**Risk assessment for community music groups in Wales**

Details of activity: **music rehearsal**

Who does this risk assessment apply to? **rehearsal participants, volunteers**

| What are the hazards? | What action will you take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| **Regular rehearsal venue is not suitable/does not have measures in place to prevent the spread of coronavirus** | * Contact venue to see if they are open and what measures they have in place
* Ask venue for their risk assessment
* Check against guidance for the safe use of multi-purpose community centres
* Find out about other users of the venue and what activities will take place before yours; is there enough time for cleaning and for previous participants to exit safely with no crossover - consider scheduling rehearsal for a later time
* Seek different venue if reasonable measures are not in place
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| **Regular rehearsal space is too small to be safe** | * Take into account how many people can safely take part regardless of any maximum limits allowed by law
* Reduce numbers to ensure radius of 2m for instrumentalists (other than singing, wind, brass that may need greater space – see [**increased risk of transmission through singing/playing woodwind or brass instruments**](https://gov.wales/rehearsing-performing-and-taking-part-performing-arts-guidance-phased-return-html) **section 3.19**)
* Reduce numbers to ensure social distancing of 2m is possible at all times
* Limit number of members attending in line with current regulations
* Consider: entrances/exits, routes to washroom and areas where queues may form
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| **Lack of management and non-compliance** | * Designate someone of seniority in your organisation to hold specific responsibility for ensuring that all necessary COVID-safe actions are taken. That person should be known to all others as the “COVID Officer”
* Ensure organiser is present throughout rehearsal
* Ensure participants know in advance what is expected from them (e.g. people should only gather to take part in the activity and should not gather before or after, when face coverings should be used)
* Create signs to display as reminders
* Give regular verbal reminders throughout the event
* Organiser/COVID Officer to consider stopping rehearsal/excluding attendees if there is a failure to comply with measures adopted
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| **Lack of information to give to Test, Trace, Protect service if required** | * Keep a register and seating plan for those who attended rehearsal for 21 days
* Ensure you have contact details for all attendees
* Advise participants to use the NHS COVID-19 app
* Ensure that if someone falls ill following rehearsal, they know who to contact in your group
* Make sure you are aware of the procedure for contacting the Test, Trace, Protect service

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| **Attendance of those at increased risk from COVID-19** | * Ensure you are aware of WG guidance on Extremely Vulnerable individuals and those at increased risk
* Identify extremely vulnerable individuals or those at increased risk via surveys or conversations
* If an individual at increased risk wishes to attend, clarify that the group’s measures cannot reduce the risk to zero and document that they have understood this
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| **A participant is infectious** | * Question each performer to make sure that no-one is participating if they are suffering with [symptoms](https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus#section-38123) of COVID-19 or when advised to [self-isolate](https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus).
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| **Someone becomes unwell with COVID-19 symptoms during rehearsal** | * Consider what action you would take in this situation i.e. send the person home immediately to [self-isolate](https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus) (as well as their household), ask them to take a test and notify the organiser of the results as soon as possible, and to think about how they will travel home if they cannot drive themselves
* Stop rehearsal and send everyone home
* Notify venue and agree how space should be cleaned
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| **Lack of appropriate ventilation /prolonged exposure**  | * Consider ways of maintaining and increasing the supply of fresh air, for example, by opening windows and doors (unless fire doors).
* Break rehearsal into sessions, with ventilation breaks during which participants go outside
* Find a more suitable venue if ventilation is not possible
* Reduce overall length of rehearsal
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| **Build-up of virus on shared surfaces and in shared areas (e.g. washrooms)** | * Confirm with venue who is responsible for cleaning and providing cleaning materials and any necessary PPE
* Ensure additional [cleaning of hard and regularly touched surfaces](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) (e.g. hand‑rails, door handles)
* Encourage increased handwashing or provide hand sanitiser where this is not practical.
* Ensure hand sanitiser stations at strategic points in the building, including entrances to the building
* Ensure washrooms have both disposable hand towels and air driers available.
* Ensure hygiene facilities are accessible to disabled people
* Ensure social distancing is maintained in washrooms. Consider capacity of washroom, and whether toilets or sinks should be blocked off to maintain social distancing
* Discuss with the venue how rubbish should be disposed of
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| **Increased risk of transmission if 2m distancing not maintained** | * Take into account how many people can safely take part regardless of any maximum limits allowed by law
* consider ‘pinch point’ areas, such as, queuing to enter or exit the venue, toilets, food and beverage sales points and consider suitable mitigations, including physical distancing measures in these areas.
* Use marked paths with directional arrows, one-way systems, clear signs
* Use control measures such as barriers and cones
* Consider arrival and departure processes (staggered etc)
* Mark out 2m areas with tape on the floor
* Ensure chairs are placed in appropriate positions before participants arrive
* Use back-to-back or side-to-side positioning (rather than face-to-face) whenever possible
* consider using screens or barriers in addition to social distancing, and as a mitigating measure where full physical distancing may not be consistently maintainable
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| **Increased risk of transmission through singing/playing woodwind or brass instruments** | * Consider whether it is appropriate to hold a rehearsal involving singing or playing wind/brass instruments If these do take place, the organisers of the activity must take extensive mitigating actions, otherwise they may be failing to meet their statutory duty to take [all reasonable measures](https://gov.wales/taking-all-reasonable-measures-minimise-risk-exposure-coronavirus-workplaces-and-premises-open) to prevent the spread of coronavirus
* limit the numbers in line with current guidance to account for the quality of the ventilation of the space and the ability to observe physical distancing within the area
* Consider limiting the number of singers/players to no more than 6 within a larger group
* for singers and instrumentalists working with other individuals, positioning side-to-side or back‑to‑back and avoiding singing face-to-face even when following the required distance
* Consider allowing a greater physical distance than 2m (e.g. 3m side to side, 6m in front – consider current scientific research) including from MD/conductor
* consider using booths, barriers or screens if possible between individual singers who are not part of a fixed team, between fixed teams of singers and others but be aware of current advice on effectiveness
* Encourage special care in cleaning spit or condensation from instruments to prevent the spread of aerosol droplets
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| **Increased risk of transmission through use of shared equipment**  | * Avoid using shared instruments
* Ensure that equipment is only handled by those using it; place name labels on equipment to help identify the designated user
* Handling of music scores or parts to be limited to the individual using them
* Use designated storage for large instrument cases; musicians with smaller instruments to keep cases under their seat
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