

Having Concert Orchestra Risk Assessment:

Protocols to make our rehearsal process as safe as possible

General

1. These processes are being put in place to for the protection of all our members and their families and should help to minimise risks – it is essential that all players read this document and follow these procedures.
2. Music will be downloaded by players so that each person has their own copy.
3. Volunteers to be provided with gloves and hand sanitiser

Communication

4. We will publish our risk assessment and protocols on our website and will send to the players so that they are aware of the process.
5. We will highlight any changes to members as these arise

Committee to consider if rehearsal is safe

6. Review current incidence of Covid-19 in London and latest information from Government. Public Health England [publish daily data](#) (and longer-term comparisons) on cases, testing and deaths for UK, nations, regions, local authorities by size.
Has a local lockdown been announced?
7. If it is deemed unsafe, committee to communicate to all players.

Before rehearsal

8. Players need to assess whether they are fit to attend the rehearsal.
9. Players should also consider whether they, or any members of their household, are in a high-risk group and consider whether it would be safe for them to attend the rehearsal.

Safety questions

If any of the answers to the Safety Questions below is 'Yes' you should not come to the rehearsal. Please contact your fixer. If in doubt see further guidance here: <https://www.gov.uk/coronavirus>

Do you have any Covid-19 symptoms or had any in the last 7 days?

- Raised temperature OR
- New persistent cough OR
- Loss of or change to your sense of taste or smell

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Have you been in close contact with anyone who has symptoms or has tested positive for Covid-19 in the last 14 days?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Are you currently awaiting the results of a Covid-19 test (please do not attend unless you receive a negative result before the rehearsal)?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Have you been contacted by the national 'Track and Trace' service and told you should self-isolate (within the last 14 days)?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Have you returned from abroad and been told to quarantine?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Setting up the space

10. Volunteers to arrive early (~30 mins early) to set up the chairs. Gloves are to be worn to set up the chairs at correct distance. No other players to come in until room is set up.
11. Committee to allocate which volunteer will set out chairs for each area.
12. Windows will be opened to ensure good ventilation of the space. It is therefore likely to be chillier than usual and players are advised to dress accordingly.
13. One player per stand.
14. Players to bring own music (we will provide links to the parts for players to print and will send copies to anyone who has not got access to a printer).
15. If we can, we will open some of the doors to reduce hand contact e.g. the door between the hall and the entrance foyer.

Arrival/rehearsing

16. **Players should plan their travel so that they do NOT arrive prior to 7:30pm to allow the Hall to be set up**
17. Players should take all necessary precautions in travelling to the venue
18. Each player must bring their own stand and pencil – sharing will **not** be possible.
19. Players to enter using front entrance
20. Players to queue outside the entrance at a 2m distance to avoid too many people at one time in the foyer
21. A registration table will be set up in the foyer
22. Upon entry, go to the registration table and use the hand sanitiser provided.
23. We will need to record attendance for track and trace purposes (name, phone number, time of arrival and departure) for 21 days. Data will be given by players upon arrival at rehearsal.
24. Players can socialise safely at a distance of 2 meters outside before the rehearsal, but when they are ready to rehearse, they should go straight to their chair once they leave the registration table
25. Instrument cases should be left behind or next to players' chairs to avoid people mixing when unpacking and packing up.
26. People to wear masks until we start playing (strings should carry on wearing them when playing if they wish).

Break

27. Players to bring own drinks and biscuits, no shared refreshments will be provided for the break.
28. Committee will remind everyone to socially distance at the break time, ideally outside if weather permits so that we can ventilate the room. If this is not possible, players should stay at their chair
29. Players to wear masks at break apart from when eating and drinking
30. Set number of people allowed in toilets at any one time (this will be informed by rules set by hall provider).

End of rehearsal

31. Each player to wipe down chair using the wipes provided
32. Wind and brass should clean instrument out at home and not in the rehearsal venue

Any saliva which does need to be should not be emptied on to the floor but caught in a container or with absorbent paper then disposed of safely. We will have paper towels and sealable plastic bags on stand-by for those who forget; remember safe disposal afterwards

33. Players should observe social distancing and stay 2m apart from other players as they leave, taking their own music and rubbish with them.
34. Players to use side door to exit.
35. After players have left, volunteers to put away chairs, wearing gloves when they do.
36. Volunteers to ensure no rubbish left lying around

If something goes wrong

37. If a player is taken ill with potential Covid-19 symptoms during the rehearsal
 - a. We will send person home immediately.
 - b. If we need to call transport for them, we will seat them on non-upholstered chair, wearing face covering and disposable gloves, by open window or door until transport arrives.
 - c. Ask the person with symptoms to take a test asap and communicate the result to HCO
 - d. Terminate rehearsal immediately and send everyone home.
 - e. Ask players to take medical advice on taking a test
 - f. Tell venue.

38. If a player falls ill between rehearsals, having been present at the previous one:
 - a. Ask the sick player to take a test asap and communicate the result to HCO
 - b. If the sick person tests positive, provide the sick player with all the contact details of people present at the rehearsal for Track and Trace
 - c. Tell the venue if they test positive
 - d. If they test positive tell the players who were present to take medical advice on when to take a test
 - e. Consider postponing next rehearsal