

Group name Westerly Winds
COVID-19 risk assessment for:
Rehearsal day and time Wednesday 28.10
Rehearsal venue The You Foundation



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) Check Coronavirus cases data regularly (see notes section) If there are local restrictions or a local travel alert, cancel rehearsals for that week Remember to communicate with members, MD, volunteers, venue while committee decision	Committee Committee Committee Committee		Government guidance on local lockdowns Check coronavirus cases data regularly
Infectious individual attends rehearsals	Exclude potentially infectious individuals from attending and entering rehearsal venue Use pre-attendance questionnaire to exclude them or email to stop potentially infectious individuals attending Use on the door questionnaire to stop potentially infectious individuals entering rehearsal venue If questions to do: (1) do they have any of the symptoms: elevated temperature, continuous cough, loss of smell and taste (2) have they been in close contact with someone with symptoms (3) have NHS Track & Trace asked them to self-isolate (4) have they returned from abroad and been asked to self-isolate	Committee		
Ability to track & trace when someone falls ill outside meeting	Keep register, with seating plan, of everyone who attends rehearsals every week, for 21 days (for NHS Track & Trace) AND contact all attendees of last 2 rehearsals, ask to self-isolate for 14 days from date of attending rehearsal with patient If that happens, contact NHS Track & Trace	Committee		
Ability to deal with person becoming unwell in rehearsal	create a plan for this eventually send person home if you need to call transport for them, seat them on non-upholstered chair, wearing face covering and disposable gloves, by open window or door until transport arrives ask person with symptoms to take a test asap and communicate the result to you sterilise rehearsal immediately and send everyone home, asking them to self-isolate until test result received clean rehearsal space carefully self-venue	Committee		
Compliance means mitigating measures not complied with	create posters and signs to display each week at the entrance, by bathrooms, other prominent locations as reminders remind attendees verbally, at entrance, during rehearsal, as it fits with schedule make sure you communicate it more appropriate to everyone (e.g. consider dyslexia, deafness, vision-impairment etc.) make it someone's responsibility to do reminders every time	Committee Committee Committee		
Non-compliance with measures means risk to other attendees	make it clear to members that if they do not comply with the measures group has in place, they will be excluded have a system 2 warnings and then you can ask to direct 1 come as a support when you do exclude them enforce exclusion regularly - it may make some people cross, but the majority will be relaxed and behind you	Committee Committee Committee		
2. Behaviour of attendees/individual safety measures				
Individuals spread or breathe in virus-laden particles	set out expected behaviour (1) matrix social distancing AT ALL TIMES, this means before, during and after musical activity, NO MINGLING (2) sneeze/cough into elbow/crook of arm (if not wearing a face-covering) (3) if possible and available, use self-covering for sneezing/blow nose (4) no hugging, hand-shaking, touching to chat in rehearsal venue before/after (i.e. no mingling) (5) no repeated singing or shouting make wearing of face covering in the rehearsal venue mandatory sanitise for attendees that they can remove for playing, but should comply at all other times (6) Members to wear mask for set up and break-down (7) Members will be reminded not to drink or to risk during rehearsals, thus reducing the need for MD to raise voice (8) Screen to be purchased for MD	Committee All Members All Members All Members All Members All Members All Members All Members Committee		
Individuals spread/cup virus by touching shared surfaces	set out expected behaviour (1) avoid touching shared surfaces as much as possible (2) sanitise/wash hands on arrival, departure, before/after break, after bathroom visit (3) do not share equipment (music stands, sheet music, music stands, chairs, etc.) (4) use allocated seat and keep all equipment and personal belongings by and in that space, unless too large (5) do not share bottles (water or wine) and how to dispose (e.g. instrument case) (6) try your own refreshments (7) players of instruments collecting cup stands to be disposed of during break periods (cup or washable plastic container have paper towels and suitable plastic bags on stand by for those who forget, remember safe disposal afterwards) (8) if you are using man music, no music will be handed out on the night	Committee All Members All Members All Members All Members All Members All Members All Members Committee		
Member pick up virus in assisting other member/conducting	Cold desks For those helping with register/first up of equipment for those who are physically impaired (1) consider and designate their area of operating (e.g. Chancel only, entrance area) (2) register who does what job on what date (3) ring note who they work with before applicable, e.g. arrival email (4) provide relevant personal protection equipment - e.g. disposable gloves, cleaning materials, face coverings (5) Disposal of waste according to You Foundation processes	Committee		
3. Rehearsal space				
Space not large enough (floor and volume) to be safe	Survey conducted to determine how many members currently willing/able to return to parish Members have been encouraged to consider compliance with You Foundation's assessment (4m in front of players) reduce numbers rehearsing to ensure social distancing of 2m is possible at all times, not just during playing Band members have been provided with a seating plan and have a designated space, instrument set-up should be within that space	Committee		
Build-up of aerosols	Maximise ventilation by opening doors and windows do not use fans, they can help disperse your group Keyholder to open doors and windows on arrival reduce length of rehearsal Divide rehearsal into smaller units of time (with ventilation if possible)	Committee Keyholder		
Build-up of virus on shared surfaces	For the use of venue chairs (1) make sure they are hand free (can be cleaned) (2) clean before and after use (3) limit number of volunteers handling such shared equipment (provide gloves/hand sanitizer)	Committee Committee volunteers		
Cold transmission in bathroom facilities	Members have been asked to reduce the use of toilet facilities ensure social distancing maintained when queuing for facilities	Committee		
Contaminated surfaces	Members have been asked to clear bags/links after toilet use encourage hand washing, using paper towels, water, remembering poster with handwashing technique provide hand sanitizer on way into toilet facilities	Committee		
Queueing points and traffic flow (steps to all rooms / areas)				
Difficulty of maintaining 2m social distancing	2m markers on floor, clear signage Arrival and take time (register/sign assessment/permissions), manage queuing consider using podium/high, tape on floor Leaving after rehearsal, reminder not to linger and socialise inside People and their belongings to remain in allocated space, with the exception of bicycles	Venue + committee Committee Committee Committee		
Rubbish				
Contaminated material not properly disposed of	Ensure potentially contaminated materials are double-bagged reuse bins then used ensure no rubbish there before rehearsals/bins empty dispose of rubbish before rehearsals provide volunteers with gloves, hand sanitizer, soap/towels	Committee Committee Committee Committee Committee		
Other areas of venue				
Activity before you leave leaves legacy of droplets/aerosols	Space is used Tuesday evening and Thursday, so will have been used immediately prior to our rehearsal Ensure enough time to clean and ventilate between previous activity and yours ensure enough time so that participants do not cross clean, creating pinch points you would not be able to control	Committee		
4. Musical activity				
Where cannot accommodate whole group at 2m distancing	Maximum of 20 musicians + MD reduce numbers rehearsing to ensure radius of 2m is around each singer/player and 3.5m distance to conductor if necessary continue for a single period, a temporary 1 player venue will be investigated	Committee Committee		
Covid-safe pacing of individuals during activity	not face to face consider back to back, side by side, staggered rows, everyone has 2m radius, 3m for flutes/trumpets Doors are to be kept open by 4m in front of wind players 2m-3m between front row of players and conductor consider plastic screens Placement of instruments in relation to seating plan has been considered in order to mitigate against risk (e.g. flutes at the front, percussion and bass at the back)	Committee All Members Committee Committee		
Substantial numbers cannot attend in person	Additional arrangements (e.g. recording sessions) have been considered	Committee		
Voices spread through sheet music	email it to people and ask them to print their own for practice (acceptable if you have bought/hired) buy electronic print out own books all cases, removed constantly not to share and only to use own set of music no music will be handed out on the night	Committee Committee Committee		
Increased aerosols through high volume sound	Members will be emailed prior to rehearsal which pieces will be rehearsed. Members to plan accordingly. reduced volume of playing and/or less solo means less need for participants to breathe deeply i.e. solo reduction of "blowing out" a large amount of air into the room adjust what you do in rehearsal (e.g. focus on harmonies, rather than articulation, balancing rather than fortissimos) attend rehearsals temporarily to work on quieter pieces with less, or no, on-venue techniques	MD MD MD		
Voices spread through shared equipment	Members are not to shout or talk during rehearsals	All Members		
Aerosol transmission from conductor facing the group	make clear from the start and build in regular reminders NOT to share equipment 2m-3m between front row of singers/players and conductor Conduct hand held for MD Beneath - aerosol can travel above, it can act as a virus trap, not cleaned by ventilation, who will clean, properly?	Committee Committee Committee		
Instruments which accumulate spit	musicians bring bins for emptying spit on to and plastic bags to contain them or, old take away plastic boxes which can be sealed and taken away have paper towels and suitable plastic bags on stand by for those who forget, remember safe disposal afterwards musical players responsible not to empty spit on floor, try and keep them to themselves rather than spit on the floor Players to be responsible for keeping their own area with disinfectant wipes (personal or provided by the band)	All Members Committee All Members		
Wind/ brass instrument potentially higher aerosol production	In the shortest (bulging) highest/lowest instruments there may be higher aerosol production to mitigate ventilation in fellow players, consider greater distance (e.g. 2m) especially for trumpets and flutes/saxophones consider layout with these instruments at the front (but don't forget risk to your conductor) increase ventilation/shorten rehearsal books Committee to consider bell covers, members to be responsible for bringing to rehearsals	Committee Committee Committee All Members		
5. Ancillary activity				
Possible of refreshments in house of transmission	Refreshments/refreshment breaks will not be provided Members can bring their own refreshments and may only use their utensils. To be consumed within their personal 2m square	Committee All Members		
Breaks risk compromising 2m social distancing	No breaks. No Mingling.	Committee		
Arrivals/Departure compromises 2m social distancing	removal of expected behaviours, no lingering on arrival or departure to chat to friends sign to straight to allocated seats on arrival and to leave hall straight away on departure - chatting can be done outside! Tape outside door to indicate 2m marker Only committee members who are conducting cleaning/ventilating to arrive before 7.30	Committee Committee Committee		
6. Organisation				
Debit/loss/necessary risk management measures unavoidable	financially cost up one off investments (e.g. pocket amps/mix for conductor) with new ongoing commitments (venue?) consider cleaning materials, disposable stuff (e.g. gloves, wipes etc.), extra linings.	Committee Committee		
Loss of income from membership subscriptions	Reduced subscriptions offered consider those who are able to pay more consider those who are able to pay less - and who may have lost their job over this or struggle with finance as a family	Committee Committee Committee		

Control of infectious diseases (COVID 19) RISK ASSESSMENT & POLICY



Purpose

The purpose of this risk assessment is to help identify risks and record instances which are believed to relate to the control of infectious diseases and predominately the recent pandemic COVID 19.

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

The YDU Foundation accepts government guidance for all non essential business and leisure activities to cease until allowed to continue under the coronavirus bill (26th March 2020) and follow the latest guidance as set out by the government and South Glos Council.

TYF will follow updates announced by the government at each review stage of the coronavirus bill 2020, and adjust services accordingly to meet the guidance and ensure the highest possible level of safety for Staff, service users and community groups which use our premises.

Critical services

Some of the services provided by TYF are allowed to continue under government guidance as they are deemed critical or essential services. These include but are not limited to:

- Providing emergency food parcels or food bank services to individuals and families adversely affected by the coronavirus pandemic or food poverty.
- Providing respite services to vulnerable families through the Bardon Trust Play scheme.
- Providing one to one sessions working with vulnerable young people through alternative learning provision run by MIAG and BSP.

TYF accepts that these services are essential for the wellbeing of their services users but acknowledges the risks involved during a pandemic and government advised lockdown. This policy aims to understand those risks and mitigate them where possible.

Recording and Reporting

TYF will ask all staff and display posters asking all visitors that if they test positive for Covid 19 and have attended our premises within 14 days then to please notify us so that we may properly report the incident and aid with track and tracing.

TYF will ask all groups using the premises to keep a participant log for a minimum of 21 days and share this information with NHS Test and Trace where necessary.

A confidential copy of the report will be kept locked in the Accident, Injury or dangerous occurrence folder in the office.

Monitoring

In order to identify when sessions are safe to resume and in what capacity TYF will keep up to date with review stages of the coronavirus bill and also the Covid 19 Alert Level as outlined below:

Stage 5: No sessions, centre not in use for any purpose.

Stage 4: Essential and critical sessions may take place. Food bank services, 1:1 work with vulnerable yps, work sanctioned by local authority. Limit to one session running at a time.

Stage 3: Some sessions may return only where social distancing can be maintained, limited number using the building at one time during critical/essential sessions.

Stage 2: Sessions can resume with social distancing and hygiene measures in place

Stage 1: Normal service provided by TYF

Staying 'COVID 19 Secure' in 2020

In order to manage and limit the risk of transmission to staff and service users of critical services during the lockdown stage of the pandemic and as the normal services of TYF resume and are safe to do so, TYF will ensure that we have complied with government guidance on being COVID 19 Secure.

This outlines 5 steps to safer working:

1. TYF undertakes a COVID 19 risk assessment and shares with all organisations and staff working in our premises (see below).
2. TYF ensure there are cleaning, hand washing and hygiene procedures available to all staff and visitors (this includes hand washing guides at every sink, Hand sanitizer points at all entrances and exits to the building, a cleaning box available to users, and regular disinfecting of surfaces and increase in cleaning schedule).
3. TYF will take all reasonable steps to ensure staff can work from home.
4. TYF will take all reasonable steps to ensure a 2m distance is maintained (this includes floor markings where needed and reducing max number of participants in the building).
5. Where this 2m distance cannot be maintained TYF does everything practical to manage transmission risk (detail of this can be found in the risk assessment below).