

**Great Bowden Recital Trust**  
**COVID-19 risk assessment for:**  
**Rehearsal day and time:**  
**Rehearsal venue:**

Risk area	Possible mitigations and actions	Responsible	Status
<b>1. Infection rate in your area high</b>			
<b>Local restrictions apply with little notice</b>			
	Check government guidance on local lockdowns (see notes section)	Managing Trustee	
	Check Coronavirus cases data regularly (see notes section)	Managing Trustee	
	If there are local restrictions or a local surge in cases, cancel rehearsals for that week	MT/Sec	
	Communicate cancellations to members, MD, accompanists, venue	MT/Sec	
<b>2. Risk to/from individuals to/from group</b>			
<b>High/moderate risk/vulnerable individuals attend</b>			
	Check definition of high/moderate risk/vulnerable persons at least once a term (see notes)	Managing Trustee	
	Identify high/moderate risk/vulnerable individuals via self-assessment, questionnaire, direct conversation	MT/Sec	
	Re-evaluate at regular intervals/as guidance changes, e.g. at least once a term	Managing Trustee	
	Ensure that high risk members are aware of the potential risks involved in attending a rehearsal so that they can make an informed decision about whether or not they choose to attend.	Managing Trustee	
	Ask high risk members to sign a form to confirm that they understand the risks and are making their own decision about attending	Managing Trustee	
<b>Infectious individual attends rehearsals</b>			
	Exclude potentially infectious individuals from attending and entering rehearsal venue	MT/Sec	
	Members to confirm via online form before each rehearsal that they are not experiencing any symptoms, in quarantine or had contact with an infected person	Members	
	Display notices on venue doors to remind members of self-isolation rules	MT/Sec	
<b>Inability to track &amp; trace when someone falls ill outside meeting</b>			
	Keep register of everyone who attends every rehearsals every week, including a seating plan showing where they were sitting. Include MD and Accompanist if applicable.	Secretary	
	Ensure that members know that if they fall ill between one rehearsal and the next that they need to contact their secretary of the Managing	MT/Sec	
	Secretary to inform Managing Trustee immediately who will inform the venue for Track and Trace	MT/Sec	
	MT to contact members who were present at the rehearsal	Managing Trustee	
<b>Inability to deal with person becoming unwell in rehearsals</b>			
	Create an action plan	Managing Trustee	
	Share plan with MDs and Secretaries	Managing Trustee	
<b>Complacency means mitigating measures not complied with</b>			
	Create posters and signs to display each week at the entrance, by bathrooms, other prominent locations as reminders	Managing Trustee	
	Remind attendees verbally at start of rehearsal	Secretary	
<b>Non-compliance with measures means risk to other attendees</b>			
	Make it clear to members that if they do not comply with the measures group has in place, they will be excluded - 2 strikes and you're out	MT/Sec	
	Ensure that exclusion is enforced rigorously	MT/Sec	
<b>3. Behaviour of attendees/individual safety measures</b>			

Individuals spread or breathe in virus-laden particles		
Members to maintain 2m distance from each other while queuing to enter or exit the venue.	Members	
Maintain social distancing within venue.	Members	
Follow venue's requirements for one way systems and entry/exit points.	Members	
Members to go straight to their seats (if applicable) or stand in a formation with a 2m distance from others if standing.	Members	
Sneeze/cough into tissue/crook of arm (if not wearing a face-covering)	Members	
Follow government guidance on social contact.	Members	
Use bell-coverings for wind/brass instruments	Members	
MDs and Accompanists to be encouraged to wear medical grade face masks and visors (GBRT will provide these)	MD/Acc	
Accompanists to be positioned behind members.	MD/Acc	
No hugging, hand-shaking, lingering to chat in rehearsal venue before/after; chat, if you wish, outside, at 2m distance...	Members	
Face coverings to be worn as appropriate (see individual ensemble guidance).	Members	
Remind members to practice good hand hygiene and refrain from touching their face.	Members	
Limit opportunities for social contact by removing breaks in rehearsals.	Managing Trustee	
Kitchens are out of use.	Venue	
Ensure good ventilation by opening doors and windows where possible	Secretary	
YCJ - Social distancing will be difficult to follow for younger children but they should avoid contact with anyone outside their school bubble (usually class or yeargroup) as far as possible.	Secretary	
YCJ - While waiting for the rehearsal to start children should be encouraged to remain seated on the floor with as much distance as possible between children and read quietly.	Secretary	
Choreography should not involve any physical or close contact.	MD/Acc	
During the rehearsal children should be given a space to stand or sit in which maintains distance between them.	MD/Acc	

Individuals spread/pick up virus by touching shared surfaces		
Avoid touching shared surfaces as much as possible	Members	
Sanitise/wash hands on arrival, departure, after bathroom visit	Members	
Members to bring own music stands, pencils etc and must not share	Members	
Members to use allocated seat and keep all their own equipment and personal belongings by and in that space, unless too large	Members	
No refreshments to be served. Members to bring their own water bottle.	Members	
Members to bring own music and keep with them during the rehearsal. No sharing of music or picking up anyone else's music or folder.	Members	
No new music to be given out at rehearsals - email PDFs for printing or post before rehearsal.	Members	
Set up to be done by the same team each rehearsal. Gloves to be worn when handling GBRT equipment.	Secretary	
Brass players to empty instruments into a sealable container. Any spills to be cleaned and sanitised immediately. Player to wash hands for	Members	
Members to bring a sealable plastic bag to store used face coverings and to wash or sanitise hands before and after touching a face covering.	Members	

Volunteers pick up virus in course of their duties		
Keep a note of volunteers helping with register, set-up etc for each rehearsal and which areas of the venue they were working in	Secretary	
Keep a note of who did which job - e.g. cleaning, register, set-up	Secretary	
Provide personal protective equipment as needed - gloves, face coverings	Managing Trustee	
Provide cleaning materials	Venue	

## 4. Rehearsal space

Your usual venue is not Covid-19 secure		
Obtain a copy of rules, regulations and risk assessments for rehearsal venues	Managing Trustee	
Check that they comply with COVID-19: Guidance for the safe use of multi-purpose community facilities (link in notes)	Managing Trustee	

Space not large enough (floor and volume) to be safe		
Ask members if they are currently willing/able to return in person to assess numbers	Managing Trustee	
Consider rehearsing outdoors or in an alternate venue	Managing Trustee	
Reduce numbers rehearsing to ensure radius of 2m-3m around each singer/player and 3-5m distance to conductor and social distancing of 2m is possible at all times, not just during singing/playing (e.g. sectional rehearsals)	Managing Trustee	
Choose a venue with a high ceiling height and good ventilation if possible.	Managing Trustee	

<b>Build-up of aerosols</b>		
	<p>Consider rehearsing outdoors (see above)</p> <p>Ask venue if there is mechanical ventilation (air-conditioning) and what kind, to what standard. Air should ideally be drawn upwards and not recycled or blown across participants. Do not use fans.</p> <p>Open doors and windows to improve ventilation.</p> <p>Reduce length of rehearsal overall</p>	<p>Managing Trustee</p> <p>Secretary</p> <p>Managing Trustee</p>
<b>Build-up of virus on shared surfaces</b>		
	<p>Ideally use hard chairs which can be cleaned and clean before and after use</p> <p>Responsibility for cleaning the venue to be agreed beforehand.</p> <p>Secretaries to be responsible for appointing a designated person to clean surfaces after each rehearsal.</p> <p>GBRT to provide gloves and hand-sanitiser</p> <p>Follow venue rules for cleaning frequently touched surfaces</p>	<p>Set-up</p> <p>Secretary</p> <p>Secretary</p> <p>Managing Trustee</p> <p>Secretary</p>
<b>Covid transmission in bathroom facilities</b>		
<b>Aerosols in air</b>	<p>Toilets to be for emergency use only</p> <p>Follow venue's rules - e.g. only one person in each bathroom at any time</p> <p>If there is a queue members should remain socially distant at all times</p>	<p>Members</p> <p>Members</p> <p>Members</p>
<b>Contaminated surfaces</b>	<p>Sinks, door handles and mirrors to be cleaned at the end of each rehearsal - venue to provide cleaning materials.</p>	<p>Secretary</p>
<b>Queueing points and traffic flow (applies to all rooms / areas)</b>		
<b>Difficulty of maintaining 2m social distancing</b>	<p>Follow venue's instructions for one-way systems and entry/exit points and maintain 2m social distancing at all times</p> <p>Members to go straight to seat on arrival and be registered from there - numbers will be low enough to do this</p> <p>For youth groups, parents are not allowed to enter the hall and should wait socially distanced outside. Secretaries to supervise to ensure that all members are collected safely and wait outside with members until their parents arrive if needed.</p> <p>Parents to be reminded not to block walkways and to wait in an area which allows others to pass them whilst remaining socially distant.</p> <p>Members to be encouraged to leave the rehearsal promptly and not linger inside to chat. Rules on social contact to be followed at all times -</p> <p>Store instrument bags/cases away from main routes into and out of the venue to avoid bottlenecks.</p>	<p>Members</p> <p>Secretary</p> <p>Secretary</p> <p>MT/Sec</p> <p>Secretary</p> <p>Secretary</p>
<b>Rubbish</b>		
<b>Contaminated material not properly disposed of</b>	<p>Follow venue's rules and ensure that any rubbish is disposed of safely.</p>	<p>Secretary</p>
<b>Other users of venue</b>		
<b>Activity before yours leaves legacy of droplets/aerosols</b>	<p>Ask venue what activities take place before each group on the same day</p> <p>Ensure that there is enough time to clean and ventilate between previous activity and our rehearsal</p> <p>Ensure enough time in between groups to avoid participants crossing over.</p> <p>Consider altering the rehearsal time if necessary to create a bigger gap.</p>	<p>Managing Trustee</p> <p>Managing Trustee</p> <p>Managing Trustee</p> <p>Managing Trustee</p>
<b>5. Your musical activity</b>		
<b>Venue cannot accommodate whole group at 2m distancing</b>	<p>Find out how many members willing/able to attend now and reassess venue capacity on findings</p> <p>Reassess as guidance on social distancing changes or venue changes capacity.</p> <p>Reduce numbers rehearsing to ensure radius of 2m-3m around each singer/player and 3-5m distance to MD</p> <p>Investigate new venue if appropriate</p>	<p>Managing Trustee</p> <p>Managing Trustee</p> <p>Managing Trustee</p> <p>Managing Trustee</p>
<b>Covid-safe placing of individuals during activity</b>	<p>All members to be positioned in staggered lines facing in the same direction and not face to face, in horseshoes, circles or any other</p>	<p>Set-up</p>

	3m radius needed for flutes and trombones. Position flutes and trombones at the front if possible. Ensure 3-5m between front row and MD 3m-5m between front row of singers/players and conductor	Set-up Set-up Set-up
<b>Participants cannot hear each other/conductor/vice versa</b>	Find solutions that do not involve increasing the volume (and therefore aerosols) - e.g. amplification MD to use head mic if needed. If shared by more than one person each should have a separate headset.	MD/Acc MD/Acc
<b>Substantial numbers cannot attend in person</b>	Continue offering virtual rehearsals, including live streams if appropriate, alongside face-to-face rehearsals Continue offering virtual social events	Managing Trustee Managing Trustee
<b>Virus spread through use of GBRT instruments/equipment</b>	GBRT-owned instruments to be used by one person only per rehearsal and not shared Only one person to use the piano during any rehearsal. Wipe after use. Carnival Drums - members to use the same set of drumsticks and same instrument for a whole rehearsal and wipe after use. Do not share or GBRT-owned instruments and kit will be left untouched for more than 72 hours between rehearsals so no need for further cleaning.	Members Secretary Members Secretary
<b>Virus spread through sheet music</b>	Members to bring own music and keep with them during the rehearsal. No sharing of music or picking up anyone else's music or folder. No new music to be given out at rehearsals - email PDFs for printing or post before rehearsal.	Members Secretary
<b>Aerosol transmission through prolonged exposure</b>	Reduce overall length of rehearsal	Managing Trustee
<b>Increased aerosols through high volume sound</b>	Reduce volume of singing and playing woodwind and brass instruments – fewer aerosols produced and less need to breathe deeply Singing some consonants can also increase aerosol production - focus on harmonies rather than articulation; listening rather than Adapt repertoire temporarily to work on quieter pieces with less 'air-intensive' techniques	MD/Acc MD/Acc MD/Acc
<b>Virus spread through shared equipment</b>	Members to bring own music stands, pencils, music and no sharing allowed. Remind members regularly GBRT instruments and drumsticks to be used by the same person for each rehearsal and not shared	Members Secretary Members
<b>Aerosol transmission to/from conductor facing the group</b>	3m-5m between front row of singers/players and conductor Encourage MDs and Accompanists to wear medical grade face masks and visors Members to wear face coverings where appropriate Consider using head mic if needed to make themselves heard	Set-up MD/Acc Members MD/Acc
<b>Instruments which accumulate spit</b>	Brass players to empty instruments into a sealable container. Any spills to be cleaned and sanitised immediately. Player to wash hands for at least 20 seconds after contact with saliva.	Members
<b>Wind/brass instrument potentially higher aerosol production</b>	3m distancing for flutes and trombones and seat at the front if possible but not directly in front of the MD. Increase ventilation and shorten rehearsal sections Use bell-coverings for wind/brass instruments	Set-up Secretary Members
<b>Accompanist exposed to Covid-19 via singers and/or piano</b>	Only accompanists to touch piano Wipe keyboard before and after use and ensure accompanist has washed hands or used sanitiser before touching the keyboard	Secretary Set-up

Place piano behind singers.  
Accompanist to be encouraged to wear a medical grade face mask and visor.

Set-up  
MD/Acc

## 6. Ancillary activity

### Provision of refreshments is source of transmission

No refreshments to be provided - members to bring their own

Members

### Breaks risk compromising 2m social distancing

### Arrival/departure compromises 2m social distancing

Members to go straight to seats on arrival  
Members to be encouraged not to linger in the venue after the rehearsal and all social contacts to take place outside, socially distanced and not blocking walkways.  
Follow venues instructions for one way systems and entry/exit points.

Members  
Secretary  
Venue

## 7. Transport to/from rehearsals

### Attendees pick up Covid on the way to/from rehearsals

Members to be encouraged to walk, cycle or drive to rehearsals in their own car and avoid public transport if possible.

Managing Trustee

## 8. Your organisation

### Desirable/necessary risk management measures unaffordable

Continue rehearsing online until restrictions are further eased.  
Consider applying for grants for any one-off equipment costs  
Consider increasing subs if absolutely necessary to cover essential costs.

Trustees  
Trustees  
Trustees

### Volunteers needed to run rehearsals

Ensure that there are at least two people in each ensemble available to fulfil each role for every rehearsal.  
Youth ensembles must have at least two adults available to supervise in addition to the MD. At least one of these must be DBS checked.  
Anyone who is not DBS checked must not be left alone with a child or group of children.

Secretary  
Secretary