
<b>Attendees bring COVID-19 into the venue</b>	All in attendance – transmission of virus	<p>Band members who have symptoms of COVID-19 will be asked NOT to attend band rehearsals, even if the symptoms are mild. In such cases, band members should self-isolate and take a PCR test as soon as possible.</p> <p>Band members should not attend rehearsals if they have been told to self-isolate by NHS Test and Trace.</p>	H	Bandleaders will remind members at rehearsals, during safety briefings, and through other forms of communication such as band newsletters	Bandleaders
<b>Attendees bring COVID-19 into the venue</b>	All in attendance – transmission of virus	<p>At least one Rehearsal Steward will be on duty at each rehearsal venue at the start and end of each rehearsal session. Rehearsal Stewards will be advised to wear face coverings at all times.</p> <p>Rehearsal Stewards will record the names of attendees on an Attendance Sheet which will be kept for 28 days by the Membership Secretary who also holds contact numbers for each band member.</p> <p>If someone develops symptoms at or after a rehearsal, the Attendance Sheets should allow the band to identify close contacts and report to the local health team for further instruction.</p> <p>Rehearsal Stewards will be present at the end of each rehearsal to facilitate safe departure.</p>	H		<p>Rehearsal Stewards</p> <p>Rehearsal Steward Membership Secretary</p> <p>Rehearsal Stewards</p>
<b>Risks to more vulnerable members</b>	Those with weakened immune systems or health risks or caring for those with increased risk – transmission of virus	Members will be made 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 attend will be written sensitively with this in mind	Bandleaders and band committee

COVID-19 Risk Assessment for Martlesham Brass – 24 August 2021 (Issue 7)

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?
<b>Close proximity</b>	All in attendance – transmission of virus	Rehearsal spaces will be checked to ensure that adequate social distancing can be maintained.	M		Bandleaders
<b>Playing facing each towards other members increases transmission risk</b>	All in attendance – transmission of virus	Use side-to-side positioning (rather than face-to-face) whenever possible.	L		Bandleaders
<b>Transmission of COVID-19 via contact with surfaces</b>	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"> <li>• Instrument</li> <li>• Stand</li> <li>• Towel and waterproof bag</li> <li>• Hand sanitiser</li> <li>• Face covering</li> <li>• Bell coverings</li> <li>• Music</li> </ul>	Bandleaders, Playing Members
<b>Transmission of COVID-19 as aerosols in enclosed spaces</b>	All in attendance – transmission of virus	All attendees will be asked to wear face coverings (unless medically exempt) when moving around the rehearsal venue	M		All
<b>Transmission of COVID-19 via contact with surfaces</b>	All in attendance – transmission of virus	Chairs will be wiped with anti-bacterial wipes prior to members arriving in accordance with venue hire conditions	L		Bandleader leading rehearsal, Rehearsal Stewards
<b>Transmission of COVID-19 via contact with surfaces</b>	All in attendance – transmission of virus	Easily cleanable chairs will be used to reduce risk.in accordance with venue hire conditions	L		Bandleader leading rehearsal, Rehearsal Stewards

COVID-19 Risk Assessment for Martlesham Brass – 24 August 2021 (Issue 7)

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?
<b>Transmission of COVID-19 via contact with surfaces</b>	All in attendance – transmission of virus	Bandleaders will be encouraged to place sheet music on chairs before a rehearsal starts to reduce the need to move amongst the players during a rehearsal	L		Bandleader leading rehearsal
<b>Transmission of COVID-19 as aerosols in enclosed spaces which increases with time in enclosed spaces</b>	All in attendance – transmission of virus	Bandleaders and Stewards will ensure that the rehearsal space is adequately ventilated at all times through the use of mechanical systems and opening windows and doors.	M	Patio doors will be kept open as appropriate If rehearsal takes place in the church, the wooden partition between church and sanctuary areas will be kept open. Other internal doors will be kept open if appropriate. Central ceiling fans will be kept off during rehearsals	Bandleader leading rehearsal, Rehearsal Stewards
<b>Transmission of COVID-19 as aerosols in enclosed spaces</b>	All in attendance – transmission of virus	Performers will be asked to attend rehearsals only when required for their part	L		Bandleaders

COVID-19 Risk Assessment for Martlesham Brass – 24 August 2021 (Issue 7)

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?
<b>ARRIVAL OF MEMBERS AT VENUE</b>					
<b>Transmission between members through close proximity and congregating before arrival</b>	All in attendance – transmission of virus	Members should arrive separately and, after having their attendance recorded, move directly to their seats, maintaining social distancing and avoiding congregating at the entrance.	L/M	A Bandleader, Assistant bandleader or Rehearsal Steward will show players to their seats.  Parents will not be permitted accompany children into the rehearsal venue	Bandleader leading rehearsal, Rehearsal Stewards, Assistant bandleaders  Rehearsal Stewards
<b>Transmission on surfaces between members</b>	All in attendance – transmission of virus	Before arriving at the venue, members should sanitise their hands before entering. Hand sanitiser will be made available at the venue. Members will be reminded to carry hand sanitiser in instrument cases.	L		Playing Members, Bandleader leading rehearsal, Rehearsal Stewards
<b>Transmission in aerosols between members</b>	All in attendance – transmission of virus	Attendees will be asked to wear face coverings upon arrival at the venue and only remove them when in position ready to play.	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
<b>Members forget about safety measures over time, allowing transmission</b>	All in attendance – transmission of virus	A short safety briefing, reminding players of protocols and procedures, will be undertaken regularly.  Advice will be given regarding the importance of hand washing and good respiratory hygiene	L		Bandleader leading rehearsal
<b>Transmission from surfaces /other band members</b>	All in attendance – transmission of virus	Limit the duration of social interaction before rehearsals.	M	Wipes and hand sanitiser will be available at the rehearsal venue	Bandleader leading rehearsal, Assistant Bandleaders, Rehearsal Stewards, Playing Members

COVID-19 Risk Assessment for Martlesham Brass – 24 August 2021 (Issue 7)

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?
<b>DURING REHEARSAL</b>					
<b>Transmission through aerosols and touching shared surfaces increases with length of time spent together</b>	All in attendance – transmission of virus	Limit the duration of social interaction during rehearsals.	M	Players will be asked to stay in their seats during rehearsals unless they need to go to the toilet.	Bandleader leading rehearsal
<b>Aerosol transmission increasing with time through accumulation</b>	All in attendance – transmission of virus	If multiple rehearsal sessions are held in a venue on a single evening, rehearsal timings will include breaks to allow the building to be adequately ventilated	L/M	Doors will be opened and chairs and other surfaces cleaned as required during building ventilation breaks	Bandleaders, Band Committee, Rehearsal Stewards
<b>Transmission on surfaces between members</b>	All in attendance – transmission of virus	Equipment sharing will be discouraged. Percussionists will be asked to adopt good hand hygiene if they decide to share equipment such as sticks and mallets.	L		Bandleader leading rehearsal, Percussionists
<b>Transmission through aerosols while playing</b>	All in attendance – transmission of virus	Use side-to-side positioning (rather than face-to-face) whenever possible.	L		Bandleader leading rehearsal
<b>Transmission through aerosols while playing</b>	All in attendance with particular risk to bandleaders – transmission of virus	Whilst not conducting, the Bandleader leading the rehearsal will wear a face covering to safely cover both nose and mouth. When conducting, they may remove their face covering to aid communication whilst ensuring that they maintain adequate social distance between themselves and those facing them.  Assistant bandleaders will wear face coverings at all times. They should keep contact with players to an absolute minimum and stay socially distanced from others when not providing assistance. Face-to-face contact with players will be avoided.	L/M		Bandleader leading rehearsal  Assistant bandleaders
<b>Transmission through aerosols while playing</b>	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

COVID-19 Risk Assessment for Martlesham Brass – 24 August 2021 (Issue 7)

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?
<b>Transmission through aerosols and droplets while playing</b>	All in attendance – transmission of virus	Any discharge of condensate (water) from an instrument <b>must</b> be made <b>entirely</b> 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
<b>Transmission between members on surfaces</b>	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
<b>Transmission between members on surfaces</b>	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
<b>PACKING AWAY</b>					
<b>Transmission if members are in close proximity</b>	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 leave venue promptly	Bandleader leading rehearsal, Playing Members
<b>Transmission between members and other room users on surfaces</b>	All in attendance – transmission of virus	Chairs will be wiped with anti-bacterial wipes once the area is clear of members in accordance with venue hire conditions	L		Bandleader leading rehearsal, Rehearsal Stewards
<b>Contamination of equipment following rehearsal</b>	All in attendance – transmission of virus	Designated Members should help 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
<b>Transmission between members and other room users on surfaces</b>	All in attendance – transmission of virus	Floor and other surfaces will be cleaned and door handles and high contact points disinfected after every rehearsal in accordance with venue hire conditions	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



COVID-19 Risk Assessment for Martlesham Brass – 24 August 2021 (Issue 7)

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?
<b>AFTER REHEARSAL</b>					
<b>Transmission through aerosols and touching shared surfaces increases with length of time spent together</b>	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
<b>Transmission if members are in close proximity</b>	All in attendance – transmission of virus	All members will disperse promptly from the rehearsal venue wearing face coverings and observing social distancing	M	Designated Members will help to put chairs away. Everyone else will be asked to leave the venue promptly  Parents must wait outside the rehearsal venue. Rehearsal stewards will ensure that children are returned safely to their parents	Bandleader leading rehearsal, Rehearsal Stewards Playing Members, Designated Members  Rehearsal Stewards
<b>Transmission between members on surfaces</b>	All in attendance – transmission of virus	Water towels should 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