

Group name	Bromley Symphony Orchestra
COVID-19 risk assessment for:	Regular rehearsals
Rehearsal day and time	Monday 7.00 (for 7.30) - 10.00pm
Rehearsal venue	Main Hall, Bishop Justus CofE School, Magpie Hall Lane, Bromley BR2 8HZ [BJS]
Version	3
Date	15.6.2021

Risk area	Possible mitigations and actions	Responsible	Relevance	Other relevant notes
1. Infection rate in your area high				
Local restrictions apply with little notice				
	Check government guidance on local lockdowns (see notes section) NB current restrictions relate to social not planned/risk-assessed activities Check Coronavirus cases data regularly (see notes section - NB output area map is most useful) Consult committee and AB If there are local restrictions or a local surge in cases, cancel rehearsals for that week Inform members, BJS	Chair (Mike Ibbott) Chair (Mike Ibbott) Chair (Mike Ibbott) Chair (Mike Ibbott) Chair (Mike Ibbott)		Government guidance on local lockdowns Check corona virus cases data regularly Langley contact: Martin Costello (mcostello@lpsb.org.uk) M: 07812 922671
2. Risk to/from individuals to/from group				
High/moderate risk/vulnerable individuals attend				
	Check definition of high/moderate risk/vulnerable persons at least once a term (see notes) Ask high/moderate risk/vulnerable individuals to self-identify by email; repeat each term Email all Members to confirm willingness to attend at their risk, and to agree to abide by BSO and BJS protocols	Chair (Mike Ibbott) Chair (Mike Ibbott) Chair (Mike Ibbott)		NHS guidance: risk categories Guidance: High risk persons may meet in groups of up to 6 people only
Infectious individual attends rehearsals				
	Exclude potentially infectious individuals from attending and entering rehearsal venue Check each week: Have you had symptoms? Contact with someone who has? Asked to self-isolate? Been abroad?	Other committee member		
Inability to trace when someone falls ill outside meeting				
	Display Test and Trace QR code and encourage use alongside register Members must contact any committee members ASAP if they fall ill Contact NHS Test & Trace AND contact all attendees of last rehearsal; ask to self-isolate for 14 days from date of attending rehearsal with patient Inform BJS	Other committee member BSO Members Chair (Mike Ibbott) Secretary (Caroline Marwood) Chair (Mike Ibbott)		COVID-19 symptoms: high temperature >38C or new persistent cough or loss of smell Last rehearsal only (if symptom onset within 3 days). Infection risk applies 2 days before or 10 days after symptom onset. See link below: https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person Guidance on close contacts: if within 2m for over 15 minutes, or face-to-face within 1m for 1 minute Langley contact: Martin Costello (mcostello@lpsb.org.uk) M: 07812 922671
Inability to deal with person becoming unwell in rehearsals				
	Plan for this eventuality: send home, end rehearsal (and cancel next one), clean, tell BJS	Other committee member		Take surface cleaner (chlorhexadine in alcohol) and gloves?
Complacency means mitigating measures not complied with				
	Remind attendees verbally at beginning of every rehearsal of protocols in place Non-compliance means exclusion - committee decision	Chair (Mike Ibbott) Committee decision		
3. Behaviour of attendees/individual safety measures				
Individuals spread or breathe in virus-laden particles				
	Expected behaviour: 1) 2m social distancing AT ALL TIMES, before, during and after rehearsal, including breaks, and in toilets 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) in break, by all means chat, but remain at 2m distance Wear face-coverings at all times during rehearsal (except WW/brass while playing)	BSO Members		tbcc - research suggests not necessary?
Individuals spread/pick up virus by touching shared surfaces				
	Expected behaviour: 1) avoid touching shared surfaces as much as possible 2) sanitise/wash hands on arrival, departure, before/after break, after toilet 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) players of instruments collecting condensation inside - see notes below	BSO Members		
4. Rehearsal space				
Your usual venue is not Covid-19 secure				
	Check BJS protocols against COVID-19: Guidance for the safe use of multi-purpose community facilities (link in notes) Contact them if they are not BJS to prepare Hall and WCs: cleaned, chairs moved, fire door open, windows open, access to toilets	Chair (Mike Ibbott) Chair (Mike Ibbott) Bishop Justus (caretaker)		Covid-19 Guidance for the safe use of multi-purpose-community-facilities Setting up - wear gloves to distribute chairs
Space not large enough (floor and volume) to be safe				
	Confirm maximum attendance allowed by BJS Limit numbers rehearsing to ensure radius of 2m around each player and 3-5m distance to conductor Limit numbers rehearsing to ensure social distancing of 2m is possible at all times, not just while playing Entrance and exit only via usual fire door - BJS to open in advance Access to toilets (BJS to clean before and after rehearsal)	Chair (Mike Ibbott) Committee/AB decision Committee decision Bishop Justus (caretaker) Bishop Justus (caretaker)		
Build-up of aerosols				
	BJS to confirm air conditioning in Hall Keep windows and doors open during rehearsal (external temperature permitting)	Bishop Justus (Leigh Jarman) Bishop Justus (caretaker)		MI to check beforehand with Martin Costello
Build-up of virus on shared surfaces				
	BJS cleans venue before use BSO to clean all chairs after use (BSO/BJS to provide wipes?)	Bishop Justus (caretaker) BSO Members		Setting up - wear gloves to distribute chairs
Covid transmission in bathroom facilities				
Aerosols in air	Ensure social distancing maintained when using facilities	BSO Members		
Contaminated surfaces	BJS to clean toilets before and after rehearsal Encourage hand washing - soap, paper towels Provide hand sanitiser on way into toilet facilities (BJS to provide?)	Bishop Justus (caretaker) BSO Members Bishop Justus (caretaker)		
Queueing points and traffic flow (applies to all rooms / areas)				
Difficulty of maintaining 2m social distancing	Arrival - encourage staggered arrival and conforming to 2m distancing Departure - staggered, do not linger or socialise inside	BSO Members BSO Members		

	Queue for toilets - maintain 2m Break in Hall/outside, bring own refreshments, maintain 2m distance	BSO Members BSO Members	
Other users of venue			
Activity before yours leaves legacy of droplets/aerosols	Ensure enough time to clean and ventilate between previous activity and ours Avoid contact with other BJS users if any	Bishop Justus (caretaker) BSO Members	
5. Your musical activity			
Covid-safe placing of individuals during activity			
	2m between strings, 3m for WW/brass, 5m from conductor Individual desks - Members to bring own stands (and lights if they use them)	BSO Members BSO Members	Latest research suggests 2m for all is safe
Virus spread through sheet music			
	Bring own music (string copies available in advance on BSO website Members page) (IMSLP, own music, iPads etc) Remind not to share and only to use own set of music	BSO Members Other committee member	Adrian will also distribute/collect music in controlled manner
Increased aerosols through high volume sound			
	Face coverings mandatory throughout except for WW/brass when playing Reduced volume of playing wind/brass also means less need for participants to breathe deeply??	BSO Members	Guidance on face coverings for England
Instruments which accumulate condensation			
	Ensure players bring kitchen paper and old plastic box for emptying condensation and taking away Remind players regularly not to empty on to floor, try and help them re-learn what may be automatic behaviour!	BSO Members BSO Members	
Percussion needs help setting up/is band equipment			
	David Coronel to be responsible for timps If assistance required, sanitise before/after!	BSO Members	
6. Ancillary activity			
Provision of refreshments is source of transmission			
	Members to bring their own	BSO Members	
Breaks risk compromising 2m social distancing			
	Remain seated or go outside. Maintain 2m social distance at all times. Groups of 1, no Rule of 6!	BSO Members	Short break, finish early
7. Transport to/from rehearsals			
Attendees pick up Covid on the way to/from rehearsals			
	Advise members to be sensible and abide by government advice on transport If you must share a car – use face coverings, open windows, sit far from each other	Other committee member BSO Members	
8. Your organisation			
Desirable/necessary risk management measures unaffordable			
	Provide cleaning materials (wipes), sanitiser etc	Other committee member	
Minimum numbers needed to run meaningful rehearsals			
	Do we want to go ahead now with in person rehearsals?	Committee/AB decision	Consider Zoom attendance for some? (Phone/laptop pointed at AB from behind strings? We can purchase a Zoom upgrade for this.
	Decide number of people we need	Committee/AB decision	
Loss of income from membership subscriptions			
	If some Members not involved, consider reduced subscription	Committee decision	
Other matters			
	Making Music insurance will cover us provided we follow official guidance and carry out this risk assessment and act appropriately		